

Status: Guideline: offers direction and guidance on good practice, need not necessarily be strictly adhered to.	Policy No: CLG 20 Revision No: Date Approved: 01/03/11 Review Date: 01/03/13
Title: Guidelines for Assisting a Cheshire Ireland Service User to use a Commode	
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Approved by:	
Cross Reference:	

1.0 Purpose

The purpose of these guidelines is to ensure appropriate assistance is offered to Cheshire service users when using a commode and to ensure the dignity of the service user is respected when staff are providing assistance.

2.0 Scope

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

3.0 Responsibility

- It is the responsibility of all staff involved in assisting service users to use commodes 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

Commode: Some service users have the ability to get out of bed but cannot use the bathroom. For those service users, a commode is useful. The commode is a chair with a hole in the seat and a bedpan/receptacle below. It is used like a toilet but the pan must be removed and emptied after each use (Nicol et al., 2004).

5.0 Guidelines

Equipment

- Commode containing clean bedpan
- Toilet paper
- Sterile Gloves

Procedure

- Wash and dry hands thoroughly.
- Put on gloves.
- Take the commode and toilet paper to the service user.
- Explain the process to the service user.
- Ensure adequate privacy.
- Check the service user is comfortable.
- Position the commode so that the service user has sufficient room to get out of bed, and apply brakes if applicable.
- Check the bed brakes are on.
- Adjust the bed height to suit the service user.
- Ask/assist the service user to come to a sitting position on the edge of the bed or where indicated use hoist to assist service user to sitting position. Use hoist in accordance with transfer (moving and handling) procedures.
- Where the commode has to be transported from a service user's room through a corridor or common area, ensure it is covered and ensure it is not done when food is being served etc.
- Offer the service user slippers and a dressing gown if necessary.
- Engage with the service user to establish their preferred transfer technique and assist the service user as necessary to transfer to the commode.
- Ensure the call system is within easy reach, and leave the service user in a private environment. Ask the service user to signal when they are finished.
- When the service user has finished, provide assistance with cleansing and hand washing as needed.
- The service user may wish to discuss problems of elimination or body waste abnormalities with the staff member. Staff member will assist the service user with problems as appropriate and may, with the service user's consent, discuss problems with a senior member of the care staff team.
- Engage with the service user again to establish their preferred transfer technique and assist the service user as necessary to transfer back to bed.

- Ensure the service user is comfortable.
- Dispose of excreta safely down the toilet and place the bedpan in the washer or disposal system as appropriate.
- Remove and dispose of gloves.
- Wash and dry hands thoroughly.

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

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