

Weber School District

Diaper Changing Guidelines

1. Always change the student on a designated changing table or mat situated close to a sink. Make sure this area is separate from classroom activities or food preparation. Always ensure student safety and privacy. The Diapering station shall have a solid, smooth, non-absorbent surface with a raised edge to prevent a student from rolling off or falling and should be kept in good repair.
2. Two adults should be present for best practice during diapering or toileting procedure. One adult should be doing the changing/toileting and the other adult observing or assisting as needed.
3. Assemble all needed supplies before diaper change begins. Common supplies: clean diaper, paper towel and soap or student's moistened wipes, disposable gloves. (Cleaning/sanitizing materials should be kept close to the area, out of the student's reach).
4. Put on gloves and remove diaper, folding the soiled surface inward. Be sure to place the diaper out of the student's reach. Gloves must be worn while diapering. This will prevent the spread of pathogens.
5. Using a wipe or moistened paper towel, wipe and clean the genital area front to back. Be sure to clean in all skin folds. Student's skin must be completely cleaned and dry prior to re-diapering. This will prevent any skin irritation caused by urine or stool left on the student's skin.
6. Remove any wet or soiled clothing and place in a secured plastic bag to be taken home.
7. Personal care items such as diaper powder, diaper ointment, etc, may be applied if supplied and requested by parents. Non-prescriptive and prescriptive medication require an "Authorization of School Personnel to Administer Medications" form signed by parent and health care provider.
8. Put a clean diaper on the student.
9. Place the soiled diaper, diaper wipes, and gloves into a plastic lined waste container with a lid. To decrease odor, the diaper may be placed in a separate plastic bag before disposal.
10. Wash both your hands and the student's hands.
11. Put on clean gloves. Cleanse the changing area with school approved disinfectant. Wipe all surfaces thoroughly to prevent the spread of disease.
12. Wash your hands. The Centers for Disease Control and Prevention has stated that the very best way to stop the spread of disease is through good handwashing.
13. Staff should check diaper assisted students at least every two hours or as scheduled by parent and or classroom schedule and promptly change if diaper is soiled or wet. Record diaper change on the student's daily record or classroom log for each student.
14. Appropriately report any concerns to the student's parents.