



Intimate Care Policy – Changing Nappies

Policy Agreed: September 2024

Review Date: September 2026

Guidelines for Changing Nappies

Children who are not yet fully toilet trained will require their nappies or pull-ups to be regularly checked and changed. An intimate care agreement should be written and signed by parents and the class teacher.

Who should change nappies?

Any member of staff who is DBS checked may change a child's nappy should it be soiled. Children should be changed as necessary following the guidance provided by the parent in writing in the Intimate Care Agreement (Appendix 1).

Where should nappies be changed?

Nappies or soiled clothing should be changed in the toilet area. If necessary, the child should lay on a changing mat to be changed and not the floor. Privacy and dignity should be maintained at all times.

What resources will be used?

Parents should provide nappies, nappy sacks, wipes and spare clothing for children who may require it through the school day. A letter asking parents to send in the required items should be sent out if stock is low. (Appendix 2)

How will the nappy be disposed of?

Soiled nappies should be double wrapped and placed in the hygienic disposal unit.

What infection control measures are in place?

Staff should wear disposable gloves and aprons when dealing with soiled clothing or nappies. The changing area should be cleaned after use. Hot water and soap should be available to wash hands after the task has been completed. Paper towels should be available for drying hands.

What should staff do if a child is unduly distressed by the experience?

If a child is unduly distressed about having their nappy changed, parents should be contacted to discuss the matter. A plan should be put into place for individual children which may involve a social story or visual support.

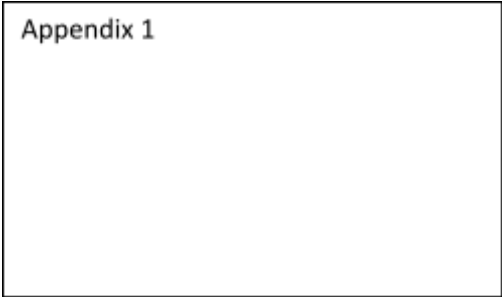
What should staff do if marks or injuries are noticed on a child?

Staff should follow the procedures outlined in the Child Protection Policy.

Parent Information and Support.

Support from the Incontinence Clinic is available for toilet training problems from age 4 years, including children with special needs, after adequate input and supervision for 6 months from the GP HV, Community Nursery Nurse, SN or MAST support worker.

Continence products may be available from the age of 5 years for children and young people who have additional needs and where toilet training is not possible. Referral by GP or Ryegate Doctors only.



Intimate Care Agreement

In order to best meet the needs of your children when they are with us we would like to set up an individual agreement between parents and school with regards to intimate care.

Intimate care is any care which involves washing, touching or carrying out an invasive procedure which are children are unable to do for themselves arising from the child's stage of development. In most cases within school, intimate care will involve procedures to do with personal hygiene.

Staff at Hartley Brook Academy providing intimate care are aware of the need to adhere to good Safeguarding procedures in order to minimise the risks for both the children and themselves. All school staff are supported and trained so they feel confident in their practice.

Name of Child _____ DOB _____

- I give permission for Hartley Brook Academy to provide intimate care to my child.
- I understand this will generally be carried out by staff in my child's class but may be carried out by another member of staff.
- I have discussed with the Inclusion Team the approach that I would like them to take for this and the details are outlined above.

Signed..... (Parent/Carer) (date)

Signed..... (Staff Member) (date)

Appendix 2

Children who wear nappies will need a pack of nappies, wipes and nappy sacks to be sent into school. Children will also require a spare set of clothing in school at all times. Please make sure that all clothing is named.

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Please send these into school as soon as possible.

Yours faithfully,

Appendix 3

Nappies – Guidance for Staff

- Make sure another adult knows what you are doing. Consider if a second adult is needed.
- Change nappies in a cubicle (be aware of privacy).
- Encourage the child to help as much as possible.
- Children should lie on a changing mat, **not** on the floor
- Wear gloves and an apron.

- Place nappies in a nappy sack, tie and put into the waste disposal unit.
- Clean the area and mat afterwards.
- Wash your hands with hot water and soap afterwards.