

**Tri-County Community Council, Inc.**  
**Head Start/ Early Head Start**

**Part:** 1302 Program Operations  
**Subpart:** D Health Program Services  
**Section:** 1302.47 Safety Practices  
**Subject:** Diapering and Toileting

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**Policy:**

It is the policy of Tri-County Community Council Head Start/Early Head Start to only allow diapering and toileting in a sanitary area that adequately protects the health and safety of the child. Diapering procedures will take place in a designated area and will occur in a safe, sanitary, and respectful manner. Diapering will occur on an elevated, non-porous surface used only for that purpose. Children will be introduced to toileting, as it is developmentally appropriate. Toileting will be conducted in a safe, sanitary, and respectful manner. Tri-County Community Council Head Start/Early Head Start will provide diapers to enrolled Early Head Start children at no fee to the parent. Accommodations will be made on a case basis according to the documentation from a health care professional that requires the use or avoidance of a specific brand or type.

**Procedure:**

Children's diapering and toileting needs will be responded to immediately. Tri-County Community Council Head Start Staff /Early Head Start Teachers will talk to the child during the diapering and toileting process. Anything unusual observed in the diapering or toileting process will be documented and communicated to the parents. Toileting accidents in the training process will be treated with respect and as a part of the learning process.

**Teachers will follow these procedures when diapering a child:**

1. Assemble all needed supplies within reach for diapering and out of reach of the child.
2. Wash your hands with soap and water.
3. Put on disposable gloves for every diaper change.
4. Approach the child from the front and inform him/her that it is time to have his/her diaper changed.
5. Lay the child on the diapering surface and **keep one hand on the child the entire time the child is on the changing table.**
6. Remove soiled diaper and clothes, place soiled diaper in a covered plastic lined receptacle by using the foot pedal to open. Put soiled clothing in a plastic bag to be taken home.

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7. Clean the child's bottom with a pre-moistened disposable wet wipe or paper towel. Female children should be wiped front to back to prevent infection. Then dispose of the disposable wet wipe or paper towel in a plastic bag or covered plastic lined receptacle.
8. If applicable, apply diaper ointment (**only with physician and parent written permission**). Apply the ointment with a tissue.
9. Remove soiled gloves.
10. Wipe your hands with a disposable wet wipe or paper towel and dispose of in a covered plastic lined receptacle.
11. Diaper and redress the child.
12. Wash the child's hands and return the individual to group activity.
13. Clean and disinfect the diapering area and any equipment/supplies that were touched. Sanitize solution **must** be left for 2 minutes and should either air dry or be wiped off with a paper towel before the next child is changed.
14. Wash hands according to the hand washing policy.

Teachers will follow these procedures when toilet training a child:

1. Teachers must provide opportunities for children to learn self-control, autonomy, and responsibility through their toilet training.
2. Teachers will work with parents and/or primary caregivers to help them understand the biological, physical, and emotional stages of toileting.
3. Teachers will encourage parents to share information about the child's experiences at home.
4. Teachers will encourage parents to share their preferences and concerns in order to better plan the approach to and the timing of toilet training.
5. Teachers will assist children to use a child size toilet or a toilet that is made to accommodate the child.
6. Teachers will invite children to use the toilet and help them when needed.
7. All Teachers will positively reinforce each child's effort in toileting regardless of the outcome.
8. Teachers will ensure that all necessary supplies are available when assisting a child with toileting.
9. Teachers will wash their hands with soap and water prior to the toileting process and will wear latex gloves throughout the process.

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10. Teachers will ensure that the toileting area is clean and sanitized before and after assisting a child with toileting.
11. If a child's clothing becomes soiled, clothes will be changed and soiled clothes will be placed in a closed bag to send home.
12. At the end of the toileting process, the Teachers will dispose of gloves and wash hands according to the hand washing policy.
13. The Teachers will assist the child to wash his/her hands.