

 Policy #: H-3	Effective Date: 1/24/96	Page #: 1 of 1
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COMPONENT: HEALTH

SUBJECT: GUIDELINES FOR DIAPERING AND TOILET-TRAINING

PERFORMANCE OBJECTIVES: To establish a standard procedure for Head Start staff to safely and hygienically change diapers of children in the program.

Procedures for diapering are adapted from the Tennessee Dept. of Human Services, Child Care Licensure Rules, 1240-4-3-.Appendix F (6).

1. All needed supplies must be ready and accessible before starting to change the diaper. Disposable gloves should be worn.
2. Place mat on the floor for a heavy or disabled child. Lay child on changing surface.
3. Remove soiled diaper and clothes. Put soiled diaper in plastic bag. Place soiled clothes in another plastic bag, seal, and give to parents.
4. Clean child's bottom with a pre-dampened paper towel or towelette, wiping from front to back. Place used paper towels in plastic bag with soiled diaper.
5. Remove gloves, and throw away in plastic bag with other soiled items.
6. Diaper or dress the child.
7. Wash the child's hands following hand washing procedures.
8. Remove the child from the diapering area.
9. Clean the diapering area, equipment, and supplies touched during the process, and any other soiled areas following sanitation procedures.
10. The caregiver must wash their hands following hand washing procedures.
11. The plastic bag should be sealed and placed in another plastic bag (double bag).

When a child is being toilet-trained:

1. Help the child use the toilet
2. Help the child wash his/her hands.
3. Place any soiled clothes in a plastic bag to take home at the end of the day.
4. If a potty chair is used, empty potty contents into a toilet. Wash the potty, but if possible, do not rinse in a sink used for washing hands. If it must be cleaned in a sink other than one for that purpose, clean and disinfect the sink and all exposed surfaces following sanitation procedures.