

Broomhall Nursery School

Personal Care Policy

- Changing area and utilities are in the bathroom.
- Children bring their own nappies, wipes and creams if used, which are labelled and stored.
- The changing area is kept clean and tidy and the changing mat is disinfected after each use.
- Staff to wear disposable gloves and aprons when changing a child.
- Changing is a quiet personal one to one time; staff talk to babies, sing and go through routines with all babies.
- Older babies are encouraged to use potties if they have shown indications of toileting and encouraged to wash and dry hands afterwards.
- All soiled nappies and gloves are disposed of in nappy sacks and placed in a sealed bucket afterwards.
- Changing table/area left clean and tidy.
- Nappy bucket is emptied twice a day and sterilised.
- Nappies are put in a clinical waste bin, which is collected by a hygiene agency.
- Complete the forms to say that a child has been changed and the outcome is fed back to parents.
- Ensure that the child's dignity is respected at all times.