

**APPENDIX KK. DIAPER CHANGING PROCEDURES****Never leave a child unattended****a. Organize supplies in diaper changing area**

1. In reach of personnel but out of reach of all children
2. When using disposable covers, place on non-porous surface
3. When using disposable non-latex gloves, put them on

**b. Place child on non-porous surface**

1. Remove any wet or soiled clothing and place them out of the reach of all children

**c. Clean the child**

1. Unfasten diaper but leave it under child
2. When using pins, remove and close each pin and place them out of reach of all children
3. Gently clean child's genitalia and buttocks from front to back using disposable diaper wipes
4. Clean off visible soiling on non-porous surface with disposable diaper wipes or fold disposable cover so clean cover is under the child's buttocks

**d. Remove wet or soiled items from non-porous surface**

1. Avoid contaminating additional items
2. Discard\* disposable items
3. Put wet or soiled cloth diapers and clothes in sealed, labeled, moisture-proof bag for parents, without rinsing
4. When using gloves, remove and discard\*

**e. Wipe your hands**

1. Use a disposable diaper wipe to clean personnel's hands and discard\*, except when gloves were used

**f. Put on clean diaper**

1. When using diaper cream, apply now
2. When using pins, place your hand between child and diaper when inserting pin

**g. Wash child's hands and return child to supervised area****h. Clean and disinfect diaper changing-area and supplies**

1. Clean off visible soiling using diaper wipes and discard\*
2. Disinfect using approved disinfectant according to manufacturer's instructions

**i. Wash your hands****j. Document diaper change**

\*Discard disposable items in trash container with tight fitting lid