

Diaper Changing Policy

Policy No. 214

The diaper changing policy is designed to reduce surface contamination that will later come into contact with uncontaminated surfaces such as hands, furnishing, and floors.

Staff will follow the following steps:

Staff will check the child's diaper every two hours while child is awake or more often as needed.

Before staff brings a child to the diaper changing area, they will gather all the needed supplies and have the changing area ready for the diaper change. They will place a paper cover on the changing area. They will check to make sure the foot-operated garbage can is working and is located right next to the changing area.

Staff will wash their hands according to the hand washing policy #216 and then put on disposable gloves before obtaining the child. Staff must wash hands anytime they come in contact with bodily fluids or touch fluids from one child and then to touch another.

Staff will bring the child to the changing table and gently place the child on the paper covered changing pad and follow the following steps.

1. Staff will wash hands and put on a clean pair of gloves.
2. Staff will gently pick up child that needs to have their diaper changed and gently place them onto a clean and disinfected diaper changing table.
3. Staff will remove the diaper and the child's skin will be cleaned. Child will be wiped front to back with a clean damp wipe for each stroke.
4. The soiled diaper wipes and gloves will be removed and placed in the foot operated garbage can.
5. Staff can wipe their own hands with a wet wipe.
6. After staff has cleaned their hands the staff member will put on a new clean disposable glove again.
 - i. Staff will apply ointment if applicable.
7. Staff will put on a clean diaper and dress the child.
8. While staff is changing the child's diaper the staff will provide positive responsive caregiving to the child. Such as smiling, talking, saying the child's name. Staff will not wear masks or any other items that might frighten the child on their face or body.
9. Once the diapering is completed the staff member will gently set the child on the ground.
10. Children's hands will be washed, and the child will be returned gently to a supervised area.
11. Staff will remove the paper from the changing area and clean the changing area and supplies first with the soap and water solution and dry with a clean paper towel. This will be followed by spraying the Oxivar disinfectant on all potentially affected changing areas. At least 1 minute (60 seconds) of contact time with the disinfectant shall occur, allowing it to air dry. After one minute of air dry time for the disinfectant, staff can blot the area dry with a clean paper towel.
12. Staff will wash their hands and record the change on the Infant/Toddler Daily Activity Record. Recording will not be done on the changing table.
13. Accommodations and necessary cleaning and disinfecting practices will be done for children ready for a stand up diaper change.
14. Nothing but the child, changing pad, paper and diaper supplies is to be placed on the changing table, counter or sink. The changing surface is not used for other activities, including writing. Hanging mobiles or any other hanging items above changing tables will not be allowed. Diapering and hand washing posters will be located close to the changing area and sink.
15. The hand washing sink for diaper changing will be labeled "Diaper Changing Sink" The other sink in infant rooms will be labeled "Food Sink."
16. If there are any soiled or wet clothing, children will be changed so as to not remain in them. The soiled or wet clothing are not rinsed. It is to be placed in a plastic bag that prevents the escape of fluids and odors. It is given to the parent. If child's clothes need to be changed and there are no clothes from home staff will use the clothing that will be provided by the center parents provide extra clothing that will remain at the site. If no extra clothing is provided, then staff will call the parent for clothing or use the ones available at the center if any.
17. DURING THE DIAPERING PROCESS WHILE THE CHILD IS ON THE CHANGING TABLE, staff will have a hand on the child as much as possible. Children will not be left unattended at any time during the diaper changing process.

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Stand up diapering:

Stand up diapering is done for older children. The stand-up diapering procedure is as follows:

1. If a preschool child needs a diaper change or stand-up diaper change and there is no bathroom in the classroom, staff will call for assistance, if needed. This will ensure staff to child ratios, and privacy for the child is maintained. Staff will change the child in the bathroom.
2. Gather necessary materials and have them in reach of the stand-up diapering area.
3. Staff and child will wash hands.
4. Staff member that was trained will put on disposable gloves.
5. Coach the child in pulling down pants and removing diaper/pull-up/underpants and assist as needed.
6. Put soiled diaper/pull-up/underpants in plastic bag.
7. Coach the child in cleaning diaper area front to back using a clean wipe for each stroke and assist as needed.
8. Remove disposable gloves and use them to wrap up dirty items. Discard all wipes and other dirty items in a foot-operated, hands-free covered garbage can.
9. Close and dispose of plastic bag into the hands-free covered trash can lined with a plastic garbage bag or send home if parent requests.
10. If there is signed authorization, staff member will gently apply ointment using disposable gloves if the child is unable to self-apply.
 - a. If ointment is applied:
 - i. Staff member will remove dirty gloves without contaminating clean hands
 - ii. Staff member will wash hands if hands are contaminated and put on a clean new pair of gloves will be put on.
11. Coach the child in putting on clean diaper/pull-up/underpants and clothing.
12. Wash the child's hands with soap and water.
13. Return child gently to a safe area.
14. Staff will first clean the changing area and supplies with the soap and water solution and dry with a clean paper towel. This will be followed by spraying the Oxivar disinfectant on all potentially affected changing areas. At least 1 minute (60 seconds) of contact time with the disinfectant shall occur, allowing it to air dry. After one minute of air dry time for the disinfectant, staff can blot the area dry with a clean paper towel.
15. Staff will wash hands with soap and warm water.

The proper putting on and taking off of gloves properly is used to protect not only the staff but also the children from cross contamination that can cause the risk of infection.

Properly putting on gloves

1. Always make sure your hands are clean before putting on gloves. This will ensure no cross contamination will occur to avoid the spread of infection and bacteria.
2. Put on the first glove.
 - a. Take the hand you write with and grasp the glove with the other hand at the folded edge of the cuff.
 - b. Pick up the glove by the folded edge.
 - c. Insert your hand inside of the glove.
 - d. Put hand through opening and pull up to wrist.
3. Repeat procedure with second glove.

Properly taking off glove

1. Grasp glove on the outside about ½ inch below the cuff (edge of the glove opening).
 - a. Do not touch wrist.
2. Pull down glove turning it inside out. Hold the inside out glove in the gloved hand.
3. Gather the inside out glove in the gloved hand.
4. Insert pointer finger under the still gloved hand at the wrist.
5. Pull down the glove until it is completely inside out.
6. Discard gloves in garbage container.
7. If done correctly your hands should never touch any contaminated material that was on the gloves.

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CJHR Dept.

Approved by Policy Council: 4/11/19

Approved by Board of Directors: 5/28/19

ECEAP Performance Standards:

Head Start Act:

Head Start Performance Standard