



Diaper Changing Procedure

1. **Wash your hands.**
2. **Gather supplies** before placing child on diapering surface. Place supplies near but not on the diaper changing surface. Place a non-absorbent disposable paper barrier on top of the diaper changing pad (recommended).
3. **Put on disposable gloves** (required for staff when hands are chapped and/or have cuts or sores).
4. **Remove** soiled clothing, **if needed**, and place the clothing in a plastic bag.
5. **Remove** soiled disposable diaper and discard in covered trash can (place cloth diapers in a plastic bag).
6. Use a fresh disposable wipe to **clean child**, wiping **front to back** (one wipe per swipe). Place each soiled wipe in a covered trash can after each swipe.
7. If disposable paper is used, fold back from feet to cover any soiled areas under the child.
8. **Discard** soiled gloves (if used).
9. **Clean** your hands with a fresh disposable wipe.
10. **Wipe** child's hands with a fresh disposable wipe.
11. **Place a clean diaper under child.**
12. If needed, apply diapering creams using a clean tissue. Dispose of tissue.
13. Fasten diaper and dress child.
14. **Wash child's hands** (use a fresh disposable wipe if child is unable to support their head), **dry** child's hands, and return the child to a supervised area.
15. Remove disposable paper barrier (if used).
16. **Spray** entire diapering surface with soapy water solution and wipe clean with a disposable paper towel.
17. If needed, **remove excess soap** on pad by rinsing with water from a spray bottle and re-wiping pad.
18. **Spray** entire diapering surface with **DISINFECTANT** (surface must be glistening wet) and allow to air dry for at least 2 minutes (for chlorine) or as specified on disinfectant label.
19. **Wash your hands.**