



## POLICY AND PROCEDURE FOR DIAPERING

### Policy

A program must develop and implement a system of management, including ongoing training, oversight, correction and continuous improvement in accordance with §1302.102, that includes policies and practices to ensure all facilities, equipment and materials, background checks, safety training, safety and hygiene practices and administrative safety procedures are adequate to ensure child safety. This system must ensure: (1) Facilities. All facilities where children are served, including areas for learning, playing, sleeping, toileting, and eating are, at a minimum: (viii) Designed to separate toileting and diapering areas from areas for preparing food, cooking, eating, or children's activities; and, (ix) Kept safe through an ongoing system of preventative maintenance. (4) Safety training. (i) Staff with regular child contact. All staff with regular child contact have initial orientation training within three months of hire and ongoing training in all state, local, tribal, federal and program-developed health, safety and child care requirements to ensure the safety of children in their care; including, at a minimum, and as appropriate based on staff roles and ages of children they work with, training in: (A) The prevention and control of infectious diseases; 6) Hygiene practices. All staff systematically and routinely implement hygiene practices that at a minimum ensure: (i) Appropriate toileting, hand washing, and diapering procedures are followed. *Head Start Performance Standards 1302.47 (b)(1)(viii)(ix)(4)(i)(A)(6)(i) Safety practices.*

What steps must caregivers follow for diaper changing? Caregivers must: (1) Promptly change soiled or wet diapers or clothing; (2) Thoroughly cleanse a child with individual cloths or disposable towels. You must discard any disposable towels after use and launder any cloths before using them again; (3) Ensure that a child is dry before placing a new diaper on the child. If the child must be dried, you must use a clean, individual cloth or disposable towel to dry the child. You must discard the disposable towel after use and launder any cloth before using it again; (4) Not apply powders, creams, ointments, or lotions unless you obtain the parent's written permission. If the parent supplies these items, permission is implicit and you do not need to obtain permission for each use; (5) Label powders, creams, ointments, or lotions with the individual child's name; and (6) Keep all diaper-changing supplies out of the reach of children. Helpful. *Minimum Standards for Child Care Centers 746.3501.*

Based on the above policies UTRGV-PSJA-EHS-CCP Program staff will ensure diapering changing is safe, secure, respectful of the child, and that enables the child to learn self-help skills as well as follow Universal Precautions.

### Procedure

1. Early Head Start Staff must gather all needed supplies (wipes, plastic bag for soiled diaper/clothes, disposable gloves). Keep all diaper changing supplies out of children's reach.
2. Staff must wash their hands- and put-on disposable gloves. Avoid any contact with child's soiled clothing except with gloved hands.
3. Staff must NEVER leave a child unattended or unsupervised while diaper changing. Safety strap mechanism must be used at all times when the child is on the diaper changing surface. Staff must place a hand on child at all times.
4. Staff will describe events of what he/she is doing during the diapering process to the child. Anything unusual observed in the diaper or in the toileting process will be documented and communicated to parents.

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5. Staff will not apply powders, creams, ointments, or lotions without having a prescription from a health care professional.
6. Place child on diaper changing surface. Remove child's clothing.
7. Unfasten the diaper and clean child thoroughly using disposable wipes. Wiping from front to back, only once per wipe until child is clean.
8. When removing soiled diaper/clothing avoid contamination of other objects and surfaces.
9. Fold disposable diaper with wipes inward and place in a trashcan labeled "Soiled Diapers Only."
10. Upon disposal of diaper, remove gloves.
11. Put on a fresh diaper, and clean clothing. Ensure child is dry before placing a new diaper.
12. Staff will ensure to wash child's hands using the procedure in the Hand Washing Policy (HSP-15) and return him/her to a supervised area.
13. Soiled clothing will be placed in a plastic bag labeled "Soiled." Bag will have child's name and stored in a secure location, away from food service areas and out of reach from children. Give clothing to the parent to take home and wash.
14. Remove and discard the liner. Use the four-step sanitation process to sanitize the mat and any contaminated area and wash hands. Teachers must ensure diaper changing surfaces and mats are kept clean, waterproof, and free of cracks, and tears.

Centers for Disease Control and Prevention Note: After diapering the EHS Staff must wash his or her hands (even if they were wearing gloves) and disinfect the diapering area with a fragrance-free bleach that is EPA-registered as a sanitizing or disinfecting solution. If other products were used for sanitizing or disinfecting, they should also be fragrance-free and EPA-registered. If the surface is dirty, it should be cleaned with detergent or soap and water prior to disinfection.