

Head Start of Lane County

Step by Step Instructions for Proper Diapering

1. Gather all needed supplies (Baby wipes, plastic bag for soiled diaper/clothes, disposable gloves, disinfectant) and place near, not on, the changing mat before beginning to diaper. *Never leave the child unattended.* Keep all supplies used in diapering out of the reach of children.
2. Place a piece of changing paper (wax paper can be used for this) on mat where child will be changed **if the child is not able to self help in a bathroom stall while standing up.**
3. Wash hands and put on disposable gloves.
4. Avoid any contact with child's soiled clothing with exception of gloved hands.
5. When preparing to move the child onto the diapering surface be sure to use proper/safe transferring and lifting procedures to avoid dropping the child or injuring your back. If the child weighs more than 50 pounds another adult should assist in the transferring of a child.
6. Help the child when possible to remove his/her own clothing, wipe (**ONLY USE BABY WIPES**) their own genitalia and assist in putting on their diaper, underwear and clean clothing. Be careful when removing child's soiled diaper/clothing to avoid contamination of other objects and surfaces.
7. Place soiled diaper into proper receptacle as follows: Fold disposable diaper inward, reseal with tapes, and place in plastic bag, tie off top, place inside another bag and label outside of bag. Place in trash can.
8. Cloth diapers and or clothing must be placed in a plastic bag, tie off top, put child's name on bag, store in secure location, in and away from food service areas and out of reach from children. *Important:* Soiled diapers and/or clothing must be given only to parent or bus driver to be transported home with child.
9. When the child cannot assist you, gently clean the child's bottom and genitalia with a moist disposable wipe, front to back, only once per wipe repeating with another wipe when necessary. Place soiled wipes and wax paper into the same plastic bag with diaper/clothes. Put clean diaper and clothing on child.
10. Remove and discard gloves using the same glove removal process that was learned during Bloodborne Pathogen training.
11. Assure that diapered child washes hands thoroughly before returning to the classroom. (*see [Handwashing](#) policy*)
 1. With newly gloved hands, remove any visible soil on mat with paper towels and Hepastat, and then disinfect the cleaned area with Hepastat by allowing it to remain on the surface at least 10 minutes before wiping dry and returning the mat to storage.
 2. Remove and discard gloves.
 3. Wash hands thoroughly.