

GUIDELINES FOR ASSISTING AN INDIVIDUAL WHEN NEEDING TO ELIMINATE

(The procedure outlined here indicates that the individual is in bed, the procedure can be adapted when assisting an individual when they are not confined to bed).

Assisting an individual with using a bedpan

Getting ready

Wash your hands and observe standard precautions as necessary.

Gather needed supplies

Gloves

Bed protector

Toilet paper

Bedpan

Bedpan cover (or paper towel)

Washcloth

Towel

- Knock and introduce yourself, if the individual is in bed
- Identify the individual and greet him or her by name.
- Explain the procedure
- Attend to safety
- Establish individual's willingness to participate.

Adapted with kind permission from the Muiriosa Foundation *Practice Guidelines on Intimate and Personal Care*, Moore Abbey, Monasterevin.

Pre-procedure

Wash your hands. Apply gloves and follow standard precautions if contact with blood or body fluid is possible.

Provide privacy by showing any visitors where they may wait, if necessary until the activity is complete. Close the door and the curtains. Drape the individual for modesty as appropriate.

Attend to safety. Take precautions by following standards of body mechanics, equipment use, and infection control. In activities that involve assisting an individual out of bed, (refer to the individual's manual handling care plan), lower the bed to its lowest possible position. This decreases the distance between bed and floor, should the individual fall. In activities that involve providing care while the individual remains in bed, raise the bed to a comfortable working height. This protects your back.

Procedure

Make sure that the bed is positioned at a comfortable working height (to promote good body mechanics) and that the wheels are locked. If the bed rails are in use, lower the bed rail on side of the bed you are working at. The bed rail on the opposite side of the bed should remain up. If necessary lower the head of the bed so that the bed is flat (as tolerated).

Put on gloves.

Fold the top linens to the foot of the bed. Place the bed protector on the bed under the individual. Adjust the individual's clothing as necessary to expose the buttocks.

Place the bedpan beneath the individual's buttocks. This can be accomplished by either helping the individual to lie on his/her side, facing away from you, or asking the individual to bend his/her knees, press his/her heels into the mattress, and lift his/her buttocks. Slide the bed protector and the bedpan underneath the individual (if the individual is holding his/her

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buttocks away from the bed by bending his/her knees) or place the bedpan against the buttocks and help him/her to roll back onto it.

Standard bedpan is positioned like a regular toilet seat (Narrow end pointing towards the foot of the bed).

Raise the head of the bed as tolerated. Draw the top linens over the individual for modesty and warmth.

Make sure the toilet paper and the method of calling for assistance are within reach. If the bed rails are in use, return the bed rails to the raised position.

Remove your gloves and wash your hands (as per Hand Hygiene Guidelines).

If safety permits, leave the room and ask the individual to call you when he/she is finished. Remember to close the door on your way out.

Return when the individual signals. Remember to knock before entering.

If the bed rails are in use, lower the bed rail on the side you are working from. Lower the head of the bed so that the bed is flat (as tolerated)

Put on clean gloves.

Fanfold the top linens to the foot of the bed.

Ask the individual to bend his/her knees, press his/ her heels into the mattress, and lift his/her buttocks so that you can remove the bedpan and the bed protector (or help the individual to roll onto his/her side, facing away from you, while you hold the bedpan securely in place against the mattress to prevent the contents from spilling. Remove the bedpan and bed protector and then help the individual to roll back if necessary help the individual to use toilet paper.

Cover the bedpan with the bedpan cover or paper towels. Take the bedpan to the bathroom (if the bed rails are in use, raise them before leaving the bedside).

Remove your gloves and dispose of them as per the Hand Hygiene guidelines. Wash your hands as per the Hand Hygiene guidelines.

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Return to the bedside. Give the individual a wet washcloth and assist the individual to wash his/her hands. Make sure the individual's perineum is clean and dry.

Adjust the individual's clothing as necessary to cover the buttocks. Assist the individual back into a comfortable position, straighten the bottom bed linen and draw the top bed linen over the individual. Raise the head of the bed as the individual requests. Make sure the bed is lowered to its lowest possible position and that the wheels are locked.

Finishing up

Provide for comfort

Ask the individual if hi/she is comfortable.

Ask the individual if there is anything else you can do for him/her.

Complete a safety check

Lower the bed to its lowest position.

Raise or lower bed rails, if in use. Follow the individual's care plan.

Assistive devices are within reach e.g. walker, walking stick and wheelchair.

Floors are free of spills and clutter.

Wash your hands, (as per Hand Hygiene Guidelines)

Clean and replace equipment

Follow current policy for soiled linen Cleaning and Disinfection. And current Laundry policy.

Wash hands as per Hand Hygiene Guidelines

What you Document

Date and time

Complete bowel chart, intake/output chart if required for the individual.

Note any unusual observations (rashes etc.)

(Adapted from Sorrentino, 2011 and Carter, 2012)

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