
Subject: Diapering Procedure

Source: Performance Standard 1304.22(e)(5) 1304.22(c)(1)

Policy

- Children that are not yet potty-trained will have their diaper changed every two hours and as needed when diaper becomes soiled.
- Teachers will make sure that their children are wearing a clean, dry diaper upon leaving the Early Head Start center.
- Sanitation and hygiene procedures for diapering will be properly carried out in order to adequately protect the health and safety of children served by the program and staff.
- A designated area will be established specifically for diapering that is not located in or near the food prep area and allows privacy for the child being diapered.
- If a child is observed to develop a rash or broken skin in the diaper area, staff will document this on the Health Alert Form for parents to receive.
- Staff will have the following items accessible and readily available when diapering a child:
 - o Non-porous disposable gloves
 - o Clean disposable and/or cloth diapers and waterproof covers
 - o Disposable diaper wipes
 - o Plastic Bags
 - o Covered trashcans, specifically for diapers, with plastic liner and cover
 - o Bleach solution
 - o Disposable paper towels
- No diapering/toileting products (ex. Lotion, diaper rash medicine) may be used on a child without written documentation from the child's physician, stating specific directions for administration. Directions must include the minimum time between doses, maximum number of doses, and criteria for administration.

Procedure

- Wash hands and put on disposable gloves.
- Lay or assist child onto a changing table.
- Always keep at least one hand on the child.
- Avoid any contact with child's soiled clothing with the exception of gloved hands.
- Seal soiled clothes in a plastic bag to send home. Put child's name on bag, and store in a secure location, in and away from food service areas and out of reach of children.
- Wipe from front to back and use a clean wipe for each pass.

- Place soiled diaper into proper receptacle as follows: Place soiled wipes in soiled diaper, fold soiled diaper inward, seal diaper with tapes.
- Discard diaper in a covered trashcan.
- Wipe your gloved hands with a disposable wipe before putting a clean diaper on the child.
- Put clean diaper and clothing on child.
- Remove and discard your gloves using Blood borne Pathogen Technique.
- Wash your hands and the child's hands with soap and running water afterwards.
- Clean visible soil off the diapering surface with paper towel, soap and water.
- Spray the diapering surface with bleach water, wipe surface with a paper towel and air-dry.
- Wash your hands with soap and running water for at least 10 seconds afterwards.
- Rinse hands well under running water. Leave the water running.
- Dry hands with a paper towel.
- Turn off the faucet with a paper towel instead of bare hands.
- Discard the paper towel into the trashcan.