

Diapering/ Pull-ups/Soiled Clothing

POLICY:

Diapering and the changing of soiled clothing will take place in a designated area. This will occur in a safe, sanitary, and respectful manner.

This policy relates to [Head Start Performance Standards 45 CFR Part 1302.47](#)

PROCEDURE:

1. A designated area will be established specifically for diapering. The diapering area is to be as far away from the food area as possible and not easily visible to the other children. Careful planning should be done to ensure that diapering occurs in a respectful and comfortable way.
2. Construct a diapering surface that is flat and safe. It should be a comfortable height for adults.
3. Diapering surfaces will be kept clean. They should be free of all cracks, tape, and crevices.
4. All diapering and cleaning supplies will be stored off the diapering surface and out of the reach of the children.
5. Diapers, along with wipes and other supplies that may be provided by the parent, must be labeled with the child's name.
6. Only Head Start staff or the child's parent will engage in the diapering of the child.

The following procedures must be followed:

- Before bringing the child to the diapering area, gather all the needed supplies which include: a fresh diaper, enough wipes, gloves, diaper cream if prescribed and a plastic bag for soiled diapers/clothes. Place these items near but not on the changing mat. Keep all supplies needed for diapering out of the reach of the children.
- Place non-absorbent paper or disposable cover on the diapering surface. The cover should be large enough to cover from the child's shoulder to the child's feet.
- Wash hands and put on gloves.
- Keep one hand on the child at all times. Never leave the child unattended.
- Bring child to the diapering area. Remove any clothing that may become contaminated from soiled diaper. Unfasten soiled diaper and fold inward beneath child. Lift the child's legs. Gently clean the child's bottom with a moist disposable wipe. Remove stool and urine from front to back using 1 wipe per swipe. Repeat with clean wipes until child is clean. Place the soiled wipes into the diaper and reseal it with the tabs or throw wipes directly into hands free plastic lined covered trash can.
- Remove the soiled diaper folded inward and resealed into a plastic lined hands free covered trash can.
- Placed soiled clothes into a plastic bag to be taken home for laundry.
- Check for spills under the child, if disposable paper liner is used, fold upwards from the feet to cover any spill, so fresh paper is now under the child's bottom.
- Remove gloves, place in hands free plastic lined trash can, clean hands with a disposable wipe and clean child's hands with a fresh disposable wipe.
- Slide clean diaper under child's bottom, if child has prescription diaper cream use a fresh glove or tissue paper to apply to area, discarding into a plastic lined hands free covered trashcan when finished. Adjust and fasten diaper. Put clothes back on child. Do not let child stand on diapering surface.
- Wash child's hands before returning to classroom.
- Tie up any soiled clothing to be sent home.
- Remove the disposable covering from the diapering surface and place it in the trash can. Remove any visible soil from the diapering surface with soap and water, then disinfect the surface by spraying it with a bleach solution. Staff must follow

the manufacturer's instructions on the bleach container. If bleach is not allowable, it is also acceptable to use an EPA approved product following manufacturer's instructions.

- Wash hands thoroughly.
- Document and report any skin problems or redness to the parent/guardian.

Pull-up/soiled clothing procedure:

- The teaching staff or the child's parent is only to change pull-up/soiled clothing.
- A designated area will be established specifically for diapering. The diapering area is to be as far away from the food area as possible. It should also not be easily visible to other children. Careful planning should be done to ensure that diapering occurs in a respectful and comfortable way.
- Determine if a child will be changed by lying down or by standing up. If the child will be lying down, use the same procedure as diapering.

If the child will be standing, do the following:

- Gather the supplies for the changing process and place these on or near the changing surface outside the contaminated area. Gather enough wipes for the process, clean pull up or underwear, clean clothes and a plastic bag for soiled clothing if needed. Non latex disposable gloves and an adequate piece of non-absorbent paper (enough to cover the changing area) must also be used.
- Staff person will wash hands and put on gloves.
- Staff will bring the child to the changing area and have the child stand on the paper and place needed clean items on the paper and out of the child's reach.
- To avoid contamination of the clean shoes, socks and then clothing, staff should remove unsoiled clothing and set it aside on the paper out of reach of the child. If the child's shirt is clean, it is helpful to have them hold their shirt up above their waist during the change.
- Remove the soiled clothing and place it in a plastic bag to send home. If a pull up was used, remove it by pulling the sides apart and discard it in the lined, hands-free covered trash can. If the underwear is soiled, remove from the child and do your best to avoid contamination of the surface and place with the clothes in the bag. Do not rinse soiled clothing.

- Check paper for soil around the child and fold paper over if needed so there is a clean surface to stand on.
- Clean the child's skin around their pull up/underwear area. Wipe from front to back using one wipe per swipe. Make sure to repeat with a fresh wipe until area is clean. Throw each wipe in the plastic lined, hands-free covered trash can. Remove gloves and discard them in the trash can.
- Use a fresh wipe to clean your hands and then use another fresh wipe to wipe the child's hands. Throw these wipes into the same trash can.
- Assist the child as needed in putting on clean pull-up/underwear and getting dressed, including socks and shoes.
- Supervise the washing of the child's hands and his/her return to the group.
- Securely tie the bag of soiled clothing, and store it in an area that is inaccessible to children until it can be sent home. Dispose of paper lining in the plastic lined hands free covered trash can. Clean visible soil from the changing area and disinfect the surface with bleach-water solution following the manufacturer's instructions. If bleach is not allowable, it is acceptable to use an EPA approved product. Follow the directions on the container.
- Wash your hands. Record the change and any concerns on the child's changing log including things such as loose stool, unusual odor, and color or skin irritation. Share any concerns with the parents.

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