

<p>Status: Guideline: Offers direction and guidance on good practice, need not necessarily be strictly adhered to.</p>	<p>Policy No: CLG 19 Revision No: DRAFT Date Approved: 01/03/11 Review Date: 01/03/13</p>
<p>Title: Guidelines for assisting a Cheshire Ireland Service User to use Toilet Facilities</p>	
<p>Written by: Clinical Practice Project Group</p>	
<p>Approved by:</p>	
<p>Cross Reference: BPH 02, ICGOI, ICGO2</p>	

1.0 Purpose

The purpose of these guidelines is to ensure appropriate assistance is offered to Cheshire service users when using the toilet and to ensure the dignity of the person is respected when staff providing assistance.

2.0 Scope

These guidelines refer to all Cheshire Services where staff assist service users to use the toilet.

3.0 Responsibility

- It is the responsibility of all staff involved in assisting service users to use the toilet to be familiar with and adhere to these guidelines.
- It is the responsibility of all service managers to ensure staff are familiar with the guidelines and to monitor compliance.

4.0 Definitions

N/A

5.0 Guidelines

- People using the services will be encouraged and supported to be as self-managing as possible in using toilet facilities (toilets, bedpans, urinals, commodes).
- Assistance provided will be respectful, sensitive to the person's personal preferences and beliefs and consistent with any care plan in place.
- Service users will be encouraged to communicate the need to use toilet facilities by any manner that is appropriate.
- Service users will be encouraged to choose which toilet facility to use.
- Staff will check with the resident the level of assistance required and their preferences in relation to moving and handling assistance.
- Staff will respect the residents dignity throughout the process, and preserves the person's privacy.
- Staff will wash hands at the start and end of the process and wear gloves for infection control (Ref: Guidelines for hand Hygiene, ICG 02).
- Staff will ensure the resident can call for help if needed, and respond promptly if the person needs help.
- When the service user has finished, staff member will provide assistance with cleansing as necessary.
- Staff member will assist the resident with hand washing as necessary.
- Staff member will clean toilet facilities for the next person's use.
- The person using the service may wish to discuss problems of elimination or body waste abnormalities with the staff member. Staff member will assist the person with problems as appropriate and may, with the persons consent, discuss problems with a senior member of the care staff team.
- Staff member will ensure the service user is made comfortable again at the end of the process.

Troubleshooting:

If changes are observed in the frequency, appearance, or smell of urine, the service user complains of pain when urinating lower abdominal pain lower back pain or discomfort are observed record in Best Possible health Daily Continuation Sheet/BPH Continence Records and report to lead clinical person /line manager

6.0 References

Mallett, J. & Dougherty, L. (2000). *The Royal Marsden Hospital Manual of Clinical Nursing Procedures*. Blackwell Publishing, Oxford.

Nicol, M., Bavin, C., Bedford-Turner, S., Cronin, P. & Rawlings-Anderson, K. (2004). *Essential Nursing Skills*. Mosby, United Kingdom.

Robertson, B. & O’Kell, S. (1995). *Study Guide for Health and Social care Support Workers*. First Class Books Pub., Bristol.

Angela Dustagheer, Joan Harding, and Chris Mc Mahon (2005) *Knowledge to care, A handbook for Care Assistants* Blackwell Publishing

7.0 Appendices