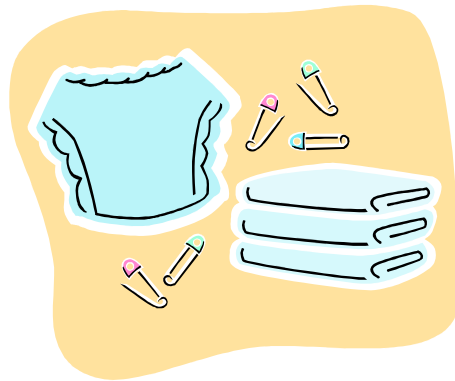




# WOOLGROVE SCHOOL GUIDELINES FOR CHANGING NAPPIES



*Equal opportunities lie at the heart of all that we do at Woolgrove.  
We are committed to ensuring that every member of the school  
community, whatever their position, race, gender, disability or religion  
is given the same chance as any other to access the services and  
support of the school'.*

## **Guidelines for changing nappies.**

Children who are not yet fully toilet training 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. (Appendix 1)

### **Who should change nappies?**

Any member of staff who is CRB checked has a responsibility to change a child's nappy should it be soiled. Children should be changed at lunchtime, at home time and at any other time during the day should it be necessary.

### **Where should nappies be changed?**

Nappies or soiled clothing should be changed in the changing area/sluice room in the toilet area or in cubicles in classroom toilets. If necessary the child should lay on the changing bed or a changing mat to be changed and not on the floor. Privacy and dignity should be maintained at all times. The door to the toilet should remain closed during this time.

### **What resources will be used?**

Parents should provide nappies, nappy sacks, wipes and spare clothing for children who may require it throughout the school day. Some classes may have a small stock of nappy sacks, wipes, spare clothing and nappies, which can be used if a parent has forgotten to send in these items. However parents should be asked to send in these items as quickly as possible as the school will not have an endless supply. A letter asking parents to send in the required items should be sent out. (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 the disposable gloves and aprons when dealing with soiled clothing or nappies.  
The changing area should be cleaned after use.

Vicky Litchfield.  
September 2015

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 staff should do if the 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 can include a social story.

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

Staff should follow the procedure as outlined in the child protection policy.









**Parent information and support.**

For children over 5, Parents should be informed that nappies and continence pads are available from the bladder and bowel service. They will need to do an initial assessment to assess whether products are suitable, if a toileting programme is appropriate or they need further investigations or not. The contact details for this service are; 01438-492500.

For children who have already been assessed their parents should be advised to contact the school nurse to get more information. (Appendix 3) Additional support can also be offered by the school nurse.



## Changing nappies

-  Make sure another adult knows what you are doing!
-  Change nappies in a cubicle or sluice room. (Be aware of privacy)
-  Encourage children to help as much as possible!
-  Children should lie on a changing mat or bed if necessary, NOT on the floor.
-  Wear gloves and an apron.
-  Place nappies in a nappy sack, tie and put into the hygienic waste disposal unit.
-  Clean the area / changing mat afterwards.
-  Wash your hands with hot water and soap afterwards! (antibacterial cleanser)



Woolgrove School.

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 the school with regard 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.

Intimate care may involve helping with drinking, eating, dressing, toileting, or comforting. In most cases at school intimate care will involve procedures to do with personal hygiene.

Staff at Woolgrove providing intimate care are aware of the need to adhere to good Child Protection practice in order to minimise the risks for both the children and themselves. All school staff are supported and trained so that they feel confident in their practice.

Name of child .....

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- I give permission to Woolgrove to provide appropriate intimate care to my child.
- I understand that this will generally be carried out by staff from my child's class but may also be carried out by another member of staff.
- I have discussed with my child's class teacher the approach that I would like them to take for this the details are outlined above.

Signed ..... Parent/Carer ..... date.

Signed ..... Class teacher ..... date.



INVESTOR IN PEOPLE

# HERTFORDSHIRE COUNTY COUNCIL



## WOOLGROVE SCHOOL

Pryor Way, Letchworth, Herts, SG6 2PT

Tel: 01462 622422 Fax: 01462 622022

email: [admin@woolgrove.herts.sch.uk](mailto:admin@woolgrove.herts.sch.uk)

Web: [www.woolgrove.org.uk](http://www.woolgrove.org.uk)

Headteacher

**Mrs Susan Selley, Dip(SpLD) B.A(Hons) M.Ed (SEN)**

Dear Parents,

Children who wear nappies will need a pack of nappies, wipes, nappy sacks and nappy rash cream if necessary, to be sent into school.

Children who are toilet training will require nappies/trainer pants/knickers or pull ups, depending on which training system is being used. (This will have been decided between yourself and your child's class teacher) Nappy sacks and wipes. They will also require several pairs of pants/knickers trousers/skirts and socks and at least two t-shirts and jumpers. Please ensure all clothing is named.

We have a limited amount of spare clothing to change children into if they require clean clothing. If your child gets sent home in school clothing please can this be washed and sent back as soon as possible.

..... is running short of;

Nappies      Nappy sacks      Baby wipes      Cream

Knickers/pants      Socks      Trousers/Skirts.      T-shirts.

Jumpers. (Circle which item/items are running short)

Please can these be sent into school as soon as possible?

Thank you.

vicky Litchfield.  
September 2015



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Headteacher

**Mrs Susan Selley, Dip(SpLD) B.A(Hons) M.Ed (SEN)**



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Dear Parents,

I'm writing to inform you that as your child wears nappies that these can be obtained free of charge from the health service.

If you require further information about this service or wish to order nappies please contact Lisa Newton our school nurse on 01462 492500. In order to order the nappies, Lisa will need your child's waist measurement.

Vicky Litchfield  
Head of Infant Department.

Vicky Litchfield.  
September 2015