 **Diaper Changing Procedure and Maintenance of Changing Tables/Surfaces**

**Policy: Toilet learning or training must be planned cooperatively between the child’s regular caregiver and the parent so that the toilet routine established is consistent between the center and the child’s home. Diapers and training pants shall be checked frequently and changed when wet or soiled. Changing surfaces shall be cleaned immediately following each use.**

**Procedure:**

1. Diapering shall occur in a designated diapering area that is physically separated from food preparation and food service areas and is within close proximity to a sink that is used exclusively for hand washing.
2. Diapering supplies shall be stored within easy reach of the designated diapering area yet be inaccessible to children during the diapering procedure.
3. Changing tables shall be:
4. Composed of non-absorbent, smooth, easily cleanable surfaces in good repair.
5. Of sturdy construction with railings or barriers to prevent falls.
6. An elevated diapering table or similar structure.
7. Washed, rinsed, and sanitized after each use.
8. When changing diapers these steps must be followed **(1) (2)**
9. Before bringing the child to the diaper-changing area, gather all needed supplies and wash hands. Put on disposable gloves. Gloves shall only be used once for a specific child, and then disposed of in a safe and sanitary manner immediately after each diaper change.
10. Bring the child to the changing table/surface, taking care to avoid contact of soiled clothing with self and surfaces that cannot easily be cleaned and disinfected. The child should always be seated or lying down during diaper changes. Throughout the diaper changing procedure, always keep a hand on the child.
11. Remove soiled diaper and set aside without contaminating surfaces not already in contact with stool/urine.
12. Clean the child’s diaper area from front to back. Do not reuse wipes. Place wipes with the soiled diaper. This is the time to take notice of any rash or reddened areas.
13. Diaper ointment labeled with child’s first and last name may be applied, as directed, with written permission.
14. Remove gloves and set them aside with the soiled diaper.
15. Place on a clean diaper and dress the child.
16. Wash the child’s hands in accordance with the posted handwashing procedure and return the child to a supervised area.
17. Fold the soiled diaper, wipes, and gloves together and discard in the diaper disposal container.
18. **Clean the changing surface immediately after each use.** Centers are encouraged to use separate spray bottles containing soapy water, rinse water and a sanitizing/bleach solution (see options below). The following steps must be followed:
    1. Wash the surface vigorously with soap and water then rinse with clean water.
    2. Wipe or spray the surface with a sanitizer/bleach solution (see options below).
    3. Let the surface air dry or wipe dry after two minutes with a single service towel.

**Note: Sanitizer and Bleach Solutions include but are not limited to:**

* + - Water and non-scented chlorine bleach, mixed fresh daily, one teaspoon to one tablespoon of bleach

per gallon of water for use in a spray bottle.

* + - Commercial Sanitizer (products labeled as sanitizer purchased at a store). Caution: ensure products are used according to the manufacturer’s directions and safety guidelines.
    - Test strips must be used daily to check the concentration of the disinfecting solution or bleach/water

solution. The concentration must be at least 50-200 parts per million.

1. Wash your hands vigorously and thoroughly with soap and warm water.
2. Only single-use disposable wipes or other single-use cleaning cloths shall be used to clean a child during the diapering or toileting process.
3. Soiled diapers are disposed of immediately and placed in a plastic-lined, tightly covered container that does not require manually lifting the lid and is used exclusively for disposable diapers, training pants, and diapering supplies that shall be emptied and sanitized at the end of the day. Diapers and wipes will be provided at NMCAA HS/GSRP/EHSCB programs, EHS socializations, and Collaborative Centers for HS/EHS enrolled children during contracted HS/EHS service hours.

**\*\*\*If not using disposable diapers, please refer to Cloth Diaper/Training Pants Procedure in the Procedures Manual**

1. Staff shall check diapers/training pants frequently, at least every two hours, and change when wet or soiled.
2. Children 1 year of age and older may be changed in a bathroom standing up or on a nonabsorbent, easily sanitized surface, with a changing pad between the child and the surface.
3. Guidelines for diapering and hand washing shall be posted in diapering areas.
4. For centers, record in the child’s Daily Report/Toilet Training Report/Learning Genie after each diaper change and send home daily with the child, including notes on frequency, fecal consistency, and any rashes or reddened areas.

Original: To Be Posted in Diapering Area

**References: TA and Consultation Manual R400.8137 (1-10), Caring for our Children Basics 3.2.1.4 (1-8)**

4/23 EHS-HS Team\ADMIN\Procedures Manual\Postings\Diaper Changing Procedure