

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 (viii)

Caring for Our Children: 3.2.1.3, 3.2.1.4, 2.1.2.5

Department Of Early Learning and Care:

414-305-0200 (2e) Policies

414-305-0260 (3)(f) Items Available to View

414-305-0600 (3b) General Requirements for the Care of Infants and Toddlers

414-305-0650 Diaper Changing and Toileting

Procedure:

Teachers will consider the child's family's preferences and customs. There are multiple opportunities throughout the program to connect with families around diapering, toileting and toilet training, including 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.

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

- Document and initial 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.

Head Start Preschoolers – For children in diapers/pull-ups and/or not confidently toilet trained, staff shall provide the child's toileting and diapering activities to each guardian daily. This information will be documented as an activity in Playground for every child with toilet training.

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

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 more training is needed, 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 with their own emergent needs while ensuring all policies 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 supervision will be maintained during the diaper procedure. (Please reach out to your Site Manager 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 procedures and guidance provided.

1. Get Organized:

- a. Place diapering supplies (clean diaper/pull-up, pre-moistened baby wipes, extra clothes, sanitary portion of skin care products if needed) within reach.
- b. Wash hands.
- c. Cover diapering surface with single-use paper from child's mid-back to knees.
 - i. 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.

- ii. For EHS stand up diapering, cover the floor under their feet with paper towels.
- d. Bring the child to the diapering area. **DO NOT LEAVE THE CHILD UNATTENDED AT ANY TIME DURING THE DIAPERING.**
- e. Put on gloves. Parents diapering their own child do not need gloves.

2. Begin the Diapering:

- a. Remove the child's clothes. If clothes are wet or soiled, place out of the 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 can while blocking the child with your whole body. Place it out of child's reach if unable to throw it away. If the diaper is soiled (BM), place it in a plastic bag for odor control.
- b. Clean the child's skin using pre-moistened, disposable baby wipes. Wipe from front to back; including skin creases.
- c. 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.
- d. Remove diapering surface paper, used baby wipes, and gloves and place in the trash receptacle if you can do so while keeping a hand on the child or blocking the child with your body. If needed, place all items out of the child's reach until they can safely be disposed of.
 - i. If standing on the floor, you may dispose of materials in trash. Due to children being on the floor, you do not need to block their bodies.

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

- a. Put clean diaper/pull-up and clothing on child. Remove child from diapering surface.
- b. Assist the 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.
- c. Return the child to a supervised area.

4. Clean Up:

- a. Sanitize the diapering surface and door handle. Do not spray sanitizing solution directly on the door handle. Wipe the door handle with a rag or

paper towel soaked in sanitizing solution. Let stand for a minimum of 1 minute. If skin care product was not prepared in step one, sanitize the container.

- i. If standing on the floor, sanitize the surface of the floor if it becomes soiled.
 - b. If any bodily fluids touch the diapering surface, disinfect the surface; let stand for a minimum 5 minutes; wipe with paper towels or allow it to air dry.
 - c. Wash your hands using the hand washing procedure.
 - d. Double knot a second plastic bag containing wet or soiled clothing, write the child's name on the bag and put it in child's cubby to be returned to the parents.
 - e. 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 supervision will be maintained during the diaper procedure. (Please reach out to your Site Manager 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, emphasis should be placed on appropriate handwashing after using the toilet, and children 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 pickup, etc.)