Diapering and Toileting Policy and Procedure

Created: March 15, 2016
Revised: October 17, 2017, June 20, 2019, March 9, 2022, November 26, 2026
Reference: Toronto Public Health Guidance Document, 2017, 2019 Toronto Children Services Early Learning and Care Assessment for Quality Improvement, 2014
Approved by Board of Directors: November 15, 2017

Policy

Orde Day Care is committed to providing a safe and healthy environment for children, families and staff. To ensure this commitment proper handwashing, cleaning and disinfecting of the diapering and toileting area is required to reduces the risk of illness for children, staff/students/volunteers and families.

Procedure

Diapering and toileting can pose a risk of communicable disease transmission among children and adults as a result of environmental contamination; therefore, the following steps are required in order to minimize the risk disease spread.

Diaper Change Area Requirements

- A designated diaper changing area with a diaper change pad in good repair will be cleaned and disinfected with Optimum after each use by staff, student, volunteer or parent, even when a paper barrier is used
- Older children requiring diapers will be diapered in or near the bathroom to provide accessibility to the hand washing sink, gloves, diapers, toilet and diapering creams and ointments. Staff /students/volunteers will adhere to the same procedure for changing a diaper, but children will be required to stand while getting their diaper changed in program rooms where a diapering table/pad is not available.
- The designated diaper changing area must be separate from a food prep area
- Staff who are engaged in serving or distributing lunch, snack are prohibited from performing diaper changes until all food items have been cleared from the area.
- If a diaper change is needed the other staff if available should undertake the changes
- If the diapering area is in a program room then a hand washing sink must be adjacent to the diapering changing area and be used for the staff and children during the diapering process. This sink shall not be used for food preparation, rinsing cloths, soiled clothing, toy or utensil washing or dumping liquid waste.
- All hand wash sinks will be washed daily by the caretaking staff, and must be used strictly for hand washing. This sink will not be used for food prep, rinsing cloths or soiled clothing, toy or utensil wash or dumping liquid waste
- Food preparation sinks are not to be used for hand washing
- Hand washing sink(s) shall be equipped with soap in a dispenser, running hot and cold water, and paper towels
- Single-use disposable gloves are required for all diaper changes
- Separate diapers and ointments/creams (ointments/creams must be labelled for each child)
- Staff will be required to use a mask during an outbreak

- All disinfectants must be labelled and dated and stored out of reach of children and will be used in the following manner:

a) Pre- clean heavily soiled areas with soap and water
b) Apply Solution by spray, to change pad and surrounding area
c) All surfaces must remain wet for 1 minute.
d) Wipe surface dry or rinse

- Hand sanitizer available and stored out of reach of children

Surfaces

- Diapering surfaces shall be constructed of a smooth, non-porous, non-absorbent material that is easy to clean (i.e. a washable pad covered by smooth vinyl). These surfaces must be free of cracks or rips
- Diapering surfaces must be disinfected after each use, and additionally, if necessary, even when using the wax paper barrier
- Diapering area will only be used for diapering, not for drying toys

Toileting Area Requirements

- Hand wash sinks shall be equipped with soap in a dispenser, running hot and cold water, and paper towels. If either hot or cold water is not available please ensure water temperature is tepid (warm), and inform the caretaking staff or Supervisor
- Single-use disposable gloves are required
- Hand sanitizer available
- Disinfectant is labelled and dated
- Up to date TPH hand washing and hand sanitizing procedures are posted at sink level or as close to sink level as possible
- Diapering and toileting procedures shall be posted in diapering/toileting areas or as close as possible and followed by all employees

Waste

- Garbage pails shall have a leak proof plastic liner (garbage bag)
- Garbage pails for diapers be separated from regular garbage and be contained in a covered can

Policy and Procedure Review:

This policy and procedure will be reviewed and signed off by all employees before commencing employment, upon introduction of a new policy, annually, and at any time changes are made.

I acknowledge receipt of Orde Day Care **Diapering and Toileting Policy and Procedures**. I understand it is my responsibility to read, understand, and comply with the **Diapering and Toileting Policy and Procedures**.

I understand that if I have questions, at any time, regarding the policy and procedure**,** I will consult with my immediate supervisor. Please read the **Diapering and Toileting Procedure Policy and Procedures** carefully to ensure that you understand the policy before signing this document.

Staff Name	Supervisor Name:

Staff Signature:	Supervisor Signature:
Date:	Date: