

**Youth Development, Inc.
Early/Head Start
Child Health and Safety**

Policy Number:

Effective Date:

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Agency Approval Date:

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Policy Council Approval

Date: March 11, 2000, June
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Governing Board Approval

Date:

COMPONENT: Child Health & Safety (1304.22(e)(5))

SUBJECT: Diaper Changing Policy

OBJECTIVE: To avoid the spread of bacteria and germs while ensuring individual care for children who need their soiled clothing or diaper changed.

OPERATIONAL PROCEDURES:

1. Teaching staff and caregivers will participate in diaper changing and toilet training as necessary.
2. Diapers will be checked and/or changed each hour and as needed. Children involved in toilet training will be given the opportunity to use the toilet each hour or as needed.
3. Documentation of diapering and toileting will be done at the time the child is assisted and will be recorded on the Day Sheet for Early Head Start using abbreviations described on the sheet and will include initials of the teacher/caregiver providing the service. One copy of the Day Sheet will be given to the parent each evening and one copy will remain on file at the center.
4. The program provides diapers and wipes, changing tables and mats, changing table paper to cover the mats, potties based on child's need and or parent/guardian request, non-latex gloves, and covered cans for soiled diapers, wipes, soap, paper towels, and bleach water solution. When diapering a child, staff will make certain that the child is safely attended to at all times.
5. Parents will be asked to bring a change of clothing, which will be kept at the center. Centers will ensure that extra clothing will be available.
6. No over the counter ointments, baby powder, etc. will be applied to the child other than diaper wipes. If the child's physician has prescribed diaper rash ointment, etc. the

Administering Medication Policy will be followed.

7. Bathrooms and lavatories will be cleaned regularly in accordance with the bathroom log and/or as needed to maintain a sanitary environment. A recording sheet will be kept in the restroom for the janitor/staff to record the date and time facilities were cleaned. Logs must be utilized each time facilities are cleaned.
8. Caregivers and teachers will use universal precautions when changing diapers, cleaning potties, handling soiled diapers or clothing, and cleaning and disinfecting all soiled surfaces. Potties will be sanitized immediately after use in the site's utility closet/sink, using a 50 to 100 parts per million bleach solution (must be tested using a chlorine strip).
9. The diapering procedure will be as follows for infants and toddlers:
 - Talk to the child while diapering.
 - Gather all supplies needed (i.e., non-latex gloves, diapers, wipes, etc.) and place them where they will be at reach when standing at the changing table.
 - Place paper or other disposable cover on diapering surface.
 - Put non- latex gloves on your hands.
 - If the child is able to walk, invite the child to come to the table.
 - Lay the child on diapering surface. Make sure the surface is elevated, nonporous, and used only for diapering purposes.
 - Remove soiled diaper and clothes. Fold diaper inward and reseal with tapes.
 - Clean the child's bottom with a moist disposable wipe. Wipe from front to back using towelette only once. Repeat with fresh wipes, if necessary. Pay particular attention to skin folds. Pat dry with paper towel. Dispose of wipes in covered diaper pail.
 - Grip soiled diaper in one hand, and using your other hand; pull the glove in the hand with the diaper off your hand and completely over the diaper. Remove other glove in the same way but using your ungloved hand. Dispose of diaper and gloves in covered diaper pail.
 - Re-diaper and/or dress the infant or toddler.
 - Lift the child from changing table and help child wash his/her hands. Wash your own hand using liquid soap and running hot water, rubbing hands together for at least 10 to 20 seconds. Turn off water with paper towel.
 - Help infant or toddler return to activity or group.
 - Remove disposable covering from the diapering surface. Wash the area and disinfect it with bleach solution (about 1 teaspoon per quart of water) made fresh daily.
 - Wash your hands thoroughly again, using the same procedure noted above.
 - **PROCEDURE FOR OLDER CHILDREN**
 - Wash the child's hands.
 - Take the child in to the bathroom when possible.
 - Encourage older children to assist you in the diaper changing process, such as pulling clothes up and down, wiping, and washing hands before and after.

10. Teachers will work closely with parents in developing toilet-learning opportunities for toddlers so the experience of each child is as consistent as possible

THESE PROCEDURES MUST BE POSTED IN THE DIAPER CHANGING AREA