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

**Policy:**

**Toilet training shall 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. (1)**

**Procedure:**

1. Diapering shall occur in a designated diapering area that is physically separated from food preparation and food service areas, and is immediately adjacent to a sink 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. Nonporous and kept in good repair.
5. Composed of non-absorbent, smooth, easily cleanable surfaces in good repair.
6. Of sturdy construction with railings or barriers to prevent falls and at an adult work surface height (28-32 inches).
7. When changing diapers these steps must be followed **(1), (2)**:
8. 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 prior to assisting another child.
9. 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 sanitized. The child should always be seated or lying down during diaper changes. Throughout the diaper changing procedure, always keep a hand on the child.
10. Remove soiled diaper and set aside without contaminating surfaces not already in contact with stool/urine.
11. 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.
12. Diaper ointment provided by the parent may be applied, as directed, with written permission.
13. Remove gloves and set them aside with the soiled diaper.
14. Place on a clean diaper and dress the child.
15. Wash the child’s hands and return the child to a supervised area.
16. Fold the soiled diaper, wipes and gloves together and discard in the diaper disposal container.
17. **Clean the changing surface immediately after each use.** Centers are encouraged to use separate spray bottles containing soapy water, rinse water and a sanitizing solution. 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 sanitizing solution.
	3. Let the surface air dry or wipe dry after two minutes with a single service towel.

**Note: Sanitizing 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 sanitizers (products labeled as a sanitizer purchased at a store). Caution should be

 exercised to assure they are used according to the manufacturer’s directions.

* + - Test strips must be used daily to check the concentration of the sanitizing 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 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. If children are changed in the bathroom and they are not changed standing up, they must be changed on a changing pad placed on the floor. Both the changing pad and the floor must be non-absorbent, easily cleaned and sanitized, and in good repair.
3. Guidelines for diapering and hand washing shall be posted in diapering areas.
4. For centers, a Routine Incident Report must be completed after each diaper change, including notes on any rashes or reddened areas, and sent home daily with the child.

Original: To Be Posted in Diapering Area

**References: TA and Consultation Manual R400.8137 (1), Caring for our Children Basics 3.2.1.4 (2)**

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