

<p>Status: Guideline: offers direction and guidance on good practice, need not necessarily be strictly adhered to.</p>	<p>Policy No: CLG 21 Version No: 0 Date Approved: 01/12/06 Review Date: 01/12/07</p>
<p>Title: Guidelines for assisting a User of a Cheshire Service to use a Bedpan</p>	
<p>Written by: Clinical Practice Project Group</p>	
<p>Approved by: National Risk Management Committee</p>	
<p>Cross Reference: ICG01; ICG02</p>	

1.0 Purpose

The purpose of these guidelines is to ensure appropriate assistance is offered to users of Cheshire services when using a bedpan and to ensure the dignity of the resident is respected when staff are assisting residents.

2.0 Scope

These guidelines refer to all Cheshire Services where staff assist residents to use a bedpan.

3.0 Responsibility

- It is the responsibility of all staff involved in assisting residents to use bedpans 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

Bedpans: When a person is unable to use the toilet bedpans are an alternative. They may be placed under the person to collect urine and faeces while the person is in a lying position.

5.0 Guidelines

Equipment

- Bedpan and cover
- Toilet paper
- Gloves

Procedure

- Wash and dry hands thoroughly (Ref: Guidelines for Hand Hygiene, ICG02)
- Apply gloves (Ref: Guidelines for use of protective Clothing for Staff, ICG01)
- Take the covered bedpan and toilet paper to the bedside
- Explain the process to the user of the service
- Ensure adequate privacy
- Pre-warm the bedpan if necessary
- Ask/assist the resident to bend his/her knees, with feet flat on the bed and raise the hips. Assist if needed with your hand under the person's lower back.
- If the resident is unable to raise the hips, assist the resident to roll away from you, place the pan, and assist the resident to roll onto the pan
- Position the bedpan with the wide rim under the buttocks, and narrow area between the legs
- For female residents, ensure the legs are slightly apart, otherwise urine may trickle down the legs onto the sheet. For male residents, ensure that the penis is positioned over the bedpan.
- Check the resident is comfortable
- Cover the person with a sheet/bedclothes to preserve privacy
- Ensure the call light is within easy reach, and leave the person in a private environment. Ask the person to signal when they are finished
- When the resident has finished, remove the bedpan and cover it.
- Provide assistance to the resident with cleansing and hand washing as needed
- Ensure the resident is comfortable
- Dispose of excreta safely and place the bedpan in the washer or disposal system as appropriate
- Remove gloves
- Wash and dry hands thoroughly

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.