

Diaper or Pull-Ups Changing Procedure (Lying Down)

STEP 1: Get Organized

- Wash your hands
- Gather the following materials:
 - Fresh diaper or pull-up
 - Remove needed wipes from the container and place on a clean, easily accessible surface
 - Clean clothes and a plastic bag for soiled clothes (if needed)
 - Diaper cream removed from container and placed on a piece of paper towel (if needed)
 - Two disposable gloves

STEP 2: Help the Child to the Changing Table

- Place gloves on both hands
- Help the child onto the changing table keep a hand on child at all times

STEP 3: Clean the Child's Diaper Area

- Unfasten the diaper, but leave the soiled diaper under the child
- Lift the child's legs and remove stool and urine from front to back using a fresh wipe with each swipe
- Put the soiled wipes into the soiled diaper or pull-up

STEP 4: Remove the Soiled Diaper or Pull-Up

- Fold the soiled surface of the diaper/pull-up inward
- Put the soiled disposable diaper/pull-up in a covered, plastic-lined, hands-free covered can
- Put soiled clothes into a plastic-lined, hands-free plastic bag (if needed)
- Remove gloves and put them into a plastic-lined, hands-free covered can
- Use a fresh wipe to wipe your hands and another fresh wipe to wipe the child's hands
- Put the wipes into the plastic-lined, hands-free covered can

STEP 5: Put on a Clean Diaper or Pull-Up and Dress the Child

- Slide a fresh diaper under the child
- Put a glove on one hand, use a gloved finger to apply diaper cream (if needed)
- Discard the paper towel and glove in a covered, plastic-lined, hands-free covered can

STEP 6: Wash the Child's Hands and Return the Child to a Supervised Area

STEP 7: Clean and Disinfect the Diaper Changing Surface

- If clothing was soiled, securely tie the plastic bag used to store the clothing and send home
- Clean and disinfect the changing table using these steps:
 - Spray table with detergent and water, wipe down
 - Spray table with water, wipe down
 - Spray table with disinfectant, let disinfectant sit for 2 minutes. Air dry or wipe dry.

STEP 8: Final Steps

- Wash your hands
- Record the diaper change in the child's daily log

Important Note: The purpose of this document is to provide a brief overview of the diaper changing procedure. Prior to changing diapers, teachers should be trained using the procedure documented in the handbook.

Changing Children's Soiled Underwear/Pull-Ups Procedure (Standing Up)

STEP 1: Get Organized

- Wash your hands
- Gather the following materials:
 - Fresh diaper, pull-up, or underwear
 - Removed needed wipes from the container and place on a clean, easily accessible surface
 - Clean clothes and a plastic bag for soiled clothes (if needed)
 - Diaper cream removed from container and placed on a piece of paper towel (if needed)
 - Two disposable gloves

STEP 2: Help the Child Prepare for the Change

- Place gloves on both hands
- Help the child to remove clothing and shoes from the waist down (as needed)
- Have the child hold their shirt up above their waist during the change
- Remove diaper/pull-up/underwear and fold the soiled surface of the diaper or pull-up inward
- Put the soiled diaper or pull-up in a covered, plastic-lined, hands-free covered can
- Place any soiled underwear or clothing in a plastic-lined, hands-free plastic bag to be cleaned at the child's home (do not rinse the soiled clothing in the toilet or elsewhere)

STEP 3: Clean the Child's Diaper Area

- Lift the child's legs and remove stool and urine from front to back using a fresh wipe with each swipe
- Put soiled wipes into the soiled diaper/pull-up or directly into a plastic-lined, hands-free covered can
- Remove gloves and put them into a plastic-lined, hands-free covered can
- Use a fresh wipe to wipe your hands and another wipe to wipe the child's hands
- Put the wipes into the plastic-lined, hands-free covered can

STEP 4: Put on a Clean Diaper, Pull-Up, or Underwear and Dress the Child

- Put a glove on one hand, use a gloved finger to apply diaper cream (if needed)
- Discard the paper towel and glove into a covered, plastic-lined, hands-free covered can
- Assist the child (as needed) in putting on a clean diaper, pull-up or underwear, then re-dressing

STEP 5: Wash the Child's Hands and Return the Child to a Supervised Area

STEP 6: Clean and Disinfect the Changing Area

- If clothing was soiled, securely tie the plastic bag used to store the clothing and send home
- Clean and disinfect the changing area using these steps:
 - Spray any contaminated areas with detergent and water, wipe down
 - Spray any contaminated areas with water, wipe down
 - Spray any contaminated areas with disinfectant, let disinfectant sit for 2 minutes. Air or wipe dry

STEP 7: Final Steps

- Wash your hands
- Record what was in the diaper, pull-up or underwear and any problems (such as loose stool, an unusual odor, blood in the stool, or any skin irritation)

Important Note: The purpose of this document is to provide a brief overview of the diaper changing procedure. Prior to changing diapers, teachers should be trained using the procedure documented in the handbook.