



Cornbank Early Learning and Childcare Setting Intimate Personal Care Policy



Definition of Intimate Personal Care: Intimate care involves helping learners with aspects of personal care which they are not able to undertake themselves either because of their age and maturity or because of developmental delay or disability. Some Children may need help with various aspects of personal care including:

- Washing (care and support plan)
- Dressing and undressing (care and support plan)
- Supported Eating (medical action plan/ care and support plan)
- Administering Medication (administration of medication policy)
- Toileting (see below)
- Nappy Changing (see below)
- Physiotherapy/ Exercise Programme/ Manual handling (medical action plans)
- Massage intensive interaction (medical action plans)
- Dental hygiene (see childsmile guidelines)
- Applying topical medicines (sun cream policy & administration of medication)

We often assist children with toileting and/or Nappy Changing at Cornbank ELC. Please find below the Procedures for both.

Nappy Changing

The nappy changing experience should be a relaxed, happy and social routine that provides valuable opportunities for interactions between staff and children on an individual basis. The environment should be organised in a way that promotes those positive interactions while also supporting positive learning experiences.

- Before a staff member can change a nappy or a child they must first make sure that the designated changing area is clean and inviting and check that the nappy changing mat is safe and has no rips or cracks in it. If it does this must be reported as an urgent matter.
- Staff member to gather all necessary items before each nappy change including clean nappy, wipes, nappy sack, medical bag, cream if necessary (where cream is used the child should have their own named cream and supplied by the parent). It is a good idea to have a named box or bag for each child containing these items although parents may choose to supply them daily.

- Staff will approach the child and say or sign that it's time for a nappy change. You may need to negotiate (e.g. "OK, I can see that you're playing, but we need to change your nappy. We'll do it in 2 minutes"). You should never approach a child from behind, pick them up and take them for a nappy change.
- Put on gloves and apron. **You must use a new set of gloves and apron for each nappy change.**
- The nappy mat must be cleaned and disinfected before and after use.
- Place the child on the nappy changing mat. **No child will ever be left unattended during nappy/clothes changing.**
- Remove the child's clothing to access the nappy. Remove the nappy and using the wipes, clean the child and place the used wipes and used nappy in the nappy sack. Place the nappy sack in the nappy bin provided.
- If the child's clothes are soiled, they should be bagged separately and sent home, they should not be rinsed by hand. The bag should be clearly labelled.
- Put on a clean nappy. If cream is to be applied change gloves to avoid cross contamination.
- Take off the gloves and apron and place them in the bin provided. Follow contaminated waste procedure
- Dress the child.
- Wash hands
- Support the child to wash their hands for a minimum of 20 seconds following NHS hand-washing guidance.
- Using a clean glove clean changing mat with disinfectant spray.
- Staff member will wash their hands in accordance to NHS hand-washing guidance so as not to cross contaminate.
- Staff will then record the change on a nappy record sheet and sign (with initials) and child's daily diary if they use a home link diary.
- Wherever possible children should be changed into their own clothing, however if the child has none of their own, the nursery will do their best to provide suitable clothing.

Hand washing facilities:

- There must be a designated sink for hand washing only, which must be located within the nappy changing area.
- It may have a step for children who are able to use it. The hand washing sink must be of a suitable size to allow hand washing and have running hot and cold water dispensers for non-antibacterial liquid or foam soap and paper towels or hand dryers must be provided.
- Children and staff must never share hand washing water in communal basins
- Hand-washing must follow NHS Guidance. Poster displays should be visible at every hand – washing station.

Waste bins:

- Should be used for disposable nappies and equipment. This could be a foot operated, lined, lidded bin or a specific bin designed for used disposable nappies. There should also be a general waste bin for used paper towels and other waste. Adhere to contaminated waste procedure.

Staff must have up to date child protection training, including identifying signs and symptoms of abuse and how to raise these concerns as set out in the child protection policy.

Nappy Change Record:

- A Nappy Change Record sheet (Appendix.1) will be displayed beside the changing facility. Staff are required to use the key; D – Dry, W – Wet, S – Soiled, C – Checked and then Sign (using their initials).
- All Children will be checked AM & PM session at 11am and 2pm and where required their nappies will be changed, any other times have to be noted on the Nappy Change Record.

Refer to: Nappy changing facilities for early learning and childcare services: information to support. Care Inspectorate 2018

Toileting

Guidelines:

- Toilets which afford privacy and modesty are provided, with a separate nappy changing area.
- Toilets are age appropriate and sized accordingly to meet the age/ stage of our nursery learners.
- Staff are trained in good working practices which comply with health and safety and infection control guidelines.
- Adequate facilities are provided and toilets are checked regularly. Referring to Toilet Check procedure (Appendix.2). Staff should then sign (initial) the Toilet Check sheet (Appendix.3) within the ELC Bathroom using the whiteboard marker at each hourly interval.
- Supplies of cleaning materials and PPE are kept well stocked and are accessible and readily available.
- Parents are asked to supply a change of clothes. In the event where the child has already used their change or has forgotten to bring one Nursery will have a supply of clean fresh clothes.
- Some Children may have a preference of staff member who changes them. This right should be respected where possible. In the event that their chosen staff member is unavailable the child should have the opportunity to choose someone else.
- Best practice for a single staff member changing a child is to ensure that:
 - Another member of staff is aware you are changing a child.
 - The event is recorded and initialled by the staff member who changes the child.
 - The staff member must be SSSC registered before being trained on toileting and nappy procedures.
- Parents and carers should always be verbally informed if their child has been changed on the same day. If you forget to communicate this at pick up the parent should be contacted via telephone.
- Within our ELC we have a Toileting Support Sheet (Appendix.4) displayed in the ELC Bathroom for staff, this details children who require either additional support whilst at the toilet and/or regular reminders to go to the toilet during their day at nursery, these are recorded using the key; T – Tried, A – Asked, C – Changed, W – Wee, P – Poo.

Staff responsible for adhering to this policy are: All staff who support pupils requiring any sort of intimate care.

Created by	Date
Emma Daly Merged the nappy policy and toilet policy together to create this	August 2022
Updated by	Date
Amy Finlayson	10/10/2023
Reviewed	Date
Amy Finlayson	17/8/23
Emma Daly	28/8/23
Emma Daly	10/10/2023

Nappy Change Record

Week Commencing: _____

Childs Name ▼	Monday			Tuesday			Wednesday			Thursday		
	Time →	11am	2 pm	Other	11am	2 pm	Other	11am	2 pm	Other	11am	2 pm
Example	D ED	W ED	S @ 12:20 FM	D ED	W FM	S @ 9am FM	W FM	W FM		C FM	W ED	S @ 9am FM

Please mark W for Wet D for Dry C for checked or S for soiled alongside your initials. If a child has a home link diary this information should also be entered into their home link diary.



Cornbank Early Learning and Childcare Setting



Toilet Checks

(Revised September 2022)

- Staff check the toilets on an hourly basis.
- Toilet checks involve:
 - Ensure all toilets are clean and flushed
 - Ensure all toilets are fully stocked
 - Remove any debris from the floor
 - Report any maintenance issues to janitor
- Staff must initial box when toilet check has been completed.
 - Staff will thoroughly clean the toilets and sinks every hour using chlorine spray.

Reviewed on: 17/08/2023

Toilet check Sheet Week Beginning: _____



These children need fully supported at the toilet and regular reminders.																									
Childs Initial	Monday						Tuesday						Wednesday						Thursday						
	9:30	10:30	11:30	12:30	1:30	2:30	9:30	10:30	11:30	12:30	1:30	2:30	9:30	10:30	11:30	12:30	1:30	2:30	9:30	10:30	11:30	12:30	1:30	2:30	
Example. RJ	W	A	P	W	T	C	A	C	W	W	T	C	W	P	W	C	A	W	A	W	W	T	C	W	

Please tick to say the following Children have had these checks/ reminders at least three times daily													
		Morning				Lunch				Home			
		M	T	W	Th	M	T	W	Th	M	T	W	Th
Need reminding to go	Example. HH, PS, RJ, KK												
Need wipe check throughout the day/ help with wiping	Example. AR, BS, BH, TD,												

T=Tried P= Poo W= Wee C= Changed A= Asked

Toilet Checks

Week beginning: _____

	8am	9am	10am	11am	12pm	1pm	2pm	3pm
Monday								
Tuesday								
Wednesday								
Thursday								

Initial box when toilet check complete

**Toilet checks involve: Ensuring all the toilets are clean and flushed,
Ensuring toilets are fully stocked, removing any debris from the floor.
Reporting any maintenance issues to the janitor.**