



Diapering and Toileting Procedure 0-5

GENERAL PLAN/ APPROACH

Southern Oregon Child and Family Council is committed to the implementation of high-quality hygiene and safety practices in each classroom. We provide a safe and sanitary environment for diapering, toileting and changing soiled clothing, Head Start/Early Head Start staff are trained and will carry out sanitation and hygiene procedures for diapering/toileting that adequately protect the health and safety of children.

Self-help and adaptive skills are supported in EHS/HS classrooms. Staff are trained to encourage young children to learn toileting routines and skills to support increased independence. Staff shall encourage the development of these self-help skills during the bathroom routines such as dressing, toileting and washing hands as children are ready. Bathroom routines shall be used as opportunities for language development, building the child's self-esteem, and other learning experiences.

Early Head Start will post a copy of the diaper changing procedures in each room near the diaper changing table and will provide diapers during the part of the day that the child is at the Early Head Start center.

Head Start centers will post a copy of the diaper changing procedures in each bathroom near the diaper changing area and will provide diapers during the part of the day that the child is at the Head Start center.

HEAD START PROGRAM PERFORMANCE STANDARDS:

45 CFR Chapter XIII 1302.47 Safety Practices

OCC: 414-300-0300 (3), (8), (11)

Caring for Our Children: 3.2.1.3, 3.2.1.4, 2.1.2.5

Procedure:

Teachers will take into account the preferences and customs of the child's family. There are multiple opportunities throughout the program to connect with families around the topic of diapering, toileting and toilet training which include but not limited to the IHV, drop off, pick up, Transition Meetings and Parent-Teacher conferences. Parents will be oriented to the

arrival and departure procedure and support their child's diapering/toileting after the child is signed into the center.

For infants & Toddlers - Staff shall provide each child's toilet and diapering activities to each guardian on a daily basis. This information will be documented in the daily care log via Playground for every child.

Volunteers and Nutrition Staff will not participate in diapering/toileting under any circumstances. Staff must be fully enrolled in the Criminal Background Registry and cleared to be alone with children following all licensing and agency protocols. Staff must be fully trained in the Diapering and Toileting Policy and Procedure 0-5. A designated, veteran staff at each center will be identified to support the training of new classroom staff. The new staff person will observe the veteran staff complete the diapering procedure in its entirety. The new staff will then practice on a baby doll with the veteran staff present to ensure they are following the diapering procedure. Once the veteran staff feels the new staff is ready, they will then observe the new staff in completing the diapering procedure with a child in their classroom that is comfortable with them. If the veteran staff is confident in the new staff's abilities, they will then let their SM know they have completed the training. If they feel like they need more training, the training cycle continues until the new staff are competent in the procedure. Staff that have not been fully trained in the diapering procedure will not participate in diapering until signed off by a Site Manager on their training log. Substitutes should not participate in diapering and toileting, until they have established trusting positive relationships with the children they are caring for (for example: a long-term substitute).

All children will follow their own individual toilet and diapering schedule in accordance to their own emergent needs while ensuring all policy and procedures are being followed.

Diapering:

Children will not be left alone at any time while in the bathroom. Teachers will never leave a child unattended on a changing table, pad or countertop. Ratio and proper site and sound supervisor will be maintained at all times during the diaper procedure. (Please reach out to your Education Supervisor for supports if needed)

Any child wearing a diaper or pull-up will be checked for wetness and feces every hour and visually **inspected and changed** every two hours. The diaper/pull-up should be checked whenever a child indicates discomfort or exhibits behavior that suggests a soiled or wet diaper. Diapers/pull-ups should be changed every time they are found to be wet or soiled.

The following diaper-changing procedure will be posted in the changing area/bathroom and followed for all diaper changes.

All employees who change diapers will undergo training and follow the procedure and guidance provided.

1. Get Organized:

- Place diapering supplies (clean diaper/pull-up, pre-moistened baby wipes, extra clothes, sanitary portion of skin care product if needed) within reach.
- Wash hands.
- Cover diapering surface with single-use paper from child's mid-back to knees.
 - For Head Start 3-5-year-old classrooms, the changing area may consist of a padded waterproof mat (like an extra/designated nap mat) on the floor. And/or the child may be able to stand to complete the process on their own.
- Bring the child to the diapering area. **DO NOT LEAVE THE CHILD UNATTENDED AT ANY TIME DURING THE DIAPERING.**
- Put on gloves. *Parents diapering their own child do not need gloves.*

2. Begin the Diapering:

- Remove the child's clothes. If clothes are wet or soiled place out of child's reach. Remove wet or soiled diaper/pull-up from the child and fold it inward, over the wet or soiled surface. You may throw the soiled diaper away if you are able to do so while blocking the child with your whole body at the same time. Place it out of child's reach if unable to throw away. If the diaper is soiled (BM), place in a plastic bag for odor control.
- Clean the child's skin using pre-moistened, disposable baby wipes. Wipe from front to back; including skin creases.
- Use skin care products (diaper rash ointment, lotion), if supplied by the parent and the parent answered yes on our permission form. Document use of diaper rash cream/ointment in Playground.
- Remove diapering surface paper, used baby wipes, and gloves and place in the trash receptacle if you are able to do so while keeping a hand on the child or if you are able to block the child with your body. If needed, place all items out of the child's reach until they can safely be disposed of.

3. Put on the Clean Diaper/Pull-up:

- Put clean diaper/pull-up and clothing on child. Remove child from diapering surface.

- Assist child in washing their hands and then wash your own hands with soap and running water, rinse and dry well. Small baby's hands may be washed with pre-moistened cloth, dry hands.
- Return child to a supervised area.

4. Clean Up:

- Sanitize the diapering surface and door handle. Do not spray sanitizing solution directly on door handle. Wipe the door handle with a rag or paper towel soaked with sanitizing solution. Let stand for a minimum of 1 minute. If skin care product was not prepared in step one, sanitize the container.
- If any bodily fluids touch the diapering surface, disinfect the surface; let stand a minimum 5 minutes; wipe with paper towels or allow to air dry.
- Wash your hands using hand washing procedure.
- Double knot a second plastic bag containing wet or soiled clothing, write child's name on the bag and put in child's cubby to be returned to the parents.
- Report any abnormal skin or stool conditions (rash, unusual stool consistency, color, odor or frequency) to the parent and the Health Manager.

5. Document and initial diaper changes in the Playground, within a reasonable amount of time, must be completed prior to pick up.

Toileting:

To help children achieve bowel and bladder control, caregivers/teachers should enable children to take an active role in using the toilet when they are physically able to do so and when parents/guardians support their children's learning to use the toilet. Encourage children to practice pulling up/down pants, underwear, pull-ups, cleaning their bodies, flushing the toilet and washing their hands.

Ratio and proper site and sound supervisor will be maintained at all times during the diaper procedure. (Please reach out to your Education Supervisor for supports if needed)

Staff will assist with the aforementioned practices as needed, while the child is still learning. For children learning to use the toilet an emphasis should be placed on appropriate handwashing after using the toilet and they should be provided with frequent and unrestricted opportunities to use the toilet.

Remind children to use the bathroom frequently and during natural times of the day (i.e. before and after rest time, during transitions, before pick up etc.)

EHS: Document and initial any and all toileting and diapering activities in Playground, within a reasonable amount of time, must be completed prior to pick up. This includes attempts to use/offer the toilet, even if the child does not go while on the toilet.

HS: Document and initial any diapering or toileting in Playground for children that are exclusively in diapers/pull-ups and toilet training AND wearing diapers/pull-ups.