



CONCHO VALLEY COUNCIL OF GOVERNMENTS



CVCOG RURAL HEAD START
325-944-9666

SAISD HEAD START/
EARLY HEAD START
325-947-3703

DIAPER CHANGING POLICY

PROCEDURE:

1. A designated area will be established specifically for diapering that is not located in or near any food handling areas and allows privacy for the child being diapered.
2. Surfaces of mats will be kept clean, waterproof, and free of cracks, tears and crevices.
3. All diapers and wipes that are provided by the parent must be labeled with child's name and any special instructions.
4. Only Head Start/Early Head Start staff or the child's parent/guardian will engage in the diapering of a child.
5. The steps below will be followed to ensure proper diapering.
 - **Gather all supplies (baby wipes, plastic bag for soiled diaper/clothes, disposable gloves, and disinfectant) and place near, the changing mat before beginning to diaper.**
 - **When diapers are being changed on consecutive children, allowing the bleach solution to contact the surface at least 2 minutes before wiping dry for the next diaper change kills most disease causing organisms on the surface. After the last diaper change in the cycle, allow the disinfecting solution to contact the diapering surface for 10 minutes and air dry. Air-drying is fine, since chlorine evaporates when the solution dries or place a piece of changing paper (wax paper can be used) on mat where child will be changed if the child is not able to self help in a restroom stall while standing up.**
 - **Wash hands and put on disposable gloves.**
 - **Avoid contact with child's soiled clothing with exception of gloved hands.**
 - **When preparing to move the child onto the diapering surface be sure to use proper/safe transferring and lifting steps.**
 - **Help child when possible to remove own clothing, wipe (only use baby wipes) their own genitalia and assist in putting on their diaper, underwear and clean clothing. Be careful when removing child's soiled diaper/clothing to avoid contamination of other objects and surfaces.**
 - **Place soiled diaper into proper receptacle as follows: Fold disposable diaper inward, reseal with tapes, and place in plastic bag, tie off top, and place in trash container.**
 - **Cloth diapers and/ or clothing must be placed in a plastic bag, tie off top, put child's name on bag, store in secure location, in and away from food service areas and out of reach from children.**
 - **When child cannot assist you, gently clean the child's bottom and genitalia with a moist disposable wipe, front to back, only once per wipe repeating with another wipe when necessary. Place soiled wipes and wax paper into the same plastic bag with diaper. Put clean diaper and clothing on child.**
 - **Remove and discard gloves using the same glove removal process that was learned during Bloodborne Pathogen training.**
 - **Assure that diapered child washes hands thoroughly before returning to classroom.**
 - **With newly gloved hands, remove any visible soil on mat with paper towels and recommended sanitizing solution, and then disinfect the cleaned area with recommend sanitizing solution by allowing it to remain on the surface at least 10 minutes before wiping dry and returning the mat to storage.**
 - **Remove and discard gloves.**
 - **Wash hands thoroughly.**