

Hygiene and Toileting Procedures for

Low Farm Therapy Centre

Written: October 15 by Ruth Lo

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This policy should be read alongside:
Health and Safety Policy
Touch and Physical Handling Policy

Aims

To provide staff at Low Farm Therapy Centre (hereafter known as ‘the Centre’) with clear guidelines for the following, in order to ensure the children’s safety and well-being at all times:

Toileting or changing nappies
General hygiene regulations

Toileting and Changing Children

The Parents/Carers of children attending the Centre for therapy will often remain onsite and can therefore take responsibility for the toileting of their children. However, there may be times where parents are not available to provide support with this, particularly when the children are attending therapy groups. Therefore, the following procedures are provided. However, should Therapy Centre staff be required to help with toileting for a child over the age of five, a Care Plan should be drawn up with parents.

In order to minimise risk:

Only permanent staff are allowed to deal with continence issues.

All staff members must be vigilant for any indication of inappropriate practice and report such concerns to Ruth Lo (Designated Safeguarding Lead).

If there is a known risk of false allegations by a child, or the child exhibits behaviour which challenges on a regular basis, then appropriate precautions should be incorporated into the child's plan e.g. two adults to be present when changing the child.

All adults working with children have enhanced DBS clearance and should be closely supervised throughout any probationary period.

Volunteers and students on long term placements should not be involved in intimate care.

Staff should be mindful of and respect the personal dignity of the child when supervising, teaching or reinforcing toileting skills

All staff involved in changing nappies or supporting toileting should be aware of any issues related to the child's health which may impact this.

Parents are informed of any accidents or concerns that arise whilst changing children and these are recorded in accordance with Centre procedures.

Another member of staff is made aware when a child is being taken to the toilet or having a nappy changed. Regular checks are made on each staff member.

Gloves and aprons are provided and used.

When staff are helping children with their toileting or nappy changing there should be an additional member of staff nearby.

Any child who is toilet trained and using the facilities within the Centre needs to be helped to:

Ensure that they dispose of any tissue paper adequately within the toilet

Flush the toilet after use.

Wash and dry their hands thoroughly after use, as well as the practitioner who has helped them with toileting doing so.

The practitioner will also need to clean up any accidents that a child may have when in the toilet by using gloves, disposable bags and disinfectant spray to ensure a sanitary environment at all times. If necessary, the Director of Operations should be informed.

In the event that a child has an accident the following should occur:

They should be attended to immediately.

Staff should remove the soiled clothes, and clean the child as necessary using baby wipes, gloves and disposable bags.

Parents are asked to bring a spare change of clothes and these should be used in this event. If these are not available, then spare clothes are also kept in the first aid area.

The practitioner should clean their hands thoroughly using antibacterial wash.

Any soiled clothes should be concealed within a bag and returned to parents.

For those children who are still in nappies and require being changed the following procedures need to be followed by all staff;

There is a changing area in the toilets.

Staff should wear gloves.

Staff should use baby wipes to ensure that the child is adequately clean.

After changing the nappy staff should ensure that it is concealed in a sealed bag with the gloves and soiled baby wipes and then disposed of in the appropriate bin.

Staff must then wash their hands thoroughly using the anti-bacterial wash provided.

General Hygiene

Food

All staff wash their hands using anti-bacterial hand wash prior to handling food during cooking activities and at snack times.

The kitchen work surface and tables used to prepare and eat food are always cleaned using anti-bacterial spray prior to use.

Any plastic cups, plates, spoons and knives used by the children are washed in hot soapy water or in the dishwasher.

Fridge temperatures are recorded in the event of needing to store children's food.

The floor is swept after use in the children's snack area.

The staff kitchen fridge is always emptied and cleaned at least every half term

Cleaning of the indoor and outdoor premises

The Centre is cleaned each night by staff, and thoroughly cleaned on a weekly basis. Any toys that are mouthed or come in to contact with any children's bodily fluids are immediately disinfected.

In the event of a child being unwell and coming into contact with a range of equipment when they are infectious, all such equipment will be moved from other children's reach and immediately disinfected.

All toys that have been used by the children are disinfected on a regular basis to reduce the risk of spread of infection.

All outdoors equipment will be cleared into the fenced area or under the canopy after use to maintain its cleanliness.

A risk assessment is completed daily. This includes inspecting all equipment daily and disinfecting any considered to be unclean.