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<b>Ref #:</b> 1304:22 (e)(5-6)	<b>Policy Council Approval Date:</b> 01/25/11	

**COMPONENT: CHILD HEALTH AND SAFETY**

**SUBJECT: GUIDELINES FOR DIAPERING AND TOILETING**

**PERFORMANCE OBJECTIVE:** To ensure that staff will implement sanitation and hygiene procedures for diapering that adequately protect the health and safety of children served by the program.

**POLICY AND PROCEDURE:** Procedures for diapering are adapted from the Tennessee Dept. of Human Services, Child Care Licensure Rules, 1240-04-03-10 (14).

Procedures for hand washing and diapering shall be followed.

Children shall be diapered/changed and cleaned immediately when wet or soiled.

1. Organize supplies before starting.
2. Bring child to table, remove diaper, and clean bottom
3. Dispose of diaper, wipes, and gloves (double bag)
4. Use wipes to remove gross soil
5. Put on clean diaper
6. Wash child's hand with soap and running water
7. Return child to play
8. Clean table
9. Sanitize table
10. Wash adult's hands with soap and running water

Procedures for toileting are adapted from the Tennessee Dept. of Human Services, Child Care Licensure Rules, 1240-04-0309 (6)

Toilet training shall never be started until a child has been in the child care setting long enough to feel comfortable.

Toilet training shall not be started until a child is able to understand, to do what is asked of them, and to communicate their need to use the bathroom.

Children shall not be made to sit on the potty or toilet.

Potties that are utilized in a center-based program must be emptied into the toilet and cleaned and disinfected after each used in a utility sink used for this purpose.

Children shall be diapered or cleaned immediately in a safe, sanitary manner.

1. Help the child use the toilet

2. Talk with the child explaining the process
3. Wash his/her hands with soap and running water
4. Place any soiled clothes in a plastic bag and another (double bagged)
5. Wash adult's hands with soap and running water