STANDARD OPERATING PROCEDURE

Diaper Changing SOP

Document no.	SOP-CHC-002
Revision	1.0
Owner	Center Director
Effective date	September 15, 2026
Review cycle	Every 12 months

1. Purpose

To change diapers in a way that keeps the child safe and comfortable, prevents the spread of germs between children and staff, and is documented accurately.

2. Scope

Applies to diaper changing for infants and toddlers in care. Toilet training support for older children is covered by a separate procedure.

Definitions

Changing station	A dedicated, non-porous surface used only for diaper changing, positioned away from food preparation and play areas.
Two-step handwashing	Washing the caregiver's hands and then the child's hands after every diaper change, in that order.
Diaper log	A record of each diaper change, including time and whether it was wet, soiled or dry.

3. Responsibilities

Lead Teacher	Performs diaper changes using proper hygienic technique and documents each change.
Assistant Teacher	Supervises the rest of the room during changes and restocks changing station supplies.
Center Director	Audits changing station setup and hygiene practice, and manages supply ordering.

RACI matrix

Activity	Lead Teacher	Assistant Teacher	Center Director
Perform the diaper change	R/A	C	I
Supervise the classroom during a change	I	R/A	-
Disinfect the changing station after each use	R/A	R	I
Audit hygiene practice and restock supplies	I	C	R/A

R = Responsible, A = Accountable, C = Consulted, I = Informed

4. Materials and PPE

Materials, tools and systems

- Non-porous changing table or pad with safety strap
- Disposable diapers and wipes
- Disposable changing table paper liner
- EPA-registered disinfectant for the changing surface
- Diaper log or app
- Diaper pail with a lid

Personal protective equipment

- Disposable gloves

5. Procedure

Step	Task	Owner	Done
5.1	**Gather supplies before starting** Lay out a fresh diaper, wipes and a clean liner within reach before bringing the child to the changing station, so you never need to step away with the child on the table.	Lead Teacher	☐
5.2	**Place a fresh liner and secure the child** Cover the changing surface with a fresh disposable liner, place the child on it, and keep one hand on the child at all times using the safety strap if provided. **Warning:** Never leave a child unattended on the changing table, even for a moment.	Lead Teacher	☐
5.3	**Put on gloves** Put on a fresh pair of disposable gloves before touching the soiled diaper.	Lead Teacher	☐
5.4	**Remove the soiled diaper** Remove the soiled diaper, fold the soiled side inward, and set it aside on the liner away from the child's reach.	Lead Teacher	☐
5.5	**Clean the child front to back** Wipe the child clean using fresh wipes for each pass, working front to back, and check the skin for redness or irritation that should be reported to the parent. **Checkpoint:** Skin irritation or a new rash is noted and communicated to the parent at pick-up.	Lead Teacher	☐
5.6	**Dispose of the diaper and wipes** Place the soiled diaper and used wipes directly into the lidded diaper pail without touching other surfaces.	Lead Teacher	☐
5.7	**Remove gloves and put on the fresh diaper** Remove and dispose of gloves, then put on the fresh diaper and dress the child before helping them off the table.	Lead Teacher	☐
5.8	**Wash the child's hands** Wash the child's hands with soap and water or assist them in doing so before returning them to play, even if their hands did not visibly touch anything.	Lead Teacher	☐

Step	Task	Owner	Done
5.9	**Discard the liner and disinfect the surface** Discard the disposable liner, then clean visible soil from the changing surface and apply disinfectant, leaving it wet for the full contact time on the product label. **Checkpoint:** The changing surface is disinfected for the full contact time between every use, not just wiped down.	Lead Teacher	☐
5.10	**Wash your own hands** Wash your hands with soap and water for at least 20 seconds after disinfecting the surface, before touching any other child, food or surface.	Lead Teacher	☐
5.11	**Log the diaper change** Record the time of the change and whether the diaper was wet, soiled or dry in the diaper log or app for the parent to see.	Lead Teacher	☐
5.12	**Restock the changing station** Check diaper, wipe and liner supply levels after each change and restock before the station runs out during the day.	Assistant Teacher	☐

6. Quality checks

- Both caregiver and child hand hygiene are completed after every diaper change.
- The changing surface is disinfected for the full contact time between every use.
- No child is left unattended on the changing table during observation checks.
- Diaper log entries match the actual number of changes performed each day.

7. Records

- Diaper log or app entries
- Skin irritation or rash notes communicated to parents
- Changing station supply inventory
- Hygiene practice audit notes

8. KPIs

- Percentage of diaper changes with both hand hygiene steps completed
- Changing surface disinfection compliance rate
- Diaper log completion rate
- Skin irritation reports per child per month

9. Common mistakes

- Turning away from the child on the table to reach for a supply.
- Wiping the changing surface without leaving disinfectant on for the full contact time.
- Forgetting to wash the child's hands after a change.
- Changing diapers on a surface also used for food preparation or play.

10. Revision history

Revision	Date	Description	Reviewed by
1.0	September 15, 2026	Initial release	Alexa Uskova

Approval

Prepared by	Approved by	Date

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