

Sweetwater County School District Number One
Head Start Program
Incontinence, Toilet Training, and Diapering Procedures

INCONTINENCE

- In the event a child is incontinent of bladder or bowel, staff will:
- Gather the child's extra clothing from the classroom or get some clean clothing from the Family Community Partnerships office.
- Take the child to the changing room or the bathroom, depending on the level of care he/she will need. Provide privacy for the child.
- Have the child, as independently as possible, remove his/her own clothing, clean him/herself, and put on clean clothing. Use supplies that are stored in the changing table as needed.
- If the child is unable to clean him/herself, the staff person caring for the child will request an additional staff person be present in the changing room while the child is cleaned by the staff person.
- The soiled garments will be placed in a Ziploc bag and sent home to the parent.
- Staff and child will wash their hands with soap and running water.
- Send a *Change of Clothes* note home to notify the parent that the child had his/her clothing changed as a result of a toileting accident.
- Complete an *Incident Report* detailing the care provided to the child. Additionally staff will note the condition of the child's skin.

TOILET TRAINING

In the event a child is in the process of being toilet trained, staff will:

- Meet with the parent to discuss where the child is in the process and what the child's routine is. A plan will be developed to establish a routine at school that is consistent with the schedule that is already in place for the child at home. Utilize a reward system as necessary and appropriate.
- The child will be given ample opportunities to use the toilet per the plan.
- At each opportunity the child will be asked to sit on the toilet and encouraged to go to the bathroom. Provide the child with privacy.
- The child will, as independently as possible, clean him/herself after using the bathroom and pull his/her clothing up.
- If the child is unable to clean him/herself, the staff person caring for the child will request an additional staff person be present in the changing room while the child is cleaned by the staff person. When this occurs, an *Incident Report* will be completed.
- If the child is incontinent, staff will follow the Incontinence Procedure outlined above.
- Staff and child will wash their hands with soap and running water.

DIAPERING PROCEDURE

- Meet with the parent to discuss where the child is in the toilet training process, what the child's routine is, and to determine the need for routine diapering at school. With the parents, develop a plan for the child to be diapered at school, informing the parents of the procedure, including documentation of diaper changes.
- Routinely check to see if child's diaper needs changing.
- When a child needs to have his/her diaper changed, he/she is taken to the changing room. Close bathroom door for privacy.
- Gather needed supplies, using ointments or powders only as directed by the child's physician through an Authorization for Administration of Medication form signed by both physician and parent. Supplies may be stored in the storage area of the changing table.
- Staff will wear non-latex gloves when changing a child's diaper.
- Remove outer clothing. Soiled garments will be placed in a Ziploc bag and sent home to the parent. The child will be dressed in clean clothing either from his/her own extra clothing or extra clothing located in the FCP office.
- Remove soiled diaper.
- Discard soiled diaper in a red (Biohazard) zip bag into a plastic lined container.
- If the child needs to be cleaned, staff will call for an additional staff person to be present in the changing room. Using baby wipes clean the child's buttocks, thighs, perineum, lower abdomen and back if they are soiled or wet.
- Observe the condition of the child's skin. Note any concerns on the *Diapering Log*.
- Apply the clean diaper securely and comfortably.
- Discard the protective covering on the changing table.
- Disinfect changing surface after each changing.
- Remove and discard gloves.
- Staff person and child must wash their hands with soap and running water.
- Document diapering on the student's individual *Diapering Log*.
- As soon as it is determined that the child is ready to attempt toilet training, the Toilet Training Procedure will be implemented as outlined above.