

## **DAVIS SCHOOL DISTRICT DIAPER CHANGING PROCEDURE**

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. Make sure 2 people are available to assist with procedure.
2. Assemble all needed supplies before placing the student on the table or mat. Common supplies: table paper; clean diaper; paper towel and soap or student's moistened wipes; disposable gloves; and plastic bag with ties. (Cleaning and sanitizing materials should be kept close to the area, out of the student's reach.)
3. Cover diapering surface with paper the length of the student.
4. After placing the student on the paper, put on gloves and remove the diaper, folding the soiled surface inward. Be sure to place the diaper on the paper, but out of the student's reach.
5. Using a wipe or moistened paper towel, wipe and clean the genital area front to back. Also, be sure to clean in all skin folds. Place the wipe aside on the paper until clean up.
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, and etc. may be applied if supplied and requested by parents. Non-prescriptive and prescriptive medications 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. During clean-up ensure the student's safety.
10. Put the diaper, diaper wipes, table paper and gloves into the plastic-lined waste container with a lid. To decrease odor, the diaper may be placed in a separate plastic bag before disposal.
11. Wash both yours and the student's hands.
12. Put on clean gloves, cleanse the changing area with school approved disinfectant, and wash hands.
13. Record diaper change on student's daily record.
14. Appropriately report any concerns to the student's parent.