

**SOUTHERN NEW HAMPSHIRE SERVICES, INC. – CHILD DEVELOPMENT PROGRAM  
DIAPERING POLICY FOR INFANTS AND TODDLERS**

POLICY COUNCIL APPROVED: 4-18-2012

1. Diapers from a commercial diaper service or disposable diapers will be used.
2. Home laundered cloth diapers will only be used when disposable diapers are contraindicated in writing by a licensed health practitioner, and a commercial diaper service is not available.
3. During each diapering children in diapers are washed and dried with disposable, single use cleansing articles such as baby wipes or with soft paper towels which have been moistened with water.
4. At least every 2-3 hours, child care personnel shall check children in diapers and change diapers and clothing if they are soiled or wet.
5. Children shall not be left unattended on the designated diaper changing surface.
6. Changing area must be at least 3 feet high and the surface must be a non-porous and flat surface. The surface will be sanitized in between each use and at the end of the day.
7. Soiled disposable diapers should be immediately placed in a covered foot activated receptacle lined with a plastic bag.
8. Staff will make sure that receptacles containing soiled diapers are emptied daily (or more frequently), securely closed, and placed outside in covered garbage cans for collection and removal at regular intervals.
9. Staff should make sure that foot activated receptacles used for diaper disposal are cleaned and sanitized at least once daily.
10. If using a commercial diapering service, diapers must be handled per their written instruction. This written instruction must be on file.
11. Toilet training must be individualized, in accordance with the child's parent(s)/guardian(s), and never forced.

**Procedure for changing a diaper:**

1. Check each child at least every 2-3 hours and change if wet or soiled.
2. Gather all necessary supplies.
3. Wash hands per SNHS Hand Washing Procedures.
4. If child is able, have child climb steps to diapering surface. If not, lift child to table, using proper lifting techniques. Lay child down on back. Never leave a child unattended.
5. Put on gloves.
6. Remove child's clothing and soiled/wet diaper.
  - If clothing is soiled/wet, place in double plastic bags to be sent home.
  - Fold disposable diaper inward and seal. Place disposable diaper in plastic lined, tightly covered receptacle operated by a foot pedal.
  - Put cloth diapers in plastic bag tied and then into a second plastic bag tied and labeled to go home.
  - If using a commercial diaper service, follow their written instructions.
7. Clean the child's diaper area with wipes or soft paper towels soaked in water. Wipe from front to back using wipe or towel only once. Repeat with fresh wipe if necessary. (Use skin care ointment with parents signed Medication Administration Authorization form only.)
8. Dispose of wipe/paper towel in plastic lined covered step can.
9. Dispose of gloves (removed following the proper procedures) in plastic lined covered step can.
10. Diaper and dress the child. Remove child from diapering area.
11. Wash your hands and the child's hands with warm water and soap.
12. Sanitize the diaper changing area with Clorox wipes. Allow to air dry for at least 1 minute, before wiping dry with a clean paper towel. Sanitize at the end of the day by spraying with bleach solution mixed per SNHS Cleaning and Sanitation Procedures and allow to air dry.