BOX ELDER SCHOOL DISTRICT
DIAPER CHANGING PROCEDURE

1. Always change the student on a designated changing table or mat situated close to a sink if available. Make sure this area is separate from classroom activities or food preparation. Always ensure student safety.

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 changing table, 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, etc. may be applied if supplied and requested by parents. Appropriate forms must be filled out prior to use, ie; non prescription and prescription medication form.

8. Put a clean diaper on the student.

9. During clean-up ensure the student's safety. Do not leave student unattended.

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 hands- both yours and 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.