

Highland Rim Economic Corporation  
Head Start Policies and Procedures Manual

**Policy ID 63006 (HPS-SP) Appropriate Toileting, Hand Washing, and Diapering**

Related Regulations:	1302.47 b 6 i, 1302.47 b 6 iii		
Revised by:	Jamie Davenport, Operations Manager	Revision Date:	5/8/2017
Approved by:	Elizabeth McLaughlin, Head Start Director	Approval Date:	
Responsibility:	All Staff and volunteers		
Timeline:	Daily		
Evaluation:	Observation		
Forms:			

Performance Objective: All staff systematically and routinely implement hygiene practices.

**1.0 Hand Washing and Hygiene**

1.1 The program maintains standards for personal hygiene. Staff, volunteers, and children wash their hands before and after each meal and after activities such as diapering and toilet use to help prevent the spread of illness and disease.

1.2 Staff, volunteers, and children wash their hands with soap and running water at least once during the following times:

- a) Upon arrival at the Head Start location
- b) Before and after each diapering or pull up change
- c) After toileting or after assisting each child with toileting
- d) After returning inside from outdoor activities
- e) Before food preparation, handling, consumption, or any other food-related activity (e.g. setting the table)
- f) After contact with bodily fluids or cleaning up spills or objects contaminated with bodily fluids
- g) After handling pets, other animals, pet cages or other pet objects that have come in contact with the pet or animal
- h) Before eating, serving or preparing food or bottles or feeding a child
- i) Before handling newborns
- j) Any other time as needed.

1.3 Staff and volunteers also wash their hands with soap and running water:

- a) Before and after administering medication, first aid or completing a medical procedure.
- b) Before and after treating or bandaging a wound (nonporous gloves should be worn if there is contact with blood or blood-containing body fluids)
- c) After assisting a child with toilet use
- d) After taking off disposable gloves
- e) Any other time as needed.

Highland Rim Economic Corporation  
Head Start Policies and Procedures Manual

1.4 Hand washing signs are posted near all sinks (kitchen, classroom, restrooms).

## **2.0 Hygiene Practices**

2.1 Non-porous (e.g., latex) gloves are worn by staff when they are in contact with spills of blood or other visibly bloody bodily fluids.

a) Classroom staff are responsible for storing non-porous gloves in each classroom.

2.2 Spills of bodily fluids (e.g., urine, feces, blood, saliva, nasal discharge, eye discharge or any fluid discharge) are cleaned and disinfected immediately in keeping with professionally established guidelines.

a) Any tools and equipment used to clean spills of bodily fluids are cleaned and disinfected immediately.

b) Other blood-contaminated materials are disposed of in a plastic bag with a secure tie.

2.3 The programs follow sanitation and hygiene procedures for diapering that adequately protect the health and safety of children served by the program and staff.

2.4 Potties that are utilized in a center-based program are emptied into the toilet and cleaned and disinfected after each use; disposable potties are thrown away after each use.

## **3.0 Diapering and Toileting**

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

3.2 Procedures for hand washing and diapering shall be followed.

3.3 Children shall be diapered/changed and cleaned immediately when wet or soiled. Diapers checks must be conducted every two hours.

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

Highland Rim Economic Corporation  
Head Start Policies and Procedures Manual

- 3.4 Toilet training shall never be started until a child has been in the child care setting long enough to feel comfortable.
- 3.5 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.
- 3.6 Children shall not be made to sit on the potty or toilet.