

ASHGATE CROFT SCHOOL

CHANGING/TOILETING POLICY



Approved by Curriculum & Progress Committee meeting: 4th July 2017

Minute No.: 31.4/17 (C/P)

To be reviewed by: Julie Baddeley, May 2019

For pupils who need individual staff support/assistance during changing/toileting

AIMS AND OBJECTIVES

- To promote privacy, comfort, hygiene and dignity and health for all pupils.
- To promote safety and hygiene for all staff.
- To ensure a standardised changing procedure.

CHANGING PROCEDURE

1. Check that an inco-sheet/blue roll is on the changing bed.
2. Ensure that correct moving and handling procedures are followed during all transfers.
3. Pupils should be rolled, **NOT** lifted up, to reach inaccessible areas during cleaning.
4. It is **ESSENTIAL** to wear gloves at all times, for both soiled and wet pads. Disposable aprons are also available in each changing area. Disposable masks are also available if individual staff feel that this is necessary.
5. For pupils who can weight bear and are changed in the standing position, all equipment should be to hand before commencing changing.
6. After changing, dispose of nappy/pad into clinical waste bin. Soiled nappies should be put into a smaller plastic bag first.
7. Remove inco-sheet/blue roll and place in clinical waste bin.
8. Spray the bed with anti-bacterial spray and replace blue roll/inco-sheet, ready for the next user.
9. In order to respect privacy, pupils of mixed sex should not use the same changing area at the same time.
10. Doors to changing areas should remain closed at all times. Any member of staff needing to enter whilst changing areas are in use should knock first.
11. No child to be left unattended at any point during changing.
12. Dependent of classroom and departmental staff, wherever possible, pupils should be changed by an adult of the same sex. Depending on children's needs, there may be a need for more than 1 member of staff". Staff involved in changing and toileting should be familiar with any individual plans in place (e.g. moving and handling / individual behaviour plans).