



**COUNTY OF SAN BERNARDINO
PRESCHOOL SERVICES DEPARTMENT
POLICY**

NO. 01 **ISSUE 1**
PAGE 1 of 3
EFFECTIVE: 07-02-10
Updated

**SUBJECT: PROCEDURE FOR CHANGING SOILED
DIAPERS, UNDERWEAR, OR PULL UPS**

APPROVED: 07-02-10


BY: Ron Griffin, Director

PURPOSE

The use of proper changing technique is necessary to prevent the spread of infection, promote safety, and maintain the health of infant, toddlers, children and staff.

POLICY

- Changing of soiled clothing or diapers should take place in an area designated for this purpose only. Other activities should never take place in the changing area. Food or beverages should never be prepared, stored or consumed there.
- The changing area should be placed as close to a water source as possible.
- Every effort should be made to provide privacy for the child.
- Call another staff member for assistance as necessary to ensure safety for yourself and the child. All staff should cooperate in whatever way necessary to promote all aspects of safety during the changing procedure.
- Changing or diapering should be viewed as an opportunity to interact with the infant, toddler or child and should always be a pleasant experience.
- Children with soiled underwear or pull ups may be assisted to change themselves while in a standing position only if it is safe to do so. If the child is unsteady, has difficulty standing or balancing, a changing mat or changing table should be used.
- Soiled clothing should never be rinsed in the child care setting (due to the risk of splashing body fluids on the caregiver and on child care surfaces). You may dump solid feces into the toilet. All soiled clothing should be placed in a plastic bag, securely tied, and given to the parents. Please explain this procedure to the parent.
- Observe universal blood and body fluid precautions.

REFERENCE

Head Start Performance Standard 1304.22(e)(5)

PROCEDURE

1. Organize needed supplies within easy reach.
 - Disposable wipes
 - Disposable gloves
 - Clean underwear, pull up or diaper
 - Clean clothes if necessary
 - Plastic bags
 - Step trash can
2. Place disposable covering (roll paper, blue chux, etc.) on the changing mat or changing table surface.
3. Put on disposable gloves.
4. Lay the child on the changing surface if one is being used. If you must carry or lift the child, take precautions not to soil your clothing. Children may use step stools to climb onto elevated changing tables, under the close guidance of staff.

NEVER TURN YOUR BACK, OR STEP AWAY FROM, A CHILD ON A CHANGING TABLE. Remember to ask another staff member to assist you as necessary.

5. Remove soiled clothing, place in plastic bag, tie bag securely. (Clothing and soiled personal items may be stored in the changing area until parent can pick it up. Double bag if necessary to prevent odors.)
6. Remove soiled underwear or diaper and place it in a plastic bag.
7. Clean the child with damp paper towels or disposable wipes. Wipe from front to back (to avoid contaminating the child's urinary tract opening with feces, which can cause a urinary tract infection).

Place the soiled paper towels or wipes in the plastic bag with the soiled diaper or "pull-ups". Remove disposable gloves, being cautious not to touch the soiled outer surface to your skin, and place them in the plastic bag with the diaper and wipes. Tie the bag closed securely, and place in a covered or step trash can. (NOTE: If a step trash can is not available, the trash should be taken outside the childcare setting as soon as time and staffing ratios permit.)

8. Wipe your hands thoroughly and carefully with disposable wipes or damp paper towels. Drop the used wipes into the step trash can.
10. Place clean underwear, pull-up or diaper on the child, and dress the child, making sure clothing is clean and dry.
11. Assist the child up from the changing mat, or remove them from the changing table if one has been used.
12. Wash the child's hands under running water with soap.

13. Remove the soiled paper from the changing surface, dropping it into the step trash can, or putting it in a plastic bag if step can is not available.
14. Clean and disinfect the changing surface with Quat.
15. If you wore gloves for cleaning the changing surface, properly remove and dispose of them now.
16. Wash your hands thoroughly and carefully according to the Hand Washing Procedure.
17. Document on the diaper record form for infant/toddler.