



Heartwood CE VC Primary and Nursery School

Nappy Changing Policy

Date:

September 2025

Review Date:

September 2026

Aims

We aim to support children's care and welfare on a daily basis in line with their individual needs. All children need contact with familiar, consistent carers to ensure they can grow confidently and feel self-assured.

Schools must not discriminate against or disadvantage disabled children or those with special educational needs who are not toilet trained on entry to school. This is in line with the Equality Act 2010 which states that a person has a disability if they have a physical or mental impairment, which has a substantial and long term adverse effect on that person's ability to carry out day today activities.

The Children and Families Act, September 2014, places a statutory duty on schools to make arrangements to support pupils with medical conditions, in terms of both physical and mental health. Medical conditions include bladder and bowel problems.

Nappy Changing

Children will have their nappies changed according to their individual needs and requirements. Information will be shared between parents/carers and the class teacher about nappy changing and toilet training. School and home will use materials from the Eric website to support children <https://eric.org.uk/individual-healthcare-plan/>

We always work to ensure the safety and welfare of the children whilst being changed and safeguard against any potential harm. As well as ensuring the staff member involved is fully supported and able to perform their duties safely and confidently.

The Nappy Changing Procedure

These procedures are to ensure the safety of both the children in our care and the member of staff. All children will be treated fairly with dignity and respect. Children in Nursery will be changed on a clean, soft changing mat and never directly on the floor. Children in Reception and above will be changed standing up unless stated in their Individual Health Care Plan.

- We ask that parents/carers try their best to ensure their child arrives with a clean and dry nappy/pull up/underwear. If necessary, it should be changed immediately.
- All children should be changed as and when needed, but at least 2 times daily, morning and afternoon.
- A child should be changed immediately if they soil their nappy. If a child refused a member of staff will call parents to inform them and ask them to support.
- There is no written legal requirement for two members of staff to be present when a child is being changed. Normally only one member of staff will be present when changing a child.
- Only staff with a valid DBS check will be permitted to change nappies. All staff who are permitted to change nappies will have training of the correct procedures by the class teacher.
- When changing a nappy, staff members must wear a disposable apron and disposable gloves. These must be removed after every nappy change, disposed of and new ones worn for the next nappy change.
- When changing a nappy, the changing mat needs to be cleaned after every nappy change.

- Staff will thoroughly wash their hands after each nappy change.
- It is good practice to allow children, to wash their hands after nappy changing, this promotes good hygiene practice from an early age.
- Staff will record nappy changing and accidents on the Intimate Care Record Sheet in the changing area (Appendix 2). Parents are then informed at the end of the day. For children in nursery this is recorded on a paper slip that is sent home.

Toilet Trained and Training

If a child is old enough to meet their own toileting needs, a staff member can support the child according to age and ability to use the toilet, ensure they are comfortable, clean and dry and have washed their hands afterwards.

When supporting a child that needs to be changed the staff member will explain that they need to clean and change them into some dry clothes. The staff member will put on a pair of disposable gloves and / or apron. If the child cannot do it the staff member will remove the wet/soiled clothes from the child and support with cleaning. The staff member will talk through with the children what they are about to do so that they are happy and understand. If a child is capable of doing so, they can help with the removal of any clothing. Wet/soiled clothing will be put into a bag so that they can be sent home. The staff member will wash their hands with antibacterial soap and running water and then dry them on a disposable paper towel. Staff will help the child to wash their hands using liquid soap, warm water and paper towel and then take them back to continue with their learning.

Working with Parents/Carers

- We will work with parents/carers when developing a child's nappy changing routine.
- Advice will be given using 'Eric- The children's Bowel and Bladder Charity' guidance and support from our Family Support Worker as required to support the child in becoming toilet trained and independent.
- Parents will sign and give permission for their child to be changed at school (see appendix 1).
- If a child has a disability or medical need(s) that may affect their personal care routine, an Individual Health Care Plan will be created by the SENCO in agreement with parents/carers. School use the ERIC IHCP which can be found here <https://eric.org.uk/individual-healthcare-plan/>
- Parents/carers will be asked when their child first starts at Heartwood whether or not they are toilet trained and any support they may need.
- Parents/carers to provide nappies, wipes, bags, spare knickers/pants and a change of clothes. School staff will notify parents if a child does not have these with them.
- Parents/carers must send their child in nappies or protective underwear until they are dry and clean the majority of the time.
- If a child refuses to have their nappy changed or becomes very distressed, parents will be called to come and change them.

Achieving Continence

We will encourage all children to achieve continence when they show signs that they are ready. This will be achieved through modelling, positive praise, working with parents/carers and having high expectations. In addition to this, school staff will ensure that nappy changing times are relaxed and a time to promote increasing independence.

Appendix 1- Intimate Care- Permission form



Intimate Care – Permission Form



Pupil's Personal Details	
Full Name: <input type="text"/>	
Date of Birth: <input type="text"/>	Parent/Carer name: <input type="text"/>
Address: <input type="text"/>	

I/We give permission for school to provide intimate care to my/our child.

I/We will advise the school of anything that may affect issues of personal care (if medication is changed or my child has an infection for example)

I/We understand the procedures that will be carried out and will contact the school immediately if there are any concerns.

Signature

Name:

Relationship to child:

Date:

