

# Toilet Learning Procedure

## (Stand-Up Diapering)



# 1

**Gather supplies:**  
diaper/pull-up, gloves, plastic bag, disinfectant, paper towels.  
**Put on disposable gloves.**

# 2

**Coach/assist child in pulling down pants and removing diaper or pull-up. Hold up or remove long clothing.**

*If diaper contains bowel movement, STOP and move child to diaper station.*



# 3

**Place diaper/pull-up in plastic bag. Coach child to use the toilet. Teach/assist child to wipe front to back.**

# 4

**Dispose of bag with diaper/pull-up into hands-free, covered trash can. Remove gloves.**

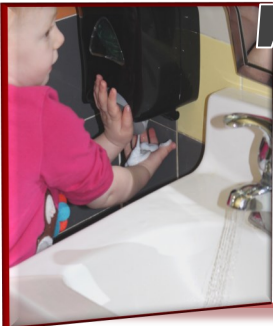


# 5

**Teach child to flush toilet.**

# 6

**Coach/assist child in putting on clean diaper or pull-up.**



# 7

**Coach child to wash hands for 20 seconds. Turn off water with paper towel. Return child to supervised area.**

# 8

**Clean and disinfect soiled surfaces. Allow surface to remain wet for the required contact time.**



# 9

**Wash hands for 20 seconds. Turn off water with paper towel.**

Child Care Health Program

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See reverse side for additional toilet learning procedures.



# Toilet Learning Procedure with Stand-Up Diapering

NOTE: This procedure is only for wet pull-ups. For soiled pull-ups use lay down diapering procedure.

**Step 1:** Wash hands using proper Hand Wash Procedure.

Gather supplies: disposable pull-up or diaper, disposable wipes, disposable gloves, clean clothes and plastic bags for soiled pull-up/diaper and soiled clothing (if needed).

Disposable gloves are recommended and provide an additional layer of protection.

Put on disposable gloves.

**Step 2:** Coach child in pulling down pants (and assist as needed).

*If diaper/pull-up contains bowel movement—STOP and change to lay down diapering procedure.*

If clothing is soiled, put in plastic bag.

Teach child to remove diaper/pull-up. Tear sides to remove. (If diaper/pull-up is clean and dry it may be reused.)

**Step 3:** Put diaper/pull-up into plastic bag.

Coach child to use the toilet. Teach child to wipe from front to back using disposable wipe or toilet paper. Place disposable wipes into plastic bag and tie closed. Toilet paper may be flushed.

**Step 4:** Dispose of plastic bag in a hands-free, covered trash can. Remove and dispose of gloves.

Use a wet wipe to remove soil from your hands and coach child to do the same. Dispose of wipes in trash.

**Step 5:** Teach child to flush toilet.

**Step 6:** Coach child to put on a clean pull-up/diaper. Coach child to dress him/herself. Assist as needed.

**Step 7:** Coach child to wash hands following proper Hand Wash Procedure. (Have children sing a song, such as the ABC's, during hand washing to teach them the length of time needed to do a proper hand wash.) *It is important for each child to have his/her hands washed after each toilet/diaper change procedure.*

Praise child for toileting attempt/success.

Return child to classroom.

**Step 8:** Be sure there were no spills on the floor where the change took place. If the floor under the child was soiled, clean and disinfect the area with an EPA registered disinfectant. Allow disinfectant to remain wet on the surface for the time required as stated on the label. Allow surface to air dry or dry area with a paper towel after the allotted contact time has passed.

**Step 9:** Wash your hands following proper Hand Wash Procedure.

Record toileting results. Report any concerns to parents.

## Hand Wash Procedure:

1. Moisten hands with water.
2. Apply liquid or foam soap to hands.
3. Rub hands together away from the flow of water for 20 seconds.
4. Rinse hands free of soap under running water.
5. Dry hands with a clean, disposable paper towel.
6. Turn off faucet with paper towel.
7. Throw the used paper towel into a hands-free trash can.