

# **Standing Pull-up Changing Procedure**

**This policy applies to all children that are in the process of being toilet trained. The children must be wearing pull-ups or cloth underwear. If a child is wearing a diaper, the diaper must be changed at an approved diaper changing station.**

- 1. Gather supplies.**
- 2. Take the child to the restroom.**
- 3. Put on gloves (required for employees with chapped skin, cuts or sores on hands).**
- 4. Remove any soiled clothing and place in a plastic bag. Always store soiled clothing out of reach of children.**
- 5. Remove pull-up by pulling the sides apart & discard in a plastic-lined, covered trashcan.**
- 6. Clean the child from front to back using clean wipes.**
- 7. Discard soiled wipes & gloves in plastic-lined, covered trashcan.**
- 8. Wipe your hands.**
- 9. Allow the child to use the toilet if needed.**
- 10. While in restroom assist child, as needed, in putting on a clean pull-up/underwear & getting re-dressed.**
- 11. Supervise child in washing of their hands in accordance with approved handwashing procedures.**
- 12. Return the child to the classroom without touching other surfaces.**
- 13. Clean the toilet used and any other soiled surfaces with soapy water solution and then spray the surfaces with an approved disinfectant. Allow the disinfectant to air dry for 2 minutes and then wipe the surface dry. (If using EPA registered disinfectant, follow manufacturer's instructions for required contact times.)**
- 14. Wash your hands according to approved handwashing procedures.**

