

Diapering and Potty Use/ Toileting Procedures



Region of Waterloo
PUBLIC HEALTH AND
EMERGENCY SERVICES

Diapering procedure

1. Wash hands with soap and water between each diaper change.
2. Gather supplies needed for the diaper change before placing the child on the change table or raised surface. This will prevent falls by ensuring that supplies are always within arm's reach. Keep one hand on the child at all times. Gloves are recommended for use when there is a risk for contact with body fluids including urine and feces.
3. Hold child away from your clothes as you place him/her on clean change table.
4. Remove the diaper and fold the soiled surface of the diaper inward and set it aside out of the child's reach.
 - If cloth diapers are used, remove pins and close them.
5. Clean child's skin with a pre-moistened disposable wipe or single-use towel. Discard soiled wipes/towels in a plastic-lined receptacle.
6. Place soiled diaper and wipes in the garbage.
 - If using a cloth diaper, place diaper and soiled clothing into a plastic bag, without washing or rinsing, to send home with parents for cleaning at the end of each day.
7. Remove and discard gloves if used.
8. Wash your hands well or use a pre-moistened disposable wipe.
9. Use skin care products only if requested by the parent, and only for the designated child. Skin care products should be labelled with each child's name and dispensed using a disposable applicator or new glove.

10. Diaper and dress the child.
11. Wash the child's hands with soap, running water and use paper towels to dry.
12. Return the child to the activity or sleep area.
13. Clean and disinfect the changing surface and other items that were touched after each child. Allow sufficient contact time for the disinfectant on the diaper changing surface and allow it to air dry.
14. Wash hands thoroughly with soap and water and use paper towels to dry.

Toileting/potty use procedure

1. Place the child on the toilet or the potty.
2. Assist the child with cleaning him or herself (if necessary). Wipe the child from front to back.
3. Wash hands thoroughly with soap and water and use paper towels to dry.
4. Help the child get dressed (or diapered).
5. Wash the child's hands with soap, running water and use paper towels to dry.
6. Put on a new pair of disposable gloves.
7. Clean and disinfect the toilet and toilet ring as required.
 - If using a potty, empty contents of potty into the toilet carefully to avoid splashing. Clean and disinfect the potty. Allow sufficient contact time for the disinfectant on the potty, toilet and toilet ring and allow it to air dry.
8. Remove gloves and dispose in a lined waste receptacle.
9. Wash your hands.

This document is available in accessible formats upon request.

**Region of Waterloo Public Health
and Emergency Services**

Health Protection and Investigation

www.regionofwaterloo.ca/ph

519-575-4400 TTY 519-575-4608 Fax 519-883-2241