


Centennial Infant and Child Centre

CATEGORY:	Health	DATE:	July 2017
SUBJECT:	Diapering and Toileting		
APPROVED BY:	Barb Hannah, Executive Director		
UPDATED:			

Diapering and Toileting Policy and Procedures

Policy Statement

Centennial Infant and Child Centre (CICC) is committed to providing a safe and healthy environment for children, families and employees. CICC will take every reasonable precaution to prevent the risk of communicable diseases within our centre.

Purpose

To ensure that all staff, students and volunteers are aware of and adhere to the directive established by Toronto Public Health (TPH) regarding diapering and toileting in early learning and child care centres.

Applies to

This policy applies to all staff, students and volunteers at CICC.


Procedures

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
- The designated diaper changing area must be separate from a food prep area
- 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

Centennial Infant and Child Centre

CATEGORY:	Health	DATE:	July 2017
SUBJECT:	Diapering and Toileting		
APPROVED BY:	Barb Hannah, Executive Director		
UPDATED:			


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.

- A separate handwashing sink is required in the room for the use of children and staff, and may also be used for disposing liquid wastes such as leftover milk and water.
- Hand washing sink(s) shall be equipped with soap in a dispenser, running hot and cold water, and paper towels
- Hand washing sinks must be cleaned and disinfected daily and additionally as required
- Single-use disposable gloves are required
- Separate diapers and ointments/creams (ointments/creams must be labelled for each child)
- Disinfectant must be labelled, dated and stored out of reach of children
- Hand sanitizer must be available and stored out of reach of children
- 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 and followed by all staff, students and volunteers.

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
- Diapering surfaces must be disinfected after each use, and additionally if necessary

Centennial Infant and Child Centre

CATEGORY:	Health	DATE:	July 2017
SUBJECT:	Diapering and Toileting		
APPROVED BY:	Barb Hannah, Executive Director		
UPDATED:			

Toileting Area Requirements

- Hand wash sinks shall be equipped with soap in a dispenser, running hot and cold water, and paper towels. Hand washing sinks must be cleaned and disinfected daily and additionally as required
- Single-use disposable gloves are required
- Hand sanitizer available
- Disinfectant must be labelled
- 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)
- Dispose diapers in appointed diaper bin in washroom.

Policy and Procedure Review

This policy and procedure will be reviewed and signed off by all staff, students and volunteers prior to commencing employment/unpaid placement at CICC and annually thereafter and at any time where a change is made.

The review will be documented on the CICC Policy Review form, a hard copy will be retained in the individual's file for a minimum of 3 years.

Reference(s): Toronto Public Health Guidance Document 2017