

GENERAL MANUAL POLICY

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CATEGORY: W.J. Griffis Children's Centre

TOPIC: Diapering

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POLICY

It is the policy of the W.J. Griffis Children's Centre that all staff are required to follow the diapering procedure.

Initial: KJP

GENERAL MANUAL PROCEDURE

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PROCEDURE

Never leave a child unattended on the change table. Make sure everything you need is within easy reach. This procedure must be followed for each child in order to prevent the spread of communicable diseases.

1. Assemble supplies before getting started.
2. **Wash hands with soap and water before each change.** The use of gloves is acceptable, however; they are not a substitute for hand washing (be aware of possible latex allergies due to gloves).
3. Remove the soiled diaper and fold inwards. Never leave a child unattended!
4. Clean child's skin with a moist disposable cloth, wiping front to back. Remove all soil; don't forget the skin creases. Report abnormal skin or stool condition to parents (rash, unusual fecal consistency, colour, odour or frequency).
5. Wipe hands on a clean disposable cloth and place it in waste container. If wearing gloves, discard them now. If the application of ointment/creams is required, use a clean, disposable applicator or put on a new pair of gloves to obtain ointment from its container (do not double dip).
6. Diaper and dress the child.
7. **Wash the child's hands** and return him/her to play or sleep area.
8. Discard soiled diaper into a plastic-lined receptacle.
9. Soiled clothing and cloth diapers should be double-bagged and sent home with parents. Do not rinse the soiled clothing or cloth diapers.
10. Clean the change surface with soap and warm water, after each child. Rinse and wipe dry. Apply a simple sanitizer and allow to air dry.
 - i. Note: A visibly soiled surface must first be cleaned with soap and water, rinsed and then sanitized/disinfected.
11. **Wash your hands thoroughly with soap and warm water.**

NOTE: Use skin care products only if requested by a parent and only for the designated child. Be sure that skin care products are labelled with the child's name.

Remember, it is important to have a copy of an appropriate diapering procedure posted in the diapering area of your centre.