

Big Sandy Area C.A.P., Inc. – HEAD START
Program Policies and Procedures

Diapering

POLICY:

Diapering will take place in a designated area and will occur in a safe, sanitary and respectful manner.

. This policy relates to Head Start Performance Standards 45 CFR Part 1304.22

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, safe and a comfortable height for adults.
3. Diapering surfaces will be kept clean, waterproof and free of 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, 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.
7. The following procedures must be followed:
 - a. Before bringing the child to the diapering area, gather all needed supplies (a fresh diaper, wipes, gloves, and a plastic bag for soiled diaper/clothes) and place near, not on, the changing mat. Keep all supplies needed for diapering out of the reach of children.
 - b. Place non-absorbent paper or disposable cover on the diapering surface.
 - c. Wash hands and put on gloves.

- d. Bring child to the diapering area. Fold the diaper inward, reseal with tapes and place in a plastic bag and place in a plastic lined, covered, foot pedal operated trash can.
- e. Keep one hand on the child at all times. Never leave the child unattended.
- f. Remove any soiled clothing and securely tie in a plastic bag to send home.
- g. Gently clean the child's bottom with a moist disposable wipe. Remove stool and urine from front to back. Only one swipe per wipe (repeating with fresh wipe until clean). Discard soiled wipes in same plastic bag with diaper.
- h. Put clean diaper/clothing on child.
- i. Remove and discard gloves using the same process that is needed for handling blood borne pathogens.
- j. Have child wash his/her hands.
- k. With newly gloved hands, remove disposable covering from diapering surface and place in trash can. Remove any visible soil from diapering surface with soap and water and then disinfect the surface by spraying with a bleach solution (1 teaspoon bleach mixed in 1 quart water). Leave the solution on the surface for 2 minutes before wiping dry.
- l. Wash hands thoroughly.
- m. Document and report any skin problems or redness to parent/guardian.