

Diapering Policy		HS-02-121	
Butler County Children's Center, Inc.			
Effective Date:	09/01/2016	Revised Date:	07/24/2018
Approved By:		Date:	
Board of Directors		09/01/2016	
Policy Council		09/01/2016	

DIAPERING POLICY

A staff person shall check a child's diaper at least every two hours, and whenever the child indicates discomfort, or exhibits behavior that suggests a soiled diaper. A staff person shall change a child's diaper when the diaper is soiled.

The following diaper changing procedure shall be followed for all diaper changes. It shall be used as part of staff evaluation of caregivers who do diaper changing. **Follow each step carefully to avoid cross contamination and the spread of infectious disease!**

CHILD CAREGIVERS SHALL NEVER LEAVE A CHILD ALONE ON A TABLE OR COUNTERTOP, EVEN FOR AN INSTANT. A SAFETY STRAP OR HARNESS SHALL NOT BE USED ON THE DIAPER CHANGING TABLE. IF AN EMERGENCY ARISES, CAREGIVERS SHALL PUT THE CHILD ON THE FLOOR OR TAKE THE CHILD WITH THEM. ALWAYS KEEP ONE HAND ON THE CHILD!

PREPARE CHANGING TABLE

Before you bring the child to the diaper changing area, **wash your hands**, and take the items listed below to the changing table area.

- Non-absorbent **paper liner** large enough to cover the changing surface from the child's shoulders to beyond the child's feet;
- **Fresh diaper** and clean **clothes** (if you need them);
- **Several wipes removed from the container** for: a) cleaning the child's genitalia and buttocks, b) cleaning the hands of the child and caregiver. Remove wipes from the container in advance so that the container will not be touched during diaper changing.
- A **paper bag** for any soiled clothes;
- **Disposable gloves**, if you plan to use them. (put gloves on before handling soiled clothing or diapers);
- A thick application of **diaper cream** (when appropriate) **removed from the container** and applied to a piece of disposable material such as facial or toilet tissue.

TAKE CHILD TO CHANGING TABLE

- Carry the child to the changing table. Be sure to **keep soiled clothing away from you and away from any surface you cannot easily clean and disinfect** after the change.
- Position the child on the paper liner so that **the liner is under the child from shoulders to beyond the child's feet.**

REMOVE CHILD'S OUTER CLOTHING

- If the child's feet are likely to touch the soiled diaper or soiled skin **remove the child's socks and shoes** to prevent contamination with stool or urine.
- Put any **soiled clothes into the opened plastic bag**.

CLEAN AND DISINFECT THE CHILD'S DIAPER AREA

- Unfasten the diaper and **leave the soiled diaper under the child**.
- Lift child's legs and **use wipes** to clean the child's genitalia and buttocks.
- Remove urine and stool **from front to back using a fresh cloth each time**.
- Dispose of soiled wipes **into a plastic-lined, hands free, covered can**.

REMOVE THE CHILD'S DIAPER

- **Remove the soiled diaper** without contaminating surfaces that have been untouched by stool or urine, and **fold the soiled surface inward**.
- Place soiled diaper **into a plastic-lined, hands free, covered can**.

BEFORE PLACING FRESH DIAPER

- If gloves were used remove **using proper technique** and **place into plastic-lined, hands free, covered can**.
- **Clean your hands** with a clean disposable wipe.
- **Clean child's hands** with another clean disposable wipe.
- Check for spills under the child. Cover spills by **using paper that extends under the child's feet to fold over the spill** and create a fresh, unsoiled surface.

DIAPER AND DRESS THE CHILD

- Slide a fresh diaper under the child.
- If applying diaper cream, **use the facial or toilet tissue to apply it** to the affected area and dispose of tissue into a plastic-lined, hands free, covered can.
- **Observe for any skin problems** such as redness, cracks or bleeding.
- Fasten the diaper and redress the child.

BEFORE CHILD RE-ENTERS GROUP

- At designated sink, **wash child's hands using soap and running water and dry** with a paper towel.
- If child is too heavy to hold for hand washing or is unable to stand at the sink, wash child's hands using disposable diaper wipes.

CLEAN AND DISINFECT DIAPER CHANGING SURFACE

- **Dispose of the paper liner** used on the changing surface into a plastic-lined, hands free, covered can.
- Clean off any visible soil from the changing surface with **detergent and water and then rinse with water.**
- Wet the entire changing surface with the **bleach disinfecting solution.**
- **Put the spray bottle away.**
- Allow the **bleach solution** to remain on the surface of the changing table for **two minutes.**
- Let **air dry or wipe dry** after two minutes of contact.

PACK SOILED CLOTHES

- Remove bag of soiled clothes from bag holder and tie securely.
- **Bag again**, tie securely bagged in small paper bag and placed out of the reach of children till end of program day, taken by bus monitor/ classroom teacher and handed to parent at pickup or bus departure.

WASH YOUR HANDS

RECORD THE DIAPER CHANGE/CHECK ON THE CHILD'S CHART

- Document time of change or check and contents of diaper on the ***Diapering Log (Appendix HS-AA)***.
- **Record any observations** of child skin condition that are **of concern**