

Policy & Procedure Manual

BATHING/PERSONAL HYGIENE – R-III-4

POLICY:

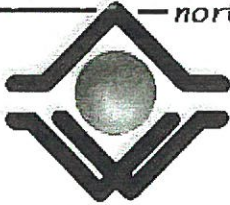
Staff shall ensure that each individual's need for personal hygiene is met on a continual basis. The individual will be encouraged and supported to perform personal hygiene as independently as possible.

Information related to each individual's expressed preference, physical capabilities and independence level related to bathing will be kept current by the Primary Counsellor on the bathing/hygiene protocols in the individual's Individual Support Plan (I.S.P.).

In order to provide the optimum level of support and safety to individuals and employees, each individual shall be referred to the appropriate clinician for a bathing assessment as required. Such assessment shall be readily available on the individual's I.S.P.

PURPOSE:

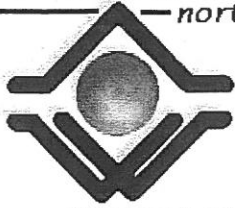
1. To maintain cleanliness, prevent odours and reduce the chance of infection.
2. To promote the individual's self esteem by assisting with and/or providing the individual with hygiene.
3. To provide the caregiver the opportunity to observe and assess the individual's skin condition and for signs and symptoms of illness.
4. Additional benefits of bathing include friction of the skin to improve circulation, warm water relaxation to ease discomfort, passive or active range of motion to promote joint mobility and muscle tone and the opportunity to reinforce individual /employee rapport.
5. To ensure all aspects of personal hygiene are carried out in a consistent manner.
6. To ensure staff and individual safety.



PROCEDURE:

A. Principles for Bathing:

1. Each individual will have a bathing protocol (see appendix A) in their individual support plan binder to indicate their preferences, skills, likes, dislikes and supervision required related to their personal hygiene (see Appendix B for suggestions on how to complete the form). The primary/secondary counselor will review and update this form at least annually and when required.
2. During orientation, support staff will review each individual's bathing protocol prior to providing support. Staff will be provided with training and specific information regarding each individual's bathing routines, including a review of any bathing assessments that are in place. The training will also include instructions for bathing when one staff is on duty alone, and for the safe use and care of any specialized equipment that is to be used during the bathing routine.
3. Where two or more staff are on duty and the bathing assessment has identified that best practice would include 2 staff working together to bath, staff shall cooperate in doing so. Prior to the start of the bathing procedure, both staff will establish together who will take the lead for the procedure and who will assist and take direction from the lead staff.
4. Support the individual to do as much as they can for themselves while bathing.
5. Privacy is an important part of the bath. Ensure doors and curtains are closed to maintain the individual's privacy and sense of dignity.
6. Ensure the room is comfortable. Adjust the temperature if necessary and ensure the area is free of drafts by turning off fans and closing windows.
7. If at any time during bathing, the individual becomes agitated or difficult to manage, stop if able, and call for assistance. This includes consideration of individuals who are heavy or have boney contractures that require a second staff to assist.
8. If the individual refuses any or all procedures, their wish will be respected and personal hygiene offered at another time. Staff should take this opportunity to discuss with the individual the importance of good personal hygiene.
9. If the individual persists in refusing any procedure, staff are to report this to the Supervisor and a Plan of Action will be developed.



B. Important Information:

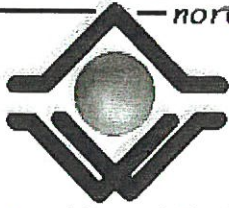
1. For sanitary reasons each individual should have their own personal hygiene products which should not be used for other individuals.
2. Soiled clothing/linen and disposable briefs should be placed in the appropriate receptacles using routine practices. In order to prevent the spread of infection by air borne bacteria, never shake soiled linen or clothing, or place it on the floor. Bathing is an opportunity to inspect the individual for cuts, bruises, rash, swelling, discharge, and pressure areas. Pressure areas can be a serious problem if not cared for immediately. If you should notice any early warning signs such as reddening on the person's skin, place the individual in a position which relieves the pressure on that area. Special mattress covers and materials (such as sheepskin) are available to help relieve the pressure. Consult O.T. for recommendations.

Ensure anything unusual noticed during the bath is documented in the log book and the individual's personal binder. Complete an Incident Report as required.

3. A backrub improves circulation to the tissues and is an aid to relaxation.
4. Do not use strong scented soaps that can cause excessive dryness.
5. The protective layer on healthy skin keeps a naturally acidic balance between 4.5 – 5.5 ph and works as a natural anti-microbial barrier. Soaps which are alkaline with a ph as high as 10 to 11 may reduce the skin's ability to combat unhealthy microbes.
6. Hypoallergenic lotions can be used to prevent dryness. Use sparingly or as directed by label.
7. Skin powders should not be used unless recommended by the physician because powder accumulates in the skin folds and individuals and staff can develop reactions to powders.
8. For female individuals, staff needs to be aware of the menses cycle and ensure that appropriate care such as changing sanitary napkins and/or more frequent bathing is provided.

C. Procedure for Bathing:

1. Clean and disinfect the tub, shower or bath basin before and after each individual to prevent the spread of bacteria. Follow specific cleaning guidelines in each location.



Personal Support Services

POLICY: R-III-4

DEPARTMENT: Personal Support Services

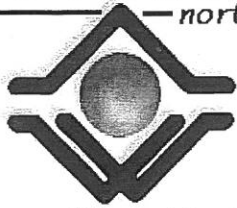
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2. Gather all equipment in order to avoid excessive steps and so you do not have to leave the room during the procedure, i.e. personal products/soap, shampoo, deodorant, razors, shaving foam, clothing, disposable briefs, towels, face cloth, treatments, hairbrush, toothbrush, toothpaste, nail clippers/scissors.
3. Always explain the bathing procedure in a reassuring manner. Encourage the individual to use the toilet before taking a bath or shower.
4. Test the temperature on your inner wrist before exposing the individual to the water.
5. Wear gloves as required such as when removing individual's disposable briefs, handling open skin areas or contaminated laundry. Change them after 30 minutes or when the gloves have accumulated moisture because the barrier protection of the glove will be ineffective.
6. Before washing the face use a facial tissue to wipe away any nasal secretions.
7. Do not use soap to wash the face. Soak any crustations on the eyelids with a warm face cloth before attempting to remove them. Clean the eyes wiping from the inner eye to the outer eye. Wash the individual's forehead, cheeks, nose, neck and ears. When cleaning the ears use a facecloth to wash behind the ears, the outer ear and what you can of the inner ear. Do not put **any** objects into the ear canal.
8. Perform mouth care as applicable or as directed.
9. When using a disposable razor to assist the individual to shave, ensure the razor is sharp. An electric razor and/or assistance from a second staff is more appropriate for an individual who constantly or unpredictably moves during shaving. Clean the disposable or electric razor after each use. For the disposable razor apply the protective cover and when disposing of it, ensure it is placed in an appropriate sharps container.
10. When bathing always start with the cleanest part of the body and work to the dirtiest areas. Start with the head, then the arms, the chest, the legs, the back. The buttocks, the genital area and then the rectum are cleansed in that order.
11. Wash one body part at a time by applying soap and then rinse thoroughly.
12. When washing each arm, ensure you open the hand and wash well between each finger and raise the arm and wash well under the armpit. Rinse thoroughly.



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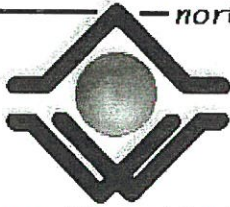
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13. When washing the chest, ensure you wash and rinse well under the breasts. Be sure to clean the navel area.
14. Wash the back down to the buttock using long firm strokes.
15. When washing the legs ensure you wash the feet and wash well between each toe. Rinse thoroughly.
16. Wash the genitalia in the following manner:
 - a. Female Genitalia: Wash the labia majora and in the skin folds on either side. Wipe downward in the direction from the front to back, rinsing the cloth between wipes. Separate the labia minora to expose the urethral and vaginal openings. Wash downward from the front to the back. Rinse area thoroughly. Clean the rectum. Rinse thoroughly.
 - b. Male Genitalia: Gently grasp the shaft of the penis. If the individual is not circumcised, gently retract the foreskin only if it retracts easily. Ensure the individual is not being hurt during the procedure. Use a circular motion cleansing from the urethral opening outward. Return the foreskin to its natural position. Wash the shaft of the penis. Cleanse the scrotum by lifting it gently and washing the underlying skin folds. Clean the rectum. Rinse thoroughly.
17. When drying each area use long firm strokes to stimulate circulation and promote relaxation. Also ensure you dry well between the fingers, toes, under armpits and breasts and in the perineal area in order to prevent skin breakdown. Expose and dry only one body part at a time from top to bottom, cleanest to dirtiest as directed in principle #10.
18. Give the individual a backrub. To do a back rub place lotion in the palm of your hands. With your hands at the individual's shoulders use your fingers to rub the neck with circular motion to the hairline. Place your hands at the sacral area (just above the buttock) and rub with the fingers in a circular motion, then place your hands at the sacral area and rub up toward the neckline with long smooth strokes. Proceed back down towards the sacrum using a broad circular motion. Complete the backrub with long smooth strokes over the entire back from the shoulders and neck to the sacrum. If doing a bed bath at this point their top can be put on for added warmth and comfort.
19. Apply a disposable brief as appropriate, adaptive or orthopedic devices as directed and required, and clothing suitable to the individual's taste and activity.



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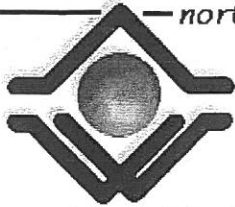
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20. Check fingernails and toenails and cut as required. Nail trimming should not be done for someone with diabetes or circulatory problems. Consult personal file to arrange for a professional to provide this service.
21. Remove gloves, dispose of them and wash your hands.
22. Apply any additional body lotions as desired by the individual and treatments as required by physician's orders where applicable.
23. Comb/brush the individual's hair.
24. Wash your hands.
25. Report and chart any pertinent observations noticed while assisting with or providing the bath.

D. Specifics for Bed Bath:

1. For complete instructions and information related to bathing see sections A, B & C.
2. In order to prevent back strain, raise the bed to the appropriate working height and lower the siderail, if applicable.
3. Position the individual so they are comfortable and as close to you as safely possible. This will reduce the need to reach across the bed and minimize staff muscle strain.
4. Change the bath water when it gets too soapy and/or to keep the water temperature between 43C to 46C. To avoid excessively sudsy water keep the soap in a dish and out of the water basin.
5. Remove the individual's clothing and cover them with a bath blanket or flannel sheet. If you are changing the sheet and it is not soiled, it can be used as a bath blanket. The blanket provides warmth during the procedure and respects the individual's dignity and right to privacy. For individual s who will not leave a bath blanket on or for added warmth and comfort the procedure can be done with their clothing on, taking the top off to do the chest and back, then putting on a clean top and the same for the bottoms. The only part of the body exposed during the procedure should be the area being bathed.
6. An open back or open-front top is easier to remove/put on an individual who is unable to dress themselves. Use the bed or surface the person is lying on to roll



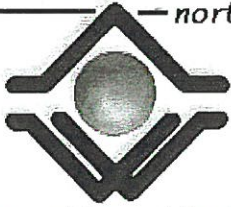
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the person from one side to the other to facilitate dressing so you are not required to lift and shift the person's body. The same process when applying a disposable brief.

7. Hold the washcloth edges in your hand to avoid dripping water and chilling the individual.
8. If the individual allows it, place the individual's hand in the basin to wash their hands and fingers and feet in the basin to wash their feet and toes.
9. Wash each body part from cleanest to dirtiest as specified in the procedure for bathing. Ensure each area except the face is washed with soap, rinsed and dried thoroughly. When drying the individual give special attention to skin folds and between toes and fingers in order to prevent skin breakdown from moisture.
10. When washing between the individual's legs if the individual is unable to hold their legs apart, gently flex the individual's knees then spread their legs open. Wash the area with strokes from the front of the body to the back of the body as directed in Section C - #16 a & b.

E. Specifics for Tub Bath/Shower:

1. For complete instructions and information related to bathing refer to Section A, B & C.
2. The employee will endeavour to ensure the bath or shower is an enjoyable and refreshing activity for the individual. If available, use whirlpool jet, soft music and/or dim lighting, depending on individual's likes.
3. The tub or shower should have a non-skid surface. Place a bath mat on the floor in front of the shower or bath tub.
4. Encourage the individual to use the handrails in order to stabilize themselves when getting in and out of a shower or bath.
5. When shampooing the hair, use any special shampoos as prescribed/required.
6. After a shower/tub bath drain the water from the tub and cover the individual to maintain body heat and privacy.

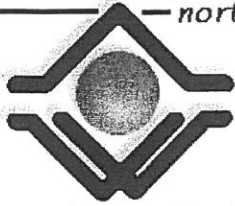


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7. Expose one body part at a time and dry thoroughly. Dry the person in the same order as washing (face, neck, ears, arms, hands, chest, lower body, back, legs, buttocks).

F. Personal hygiene:

1. Disposable Brief Changes: Individuals will be checked regularly (especially upon awaking, before and after meals, before bedtime) and changed as required using the method best suited to the individual.
2. Oral Hygiene: When brushing teeth, brush upper teeth from the gums down and lower teeth from the gums up. Brush tongue if able. Individual may use mouthwash if desired. Gargle and expel mouth wash or swab mouth with a toothette dipped in mouthwash. Encourage individual to rinse mouth with water.
3. Dentures: Ask individual to remove dentures or assist by grasping the upper plate and use a steady downward pull to remove. Gently lift lower denture to remove. Place dentures in cup with lukewarm water. Assist individual to cleanse oral cavity, gums and any remaining teeth with toothpaste and soft toothbrush. Cleanse dentures with toothpaste and denture brush. Soak dentures overnight in denture solution (according to manufacturer's directions). To replace dentures, cleanse individual's mouth, rinse dentures and apply denture adhesive (according to manufacturer's directions) if required. Insert moistened upper denture using your finger to gently press it in place. Insert moistened lower denture in same manner.
4. Nail Care: Soak hands/feet prior to nail care. Use clippers or scissors to clip nails straight across and even with tops of fingers/toes. Shape nail with file.
5. Shaving: If using a safety razor, apply a warm, damp facecloth over area to be shaved. Apply shaving cream. Hold razor at 45° angle to skin and use short firm strokes in the same direction as hair growth. Rinse razor frequently between strokes. Clean area with damp facecloth when shaving is complete. If using an electric razor, hold razor against skin and use a circular motion (or as directed by manufacturer) to shave the individual. Clean electric razor after each use as directed by manufacturer.
6. Moustache Care: To trim moustache, use moustache comb to comb in the direction of hair growth and trim with moustache scissors as needed.
7. Menses Care: Staff need to be aware of the menses cycle for female individuals and document according to Breast Examination Policy R-IV-18. Ensure that appropriate care, such as changing of sanitary napkins and/or more frequent bathing is provided.



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8. Staff will document any pertinent observations noted during the above personal hygiene procedures in the individual's personal binder and ensure appropriate communication and follow-up.

RECOMMENDED BY: Director, Personal Support Services

APPENDICES: 2

OPERATIONAL ACCOUNTABILITY: Administration, Personal Support Services
Administration, Personal Support Services

ORIGINAL POLICY DATE: March 1999

AUTHORIZED BY: Director, Personal Support Services

SIGNATURE: Cheryl Deuce

BATHING/HYGIENE PROTOCOLS FOR: _____

DATE: _____

Oral Hygiene:	
Shaving:	
Toileting/ Elimination:	
Nail Care:	
Feminine Hygiene:	
Hair Washing:	
Bed Bath/Tub Bath/Shower:	
Special Considerations:	

GUIDELINES FOR COMPLETING BATHING/HYGIENE PROTOCOLS

- Oral Hygiene:** Does this person require assistance for oral hygiene
Level of support required – i.e. Hand over hand, reminders
Is there anything different about this individual regarding oral hygiene
- Shaving:** Does this person require assistance to shave
Level of support required – i.e. will try to grab at shaver therefore requires assistance of another staff; does on his own but needs reminders
Is there anything different about this individual regarding shaving
- Toileting/Elimination:** Does this person have a toileting routine – i.e. will get up every morning at 6:00 AM; reminders to use the toilet before every meal and at bedtime; uses incontinent products (type and size)
Does this person require assistance to toilet
Level of support required – i.e. needs assistance to clean self after a BM
Is there anything different about this individual regarding toileting/elimination
- Nail Care:** Does this person require assistance with nail care
Level of support required
Is there anything different about this individual regarding nail care
- Feminine Hygiene:** Level of support required – needs reminders to change feminine products (which ones do they use)
Is there anything different about this individual regarding feminine hygiene
- Hair washing:** Does this person require assistance to wash their hair
Do they require special shampoo/treatment/procedure
Is there anything different about this individual regarding hair washing
- Bed bath/Tub bath/Shower:** How often do they bath (tub, shower, bed bath)
Level of support required for bathing – i.e. requires reminders; needs total assistance and supervision; has seizures and should never be left unsupervised
for principles and important information to consider when bathing of bathing i.e. privacy, refusing to bath etc. refer to policy Bathing Personal/Hygiene R-II-1
for procedure for bed bath/tub bath/shower refer to policy Bathing Personal/Hygiene R-II-1
Is there anything different about this individual regarding bed bath/tub bath/shower
- Special Considerations:** What is different about this individual's bathing/hygiene that others should be aware of
i.e. skin tends to break down on left buttock and requires constant monitoring and change of position

