

01 Health and safety procedures

01.4 Children's changing areas

- Children at Cottontails Preschool bring in their own spare clothes and nappies
- Cottontails Preschool has low changing surfaces that children can be assisted to climb on to, staff do not lift them
- Changing mats are cleaned after each child.
- Disposable nappies/trainers are taken home
- Reusable nappies are cleared of solid waste and bagged to be sent home for laundering.
- Staff use single use gloves and aprons if practitioner requires they then their wash hands when leaving changing areas. Please note that gloves are not always required for a wet nappy if there is no risk of infection, however, gloves are always available for those staff who choose to wear them for a wet nappy. Gloves are always worn for a 'soiled' nappy.
- Staff never turn their backs on or leave a child unattended whilst on a changing mat.
- Anti-bacterial spray is not used where residue may have direct contact with skin.
- Anti-bacterial sprays used in nappy changing areas are not left within the reach of children.
- Chemical air fresheners are not used.
- All other surfaces are disinfected daily.

Children's toilets and wash basins

- Children's toilets are cleaned twice daily (inside and out), seat and lid, and whenever visibly soiled.
- Toilet flush handles are disinfected daily.
- Taps not in use are run for several minutes every two to three days to prevent infections such as Legionella.
- There is a toilet brush available for children's toilets. This is stored above child height in the toilets
- Cubicle doors and handles are washed weekly.

- Children's hand basins are cleaned twice daily and whenever visibly soiled. Separate cloths are used to clean basins etc. and are not interchanged with those used for cleaning toilets. Colour coded cloths are used.
- Mirrors and tiled splash backs are washed daily.
- Paper towels are provided.
- Bins are provided for disposal of paper towels.
- Staff who clean toilets wear rubber gloves.
- Floors in children's toilets are washed regularly
- Spills of body fluids are cleared and mopped using disinfectant.
 - Wet or soiled clothing is, put in a plastic bag for parents to collect. The plastic bag is always placed out of the reach of children.
- Mops are rinsed and wrung after use and stored upright, not stored head down in buckets.
- Mops used to clean toilets or body fluids from other areas are designated for that purpose only