


<b>Performance Standard:</b>	<b>Subpart D Health Services Program</b>	<b>INCA Community Services</b>  <b>Head Start &amp; Early Head Start Policies and Procedures</b>  
<b>Sub Category:</b>	<b>1302.47b(6)(i), (iii)</b>	
<b>Policy Council Approval Date:</b>	7/14/18	
<b>Governing Board Approval Date:</b>	7/30/18	
<b>Form:</b>	Infant/Toddler Daily Activity Sheet	
<b>Responsible:</b>	Teaching staff	
<b>Diaper Changing</b>		
<b>Policy</b>		
INCA implements sanitation and hygiene procedures for diapering that adequately protect the health and safety of children served by the program, and ensures staff properly conduct these procedures.		
<b>Guidelines</b>		
Staff follow proper hygiene and sanitation procedures when diapering and toileting children: <ul style="list-style-type: none"><li>• Diapers will be checked hourly and when a child exhibits behavior that suggests a wet or soiled diaper.</li><li>• Diapers will be changed promptly when wet or soiled.</li><li>• All soiled diapers will be disposed of in the designated trash container.</li></ul>		
<b>Diaper Changing Area</b>		
<ul style="list-style-type: none"><li>• Diaper changing area is located away from bathrooms, dental hygiene, and food preparation areas.</li><li>• Diaper changing area located as close to a water source as possible.</li><li>• Diapers are changed on an elevated, nonporous surface used only for that purpose.</li><li>• Diaper changing area will be kept free of all objects except for necessary diapering items.</li><li>• Children will be kept in close supervision while in diaper changing area.</li></ul>		
<b>Diapering Procedures</b>		
<b>Preparation</b>		
<ul style="list-style-type: none"><li>• Gather all supplies:<ul style="list-style-type: none"><li>◦ Clean diaper, wipes, diaper cream, gloves, plastic or waterproof bag for soiled clothing, extra clothes.</li></ul></li><li>• Place disposable liner on changing surface.</li></ul>		
<b>Diapering</b>		

- Place child on diapering surface and unfasten diaper.
- Remove and keep soiled diaper/clothing away from any surface that cannot be easily cleaned.
- Clean the child's diaper area with a disposable wipe. Always front to back.
  - Use a fresh disposable wipe for each front to back wipe.
  - Places used wipes in the soiled diaper.
- Place a fresh diaper under the child.
- Apply diaper cream, if needed, with tissue or gloved finger.
- Fasten the diaper.
- Discard soiled diaper and wipes in the designated receptacle.
- Remove and discard gloves.
- Dress the child.

### **Child's hand washing**

- Use disposable wipe to clean child's hands.
- Use soap and running water when child is old enough to stand at sink.

### **Clean Up**

- Place wet/soiled (unrinsed) clothing, or cloth diaper, if used in a sealed moisture proof bag labeled with child's name for parents.
- Remove liner from changing surface and discard in trash can.
- Wipe any visible soil with damp paper towel or baby wipe.
- Spray entire surface with bleach water, let dry.
- Wash hands with soap and running water.
- Designated trash receptacle is emptied daily.

### **Cloth Diapers**

- When cloth diapers are used, the soiled waste contents are disposed of in toilet before being placed in soiled diaper receptacle (plastic bag).
- Wet diapers are sent home daily.
  - wet/soiled diapers are placed in a plastic bag, labeled with the child's name and stored away from child's other belongings.

### **Allergic Reaction to Diaper/Wipes Brands**

If child has a serious allergic reaction to a specific brand of diaper or diaper wipe:

- the parent must notify the teacher of what brands the child can use.
- The allergy is logged on the child's daily information form.
- INCA will use the brand of diaper /wipe specified by parent.
- The diapers are labeled with the child's name.

### **Documentation**

Documentation of diaper check/changes will be kept on the Infant/Toddler Daily Activity sheet.  
 Daily activity sheet will be given to parent at pick-up time.  
 Copy of the daily activity sheet will be kept in the child's file.  
 Daily activity sheets will be scanned/attached in ChildPlus weekly.

### **Definitions/Acronyms**

INCA - Head Start and Early Head Start programs

HS - Head Start program  
EHS - Early Head Start program  
FEC - Family Engagement Coordinator

**Dissemination of Policy**

The policy will be made available to all Head Start employees through the agency's website @ [www.incacaa.org](http://www.incacaa.org). The agency will educate and train applicable employees and supervisors regarding the policy and any conduct that could constitute a violation of the policy.