



Dunoon Primary School

Personal Care Policy

August 2025

Signed: *Rachael Bryant*

Designation: Principal Teacher



The UN Convention on the Rights of the Child

- Article 2 (non-discrimination)
- Article 3 (best interests of the child)
- Article 8 (protection and preservation of identity)
- Article 12 (respect for views of the child)
- Article 24 Every child has the right to the best possible health

Rationale

Dunoon Primary School (DPS) acknowledges that in working with children we play an important role as their caregiver and fostering good personal hygiene. We recognise that for some children their own personal needs are central and that they are in the process of learning these skills and that we provide the role in meeting these needs. We will provide the child with dignity and respect throughout the process of personal care or nappy changing to ensure that they feel safe and comfortable.

We will ensure that all staff are fully trained in our personal care and nappy changing procedure to ensure that staff are following best practice as well as meeting the national Infection Prevention and Control in Childcare Settings guidance: recommended as best practice.

Throughout this policy the term **parents** is used to include all main caregivers.

Personal Care

DPS staff will follow these procedures to reduce the risk of infection to the child and themselves as well as following best practice and keeping the child's dignity at all times.

What you need

- Change of clothes
- disposable wipes
- A plastic bag (or nappy sack) for the soiled items.
- PPE for staff — a single-use disposable plastic apron and disposable gloves (on both hands).
- Waste bin for disposal of wipes.

How you do it

- Staff involved in personal care should wash and dry their hands thoroughly before starting changing procedures.
- They should wear disposable gloves and an apron which should be changed between attending to each child. Hand sanitisers or alcohol-based hand rubs are not a substitute for hand washing.
- Put on PPE (disposable gloves and apron).
- Have child walk up steps and carefully lie down on the changing table, if appropriate. If changing unit is not being used support the child appropriately.
- Ensure that the child is comfortable and understands what is happening, talk to the child to explain what you are doing and take this time to promote positive interactions.
- Remove the wet/soiled clothes.
- Gently clean the child's using disposable wipes, always wiping from front to back. Promoting independence where possible.
- Soiled items will be double bagged and labelled before storing in the designated sealed box in the changing room area away from clean items.

- Ensure the skin is dry.
- Where appropriate check for nappy rash — if the child has a rash, tell their parent or guardian at the end of the day. If nappy cream has been provided by parent and is needed, then: dispose of gloves and put on a clean pair, apply the child's own barrier cream.
- Remove and dispose of gloves and put new gloves on.
- Support and aid child to dress.
- Encourage child to wash their hands.
- Take the child back to the class.
- Clean the baby-changing unit with non-antibacterial cleaning fluid if the changing unit was used.
- Dispose of PPE
- Wash and dry your hands thoroughly.
- If the child requires a shower as part of their personal care best practice is for two members of staff to support with this, where possible. Staff will ensure that the child is comfortable and understands what is happening, they will talk to the child to explain what they are doing and take this time to promote positive interactions. The child's dignity is at the forefront during this time.
- Staff member(s) will complete the child's individual changing record located in the classroom in a folder.

Nappy Changing Procedure

DPS staff will follow these procedures to reduce the risk of infection to the child and themselves as well as following best practice and keeping the child's dignity at all times.

What you need

- A clean waterproof changing mat (do not use if torn or broken).
- A clean nappy/pull-up (disposable or non-disposable).
- disposable wipes
- The child's own tub or tube of barrier cream. Do not use shared tubs or tubes of barrier cream.
- A plastic bag (or nappy sack) for the used nappy.
- PPE for staff — a single-use disposable plastic apron and disposable gloves (on both hands).
- Waste bin for disposal of disposable nappies or other container, if required, for reusable nappies.

How you do it

- Staff involved in nappy changing should wash and dry their hands thoroughly before starting changing procedures.
- They should wear disposable gloves and an apron which should be changed between attending to each child. Hand sanitisers or alcohol-based hand rubs are not a substitute for hand washing.
- Put on PPE (disposable gloves and apron).
- Have child walk up steps and carefully lie down on the changing table, if using changing table.
- Ensure that the child is comfortable and understands what is happening, talk to the child to explain what you are doing and take this time to promote positive interactions.
- Remove the nappy.

- Gently clean the child using disposable wipes, always wiping from front to back
- Put the dirty nappy/pull-up and disposable wipes in a plastic bag, tie the bag and put it in a lined bin for used nappies.
- The bin must have a lid, and must not be in areas used for preparing or eating food, or where children play.
- Ensure the skin is dry.
- Check for nappy rash — if the child has a rash, tell their parent or guardian at the end of the day. If nappy cream has been provided by parent and is needed, then: dispose of gloves and put on a clean pair, apply the child's own barrier cream.
- Remove and dispose of gloves and put new gloves on.
- Put on a clean nappy.
- Dress the child.
- Help the child to walk down off of the changing table.
- Encourage the child to wash their hands.
- Take the child back to the class.
- Clean the baby-changing unit with non-antibacterial cleaning fluid.
- Dispose of PPE
- Wash and dry your hands thoroughly.
- The member of staff who has changed the child will complete the child's individual changing record located in the classroom in a folder.

Storage and Disposal

Each child's supply of clean nappies and any creams etc. will be stored in a separate container clearly labelled with the child's name and easily accessible to the changing area.

Used disposable nappies/pull-ups will be securely sealed in a nappy sack and placed in the nappy bin. The bin will be lined with a waste bag and should be removed to the appropriate outdoor waste bin at regular intervals. A separate bin will be provided for the disposal of paper towels.

If a child's clothes have been soiled, or where reusable nappies are used, any solid waste should be flushed down the toilet. Soiled items will be double bagged and labelled before storing in the designated sealed box in the changing room area away from clean items. The bags will be put in the child's bag 5 minutes before the end of session and parents informed using home communication book or contacted by phone if necessary.

The member of staff should ensure that the changing unit and any touched surfaces are left clean and disinfected with non-antibacterial surface cleaner. Finally, staff should remove their protective gloves and apron disposing of them appropriately and wash and dry hands thoroughly once more.

Health and Social Care Standards

1.0 I experience high-quality care and support that is right for me.

1.4 If I require intimate personal care, this is carried out in a dignified way, with my privacy and personal preferences respected.

4.11 I experience high-quality care and support based on relevant evidence, guidance and best practice.

5.4 If I require intimate personal care, there is a suitable area for this, including a sink if needed.

References, useful links and further reading:

(1) Infection Prevention and Control in Childcare Settings:
Health and Social Care Standards, Scottish Government, May 2018.