

# **Butlers Hill Infant and Nursery School Toileting and Continence Policy**

## **Promoting Personal Development - Continence**

Achieving continence is one of the many developmental milestones usually reached within the context of learning before a child transfers to nursery. However, we acknowledge that there may be children with longer term continence issues for whom an individual health care plan may need to be put in place. In addition, there may be children joining us in school who are at various points of developing their independence in toileting who may well need short term support in this important area of self-care.

No child will be refused a place in school in relation to continence issues.

Butlers Hill Infant and Nursery School is committed wholeheartedly to working with children, parents and any support agencies deemed necessary to ensure appropriate provision is made for all children with needs in this specific area of personal development and in so doing fulfil a commitment to the promotion of our inclusive school ethos.

We accept our responsibility to meet the needs of children with delayed personal development in the same way we aim to meet the needs of children with delayed language or any other kind of delayed development. We aim to make reasonable adjustments to meet the needs of each child.

## **Health and Safety**

The school already has procedures in place for dealing with spillages of body fluids, e.g. when a child accidentally wets or soils themselves, or is sick

- Staff to wear disposable gloves whilst changing a child.
- Disposable aprons to be worn if deemed necessary.
- Aprons and disposable gloves to be disposed of in the waste disposal unit in the disabled toilet in main school or the staff toilet in Nursery.
- Soiled nappies to be doubled wrapped and disposed of in the waste disposal unit in the disabled toilets; (Clinical Waste)
- Changing area/toilet to be cleaned after use – wipe surface with spray/paper towel
- Hot water and soap available to wash hands as soon as changing is done;
- Hot air dryer or paper towels available to dry hands.

## **Facilities**

The school has three toilet cubicles purposefully built for children with disabilities, 2 disabled toilets with changing bed if needed, and a larger staff toilet in Nursery. These should be used for changing purposes.

Staff should be aware that:

- Changing should not take place behind locked doors, however doors should be closed to and steps taken to ensure privacy and dignity can be maintained throughout the process.
- The child should not be made to feel uncomfortable or in any way they are a nuisance.

Asking parents to come and change their child (unless the parents have expressed a preference for this) or wanting an older sibling to change their sibling is a direct contravention of the Disability Discrimination Act.

Leaving a child soiled for any length of time pending the return of a parent/carer is a form of abuse.

## **Child Protection**

We do not anticipate that the changing of a child either in nappies or otherwise should raise any issues of child protection as all staff have been DBS checked. Therefore, it will be normal practice for only one adult to be involved in attending to a child's personal needs. The person attending to a child will always be a member of the school staff. Students on placement will not be involved in supporting children in this area of care.

At all times staff will be encouraged to remain highly vigilant for any signs or symptom of improper practice, as they do for all activities within school.

If any marks or injuries are noticed on a child during changing this should be immediately referred to a Designated Safeguarding Leader to follow up.

## **Partnership Working**

Issues around toileting can be discussed with the Nursery Teacher/Class Teacher during the admissions process. Parents starting Nursery or Reception Class are invited to into school for pre-admissions meeting or a Home Visit is arranged, at these meeting parents can discuss any concerns they have about. At this time an agreement may be set up defining each other's expectations and role. To be included;

## **Parents**

- Agreeing to change the child at latest possible time before coming to Nursery/School
- Providing spare pull ups/ underwear and a change of clothes
- Understanding and agreeing the school procedures followed during changing
- Agreeing to inform the school if the child have any marks/rash;
- Agreeing how often the child needs changing
- Agreeing to review the arrangements, in discussion with the school, should this be necessary.

## **Nursery/School**

- If at all possible children should be changed standing up.
- The child's skin should be cleaned with a disposable wipe. (Flannels should not be used to clean bottoms).
- Nappy creams/lotions should be labelled with the child's name they must NOT BE SHARED. A consent and drug administration form needs to be completed.
- When a child does not have identified special needs, children will be encouraged and supported to apply the cream themselves. If this is not possible, two members of staff will be present to apply the cream.
- Any creams should be used sparingly as if applied too thickly they can reduce the absorbency of the nappy.

- Disposable gloves should be worn when changing nappies. The nappy should be folded inward to cover faecal material and double-wrapped in a nappy bag. Soiled nappies should be disposed of into the PHS Nappy bins provided. The disposal bin should be lined with a disposable liner and emptied by provider, replacing the used liner. These bins should be stored away from the reach of children.
- Any soiled or damp clothing should be placed in a plastic carrier bag and stored for a temporary basis in the changing area and given to parents at the end of the session.
- Once the child has been changed and removed from the changing area, the surface should be cleaned with a detergent spray or antibacterial wipes and left to dry.
- Gloves and aprons and any items used for cleaning the changing area will be disposed of in Nappy Bin.
- Hands should be thoroughly washed afterwards – anti bacterial gel is available in all changing areas.

Should a child with particularly complex needs be admitted the school will work closely with the health care professionals involved in any forward planning activity.

All staff will be trained with moving & handling as required.



# Butler's Hill Infant and Nursery School

## Home and School Agreement for Toilet Management

### Parental Responsibility

- To ensure that the child is changed at the latest possible time before coming to Nursery/school.
- To provide nappies/underwear and a change of clothing.
- To provide wipes and nappy sacks.
- To inform the nursery/school of any marks or rashes.
- To continue to implement timed toilet training programme at home.

### Schools Responsibility

- To change the child when soiled or wet following procedures.
- To follow timed toilet training programme.
- To report to the parent if the child becomes distressed or if mark/rashes are seen.
- To ensure where possible that the child will be changed by agreed members of staff.
- To discuss any proposed changes to toileting procedures with the parents/carers.

Parent/Carers' signature \_\_\_\_\_

Class Teacher signature \_\_\_\_\_

..... was changed today.

Date:

Time:

Place: cubical/changing suite

By:

Soiled clothing has been placed in carrier bag.

..... was changed today.

Date:

Time:

Place: cubical/changing suite

By:

Soiled clothing has been placed in carrier bag.

..... was changed today.

**Date:**

**Time:**

**Place: cubical/changing suite**

**By:**

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..... **was changed today.**

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