



Intimate Personal Care

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
- Dressing and undressing
- Supported Eating
- Administering Medication
- Toileting
- Physiotherapy/ Exercise Programme/ Manual handling
- Massage intensive interaction
- Dental hygiene
- Applying topical medicines

We often assist children with toileting and/or Nappy Changing at Cornbank Nursery. 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 written permission obtained from parent). It is a good idea to have a named box or bag for each child containing these items and spare clothes in case of accidents.
- 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 the 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 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.

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 (Refer to Toilet Check procedure.)
- 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 then. 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.

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

Reviewed on 26/8/21