

BOX ELDER SCHOOL DISTRICT

PULL UP CHANGING PROCEDURE

- 1. Encourage the student to perform in this procedure as independently as possible.**
- 2.** Always change the student in a private toileting area, situated close to a sink if possible. Make sure this area is separate from classroom activities or food preparation. Always ensure student safety.
- 3.** Assemble all needed supplies before changing student. Common supplies: clean pull up; 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.)
- 4.** Put on gloves and remove the soiled pull up (note: some pull-ups can be pulled apart or ripped at the hip for easier removal), keep the soiled surface inward. Place the soiled pull up in a plastic bag, 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 soiled wipe in the plastic bag.
- 6.** Remove any wet or soiled clothing and place in a separate 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; prescription and non prescription medication form.
- 8.** Put a clean pull up on the student. Assist the student in dressing.
- 9.** Secure the plastic bag with soiled pull up, wipes and gloves. Place bag in garbage can with a secure lid (to decrease odor) if available.
- 10.** Wash hands – both yours and the student's hands.
- 11.** Record pull up change on student's documentation log.
- 12.** Appropriately report any concerns to the student's parent.