

Diaper and toileting log

BackPR

Write down every diaper change and toilet visit right after it happens. Check diapers at least every [number] hours (or as often as your state's rules require), and change wet or soiled diapers right away. Share each child's changes with their family every day, and follow the sick child policy if you see signs of illness.

Room

Date _____

Room or group _____

Staff on duty _____

Diaper changes and toilet visits

Mark W for wet, BM for a bowel movement, D for dry and T if the child used or tried the toilet.

[illegible]

Diaper changing steps

Post these steps at every changing table. Keep one hand on the child at all times, and never leave a child alone on the table.

- Get ready: wash your hands and gather a clean diaper, wipes, gloves and any cream (on a tissue). Cover the table with a disposable liner.
- Clean the child: take off the soiled diaper and wipe front to back with fresh wipes. Keep soiled items away from surfaces that can't be easily cleaned.
- Remove trash: put used wipes in the soiled diaper, throw it away in a lined, hands-free trash can and take off your gloves.
- Put on a clean diaper and dress the child.
- Wash the child's hands with soap and water and take the child back to a supervised area.
- Clean up: throw away the liner, clean off anything visible and disinfect the changing table, following the product label.
- Wash your hands with soap and water, then write the change on this log.

When to tell someone

Tell the family the same day, and the director if needed, if you notice:

- Diarrhea or a change in the child's usual stools
- Blood or mucus in the stool
- A new or worsening diaper rash
- Fewer wet diapers than usual
- Pain, redness or anything else that worries you

Injuries and concerns

If you notice an injury, fill out an incident report. If anything makes you worry about abuse or neglect, report it yourself to [your state's child abuse hotline], as [state] law requires, then tell [director's name]. [In our state, telling the director doesn't replace your own report.]