

ST. JOSEPH ACADEMY  
(SJA)

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- I. Policy:  
The policy outlines St. Joseph Academy's procedure for changing soiled diapers.
- II. Procedure:  
There are specific guidelines mandated by the Department of Children and Families (DCF) as well as the National Accreditation Commission (NAC). Listed below are guidelines regarding diapering:
- Change wet or soiled diapers or clothing promptly.
  - Change children on an easily cleanable surface using the two-step process:
    1. Cleaning with soap and water solution
    2. Sanitize with a bleach water solution
  - Diapers should be changed at least every two hours.
  - SJA uses commercial grade disposable diapers for the children enrolled in the Early Head Start/Head Start programs. If for medical reasons children cannot wear disposable diapers, the child's health care provider will need to provide written documentation.
  - Surfaces used for changing tables are not used for other purposes including temporary placement of objects and especially not for objects involved with food or feeding.
  - Trash containers used for disposing of soiled diapers are closed and foot operated
  - Staff whose primary function is preparing food do not change diapers until their food preparation duties are complete.
- A. Diapering Procedure:
- Step 1. Prep all materials prior to bringing a child to the changing table.
- Clean and sanitize the surface of the changing table.
  - Wash your hands.
  - Prepare the supplies you need (diapers, wipes, ointments, extra clothes, plastic bag and disposable gloves).
- Step 2. Carry the child to the changing table, keeping soiled clothing away from you and any surfaces you cannot easily clean and sanitize after changing.
- Place the child on the table. If the table has safety straps, secure the child using the straps. Always keep one hand on the child. Never walk away or leave the child on the changing table unattended.
  - If necessary, remove the child's clothes to ensure the clothing does not come in contact with the bodily fluid. If the clothing is soiled, place in a plastic bag.
- Step 3. Removal of the diaper and cleaning the child.
- Unfasten the diaper. Leave the soiled diaper underneath the child.
  - Lift the child's legs as needed to use disposable wipes. Use the wipes to clean the child's buttocks and other genitalia. Remove bodily fluids by wiping the children from front to back. Use a fresh wipe each time you wipe.
  - Be sure to get into the crevices.

- If the child needs to be bathed, do not use the sink used for hand washing or meal preparation. Use a separate infant tub. Do not rinse towels used for cleaning a child in these sinks as well.
- Place the soiled wipes into the soiled diaper.

Step 4. Discarding the diaper.

- Fold the soiled surface of the diaper inward.
- Put the soiled diaper in a plastic bag. Take off the gloves using the appropriate gloving procedure and put them in this bag. Tie the bag and throw it into a lined food operated garbage can.
- Clean your hands with a wipe. Clean the child's hands with a wipe. Throw the soiled wipes away in the lined foot operated garbage can.

Step 5. New diaper.

- Put a fresh diaper under the child.
- Use a gloved hand to apply ointments. Apply powder at this time.
- Redress the child.

Step 6. Handwashing

- Wash the child's hands using warm water and soap.
- Dry the child's hands with a disposable paper towel. Turn faucet handle off using a paper towel.
- Return child to play.

Step 7. Sanitizing the changing table.

- Spray the surface with a soap water solution.
- Wipe the surface using a disposable paper towel.
- Spray surface with a bleach water solution.
- Wipe surface using clean disposable paper towel.
- Spray lightly with bleach water solution a second time and allow the surface to air dry.
- If there is no time to air dry, when you spray the bleach water solution the first time, allow the solution to sit on the surface for two minutes before wiping with a disposable paper towel.

Step 8. Wash your hands following the appropriate hand washing procedure.

Approved by:

Tabiana Jones

President/CEO

Date

8/23/2021