



Sacramento City Unified School District
CHILD DEVELOPMENT DEPARTMENT
EARLY HEAD START AND HEAD START

DIAPERING POLICY AND PROCEDURE

DIAPERING POLICY

“Some children enrolled in Early Head Start and Head Start need to wear diapers or pull-ups. Head Start Performance Standard 1304.53.(b) (1) requires Head Start programs to provide the necessary age-appropriate materials that meet the needs and facilitate participation of the children and families. This would include diapers, and pull-ups. Head Start Performance Standards 1304.22 (e) (5) states that Head Start programs need to adopt sanitation and hygiene procedures for diapering that protect the safety of enrolled children.” SETA Memorandum, 2/19/13

DIAPERING PROCEDURE

Step 1 Sanitize diaper area and assemble diapering supplies.

Always sanitize diaper changing table or mat with disinfectant before use. Wipe dry with paper towels.

Before you bring the infant/child to the diaper changing area, wash your hands, gather and bring what you need to the diaper changing table:

- Non-absorbent paper liner
- Clean disposable diaper or pull-up
- Diaper wipes, fragrance-free
- Non-latex disposable gloves
- Plastic bag (for soiled clothes)
- Keep covered, lined, hands-free diaper receptacle near by

All diapering supplies are to be safely kept out of reach of infant/child during diaper change. Put on disposable gloves before bringing infant/child to diaper change area.

Step 2 Bring infant/child to the diaper changing table or area.

Keep soiled clothing away from you or any surfaces you cannot easily clean or sanitize. For preschool children, it is preferable to change child's diaper with child in standing position. Place diaper changing paper on the floor and stand child on paper with shoes and socks off. (OR place child gently on changing table that has been covered with diaper changing paper.) Never leave an infant/child unattended during diaper/pull-up change!

Step 3 Remove soiled diaper/pull-up.

Fold the soiled surface of the diaper inward and fasten with existing tabs if possible. Immediately place the soiled diaper in the hands-free diaper receptacle. If infant/child is wearing a pull-up, tear away at both sides to remove.

Place any soiled clothes in plastic bag (sealed) for the parent to take home. Do not rinse any soiled clothing.

Step 4 Clean infant's/child's diaper area.

Use disposable wipes to clean infant's/child's diaper area. Wipe diaper area from front to back and use a fresh wipe each time. Put soiled wipes directly into the diaper receptacle. Lift infant's/child's legs as needed, to clean under infant's/child's buttocks if infant/child is lying down. Remove disposable gloves which are now considered "soiled." Clean hands with a diaper wipe then clean infant/child's hands with a fresh diaper wipe.

Step 5 Put clean diaper or pull-up and clothing on infant/child.

Slide a fresh diaper under the infant/child if lying down or place a fresh diaper on the child standing up. If infant/child uses pull-ups, slide pull-up to infant's/child's waist while shoes and socks are still removed. Note any skin problems such as redness, skin cracks or bleeding. Fasten the diaper using the side tabs. Do not use pins to fasten diaper or pull-up. When dressing infant/child place shoes and socks back on last.

Step 6 Wash the infant's/child's hands and return child to a supervised area.

Assist infant/child in washing their hands at the sink using soap and water. Dry hands with paper towel and toss paper towel in plastic lined wastebasket. Return the infant/child to a supervised activity area.

Step 7 Clean and sanitize the diaper-changing surface.

Dispose of used disposable paper liner in plastic-lined, hands-free covered diaper receptacle.

Clean and disinfect:

- Diapering Area, including the floor if necessary
- All equipment or supplies that were touched
- Soiled crib or cot, if needed

If visible soil present, don disposable gloves and clean any visible soil from the changing surface area, changing mat, or floor with district approved disinfectant. (See orange Safety Data Sheet folder). After cleaning off visible soil, spray the entire surface of diaper changing area with district approved disinfecting solution. . Disinfect both sides of diaper changing mat. Disinfect the diaper changing area on the floor if child was changed standing up. The surface can be allowed to air dry or be wiped dry with paper towels. If gloves are worn, remove gloves after cleaning and disinfecting procedure.

Step 8 Wash your hands.

Store cleaning and disinfecting solutions out of the reach of children. Wash hands thoroughly under running water.

Step 9 Record on "Diapering Log", "Daily Care Sheet" or "Diapering Report for Parents".

Record any change of diaper or pull-up on "Daily Care Sheet" (EHS) or "Diaper Log" (HS) and "Diapering Report for Parents" (HS) as needed. Note urine or stool in diaper/pull-up. Record any problems noted such as loose, watery or mucous in stool, constipation or hard stool, unusual odor, red discharge in the diaper/pull-up or any skin irritation/rashes. Completed "Diapering Log" (HS) pages are to be filed under Health Section of preschool class (green) file.

Step 10 Discourage/avoid long fingernails and hand/wrist jewelry for caregivers changing diapers.

Long fingernails and hand/wrist jewelry are discouraged because they aid in the spread of germs.