


Work Health Safety: Safe Work Practice: Personal & Medical

Bowel Care

 Risks	Risk rating	Risk Controls
Injury to client or others from client fall/trip	Likelihood: C Consequence: 3 Rating = HIGH	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Never give more help than is required – encourage independence. <input checked="" type="checkbox"/> Only staff competent allowed to assist client with walking aid to walk <input checked="" type="checkbox"/> Staff to ensure client is attentive to where/how they are walking <input checked="" type="checkbox"/> Allow plenty of time, don't rush the client. <input checked="" type="checkbox"/> Staff to help a client to steady themselves if they lose balance, but never attempt to catch them if they are falling. <input checked="" type="checkbox"/> Never allow client to use a walking frame to pull up from sitting in a chair or for balance when taking a seat in a chair. Use the arms of the chair, if any.
Infection from contact with body fluids, waste or germs	Likelihood: D Consequence: 4 Rating = LOW	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Client to undress and clean self with minimal or no assistance from staff <input checked="" type="checkbox"/> Staff to wear gloves if they need to assist clean client <input checked="" type="checkbox"/> Wash hands

Equipment required:

<i>Mercy Services equipment</i>	<i>Others equipment</i>
Worker to wear <u>footwear</u> that is fully enclosed, slip resistant sole, water repellent/resistant and provides adequate support. Personal Protective Equipment required: gloves	PR aperient or prescription prophylactic laxative, lubricating gel, commode (if necessary), (aquim if no water for hand washing).

Activity	Worker behaviour	Client/other's behaviour
1. Prepare	a. Check to see client has a signed medication order in client's home file which indicates client is to have PR bowel care. b. Check client's bowel chart to see if client has opened his/her bowels etc. Client and carer to be asked re., bowel care. If client refuses, this should be recorded in clients file. c. Check that client is ready for procedure d. Wash your hands. e. Gather equipment f. Put on sterile gloves.	a. client to wear appropriate footwear for walking if later going to toilet

2. Administer laxative	<ul style="list-style-type: none"> a. If possible raise client bed – to prevent unnecessary bending b. Ask client to remove clothing covering buttocks (and assist as much as is required) c. Ask client to move into left lateral side position (and assist as much as is required). d. Lubricate glove with lubricating jelly. e. Administer the PR aperient or prescription prophylactic laxative. f. Remove gloves and dispose in rubbish bin. g. Wash hands. 	<ul style="list-style-type: none"> a. client to assist moving into lateral position as much as possible b. client to undress self with minimal or no assistance from staff c. client to relax
3. Assist client passing faeces	<ul style="list-style-type: none"> a. Lower bed (if it was raised) b. Assist client to commode or toilet as required c. Wash hands. 	<ul style="list-style-type: none"> a. client to concentrate on task b. client to use own strength to stay balanced and to move her/himself c. client to undress and clean self with minimal or no assistance from staff
3. Follow-up	<ul style="list-style-type: none"> a. Record if bowels open , amount , consistency etc on bowel chart b. Document any incident and report it to your Coordinator immediately 	

As at 30/06/14 this Safe Work Practice is authorised for use in:

<i>Service</i>	<i>Position</i>
Day Centre	Activity Officer and Coordinator
Home Care Packages	Community Care Assistant
Home Support Program/NDIS	Community Care Assistant
Residential Aged Care	Assistant in Nursing

Date for review of safe work practice: June 2017 (or if injury or changes require)

COMPETENCY ASSESSMENT Bowel Care

Employee _____

Assessor _____

Date _____

Desired Outcome:

For staff to assist a client with bowel care without causing injury or distress to self or client

Knowledge required:

SWP – Assisting client to toilet

Performance Criteria	Competence demonstrated	Comment
1. Prepare		
a. Checks to see client has a signed medication order		
b. Checks with client/carer and client’s bowel chart		
c. Checks that client is ready for procedure		
d. Washes hands.		
e. Gathers equipment		
f. Puts on sterile gloves.		
2. Administer laxative		
a. Raises client bed – if possible		
b. Asks client to remove clothing covering buttocks (and assists as much as is required)		
c. Asks client to move into left lateral position (and assists as much as is required).		
d. Lubricates glove with lubricating jelly.		
e. Administers the PR aperient or prescription prophylactic laxative.		
f. Removes and disposes of gloves.		
g. Washes hands		
3. Assist client passing faeces		
a. Lowers bed (if it was raised)		
b. Assists client to commode or toilet as required		
c. Washes hands.		
4. Follow-up		
a. Records if bowels open , amount , consistency etc on bowel chart		
b. Documents any incident and reports it to your Coordinator immediately		

Is the worker assessed as being competent? YES NO

Any required follow up action/training: _____

Signature of employee Date.....

Signature of assessor Date.....

**Mercy Community Services: Personal Care Service
Bowel Chart**

Client's Name: Date of birth:

Date	Bowels Yes (tick)	Open No (tick)	Amount & consistency	Date	Bowels Yes (tick)	Open No (tick)	Amount & consistency

Comments: Chart bowel movements daily.
