



Blue Gate Fields Infant School

Toileting and Nappy changing Procedures

Agreed by staff
Agreed by governors

June 2018
Review Date June 2020

Introduction

The following guidance is based upon good practice, and draws upon information contained in the publications *Full Day Care: Guidance to the National Standards* (OFSTED) and *Good Practice in Continence Services* (Department of Health, 2000).

"Local authorities should put in place arrangements that ensure children are not excluded from normal pre-school and school educational activities, solely because they are incontinent."

Enuresis (wetting) is very common and incontinence fairly common amongst pre-school children and at school entry. "Typical" child development involves the gradual acquisition of faecal and urinary continence. The rate at which children develop bladder and bowel control varies and is influenced by cognitive ability and various family and socio-cultural factors. Although being late coming out of nappies is by no means necessarily associated with cognitive difficulties, it is likely that children with global developmental delay will be particularly late in this respect.

Children may have a physical condition that hinders continence, and some children may develop secondary enuresis or encopresis (soiling) as behavioural response to emotional difficulties. Schools and early years settings should be able to care effectively for children with these conditions and they must not be excluded from normal educational activities solely because of a manageable condition.

The Equality Act 2010 (which supersedes the Disability Discrimination Act)

The Equality Act requires all education providers to re-examine all policies, consider the implications of the Act for practice and revise their current arrangements. Where blanket rules about continence have been a feature of a setting/school's admissions policy, changes will need to be made to comply with the Equality Act. Schools and settings will also need to develop an action plan which outlines how they are working towards providing an accessible toileting facility, if this has not previously been available.

Education providers have an obligation to meet the needs of children with delayed personal development (including incontinence) in the same way as they would meet the individual needs of children with delayed language, or any other kind of delayed development. Any admission policy that sets a blanket standard of continence, or any other aspect of development, for all children is

discriminatory and therefore unlawful under the Act. All such issues have to be dealt with on an individual basis, and settings/schools are expected to make reasonable adjustments to meet the needs of each child.

Underlying principles

- All children have the right to have their physical needs met in school.
- Parents are encouraged to toilet train children before they start school if this is possible.
- As an inclusive school, children will not be excluded from school because of toileting needs. A care plan will be written for any child with medical needs which affects their ability to use the toilet. For children with disabilities, the care plan will be written in conjunction with the Occupational Therapist.
- Children who have 'accidents' should be changed in school, even if this happens close to the end of the school day. They should only be sent home if they are unwell.
- All staff are expected to change children where necessary.

Lead member of staff.

Catherine Jones, Head Teacher, has been appointed as the lead member of staff and will deal with any staff concerns or parental questions.

Procedures

'Accidents'

At Blue Gate Fields Infant School we understand that occasional 'accidents' are to be expected, where children who are otherwise toilet-trained wet or soil themselves. There are many possible reasons for this - the child may be absorbed in an activity, may be anxious about asking to use the toilet, may have an upset stomach or may simply fail to get to the toilet and undo their clothing in time. Some children need to be reminded to use the toilet regularly or taken to the toilet at regular intervals.

Where children have accidents, they should be changed in the same way as a child who is incontinent. Clearly, children should not be reprimanded or otherwise made to feel upset or embarrassed that they have had an accident. Asking parents of a child to come and change their child is unacceptable (unless

parents have requested such an arrangement or there are specific circumstances which need to be taken into consideration) and, in some cases, is likely to be a direct contravention of the Equality Act. Leaving a child in soiled clothing or a soiled nappy for any length of time pending the return of the parent can be considered to be neglect.

Each class teacher is responsible for having a spare set of clothes available. Nursery children are expected to have their own set of clothes as they may need to change their clothes more frequently. Children may have their own set of clothes in school if they wish.

If children are regularly having 'accidents', a record should be kept of the times and dates when the accident occurred. The class teacher should discuss this with the parents as well as the Inclusion Manger.

Older children may wish to change their own clothes, but they should always be supervised/assisted by a member of staff to ensure that they are clean and dry before putting on the new clothes. If possible, give children a choice about the clothes that they are putting on, e.g. asking the child which pair of trousers they would prefer? Independence is encouraged e.g. by teaching children to take off their own clothes. Wet or soiled clothing should be securely wrapped and kept in an appropriate place until it can be given to parents at the end of the day. Please make sure that school clothes are returned.

Changing nappies

When changing nappies, staff should use the changing area and:

- Wear disposable gloves
- Use baby wipes
- Wash hands with hot water and soap
- Use nappy sacks
- Dispose of soiled nappies in the clinical waste container
- Plastic aprons and masks are available if staff need to use them.

All the Nursery / Reception units have a changing area within the children's toilet and appropriate resources. There are 2 nappy bins located in Pluto and Saturn. Children wearing nappies in KS1 need to have a 'nappy box' with nappies, wipes, sacks and a change of clothing. These children can be changed within the Early Years units or in the Disabled toilet located on the Junior said of the school.

Some staff appear to believe that two members of staff need to be present during nappy changing. This is **not** the case, and is not a good use of staff resources unless there are specific reasons for needing two adults, such as health and safety considerations. The important thing is that parents/carers are made aware of a setting's arrangements for nappy changing and are happy with these. Staff should reassure parents as appropriate (for example that all staff have undergone DBS procedures). However, do not bring up child protection as an issue if the parents do not - you may simply cause them to worry unnecessarily about something that had not been an issue for them.

Any male members of staff should have exactly the same responsibilities in relation to nappy changing as female members of staff. In the case of parents objecting to this, a senior member of staff should discuss concerns with parents sensitively, while making clear the setting/school's policy.

Students should not change nappies unless supervised at all times by a permanent member of staff, and only then with parents'/carers' consent. Staff should be mindful of the need to preserve the dignity of the child (for example do not allow other children to watch nappy changing). Staff catheterising children should be trained by qualified medical staff. Settings should consider strategies for supporting children in developing independence - either through toilet training in partnership with parents, or through independent use of incontinence pads and catheters.

Job Descriptions

All support staff Job Descriptions include a reference to undertaking 'tasks relating to physical welfare' which includes supporting children with toileting and changing nappies. All new staff are asked at interview if they understand that this is part of their job.

Although teachers cannot be required to changed nappies, in our school it is expected that all members of the team, including teachers, play their part in changing children where necessary.

For advice and support in this area, staff in schools may contact the Physical Impairment and Severe Medical Conditions team, on 020 7364 6236. Staff in early years settings should contact their designated Early Years Area Inclusion Coordinator.

Further Information and guidance

Enuresis Resource & Information Centre (ERIC), 34 Old School House,
Britannia Road, Kingswood, Bristol, BS15 8BD. Telephone: 0117 960 3060
Website www.eric.org.uk

Good Practice in Continence Services, 2000. Available free from Department
of Health, PO Box 777, London SE1 6XH or
www.doh.gov.uk/continenceservices.htm

Original version written by Jason Swale and Labibun Nessa, Tower Hamlets
Early Years Service, July 2002. Updated January 2003 and August 2005 by
Jason Swale, with input from Helen Jenner, Service Head Access and Inclusion.
Further update by the Early Years Inclusion Team August 2012.

These toileting and nappy changing procedures were approved by governors in
June 2018 and signed by the chair of governors.

..... Chair of governors.

..... Date

It will be reviewed in June 2020 or sooner in the case of new information,
changes or legislation.