

Policy Number: HS 003	Title: Diapering Procedure
Performance Standard: 1302.47 (6)(i) USD 418 BOE Policy:	Original Date: 8/2006 Review Date: 4/2020 AC
	Policy Council Approval/Revision: 1/2018 BOE Approval: 3/2018

POLICY:

It is the policy of our organization to enroll and serve all children regardless of whether or not they are toilet trained. This means that staff will be responsible for diaper changes on the children. It is the goal to maintain and protect the health and safety of the children during this process.

PROCEDURE:

- 1.) Prepare all the supplies that you need (diapers, wipes, gloves, clothes, etc.). Wash staff hands. Put on disposable gloves.
- 2.) Diapering supplies are available in each classroom. The staff will notify the prospective health staff when additional supplies are needed. **Avoid urine/stool contact with staff clothing.**
- 3.) Place the child on the clean changing surface and secure the safety strap if a table is used. A plastic mat is appropriate for preschool children. **Always keep a hand on the child.** Never leave a child unattended, even when secured. Put on gloves.
- 4.) Communicate with the child during the diapering.
- 5.) Remove child’s clothes as needed. Place soiled clothes in a plastic bag. Close securely for sending home. **Do not rinse.**
- 6.) Clean the child. Cleanse the child’s skin with disposable hypoallergenic wipes, moving from front to back. Ensure that all areas are clean, including the skin creases. Place soiled wipe in a plastic-lined, hands-free, covered trash receptacle or place wipes inside the soiled diaper.
- 7.) Remove the soiled diaper/pull-up, folding the soiled surface inward. Immediately put the disposable diaper/pull-up in a plastic-lined, hands-free, covered trash receptacle.
- 8.) **Remove gloves folding one inside the other.** Dispose of gloves immediately. Clean staff hands with a disposable wipe. Clean the child’s hands with a fresh disposable wipe. If a disposable paper is used under the child, fold up from the feet over any spills or soiled areas under the child.
- 9.) Put a clean diaper/pull-up on the child. Re-clothe the child.
- 10.) Adult & child must wash hands thoroughly with soap & running water up to the wrists for minimum of 20 seconds.
- 11.) Return the child to supervised area.
- 12.) Sanitize diapering area, using sanitizing wipes or spray solution. Allow the area to sit wet for 2 min. Air-dry or wipe dry.
- 13.) Put cleaning/sanitizing supplies away. Wash staff hands again.

This procedure will ensure universal precautions are followed when diapering children.

All concerns and questions related to this procedure should be directed to the perspective health staff.