

DOWNEY UNIFIED SCHOOL DISTRICT
Educational Services

URINARY CATHETERIZATION

CHILD'S NAME _____ **D.O.B** _____ **GRADE** _____
SCHOOL YEAR: _____ **SCHOOL** _____

PHYSICIAN: Please review the following protocol/procedure for

- (check one) **CLEAN CATHETERIZATION**
 SELF-CLEAN CATHETERIZATION
and modify as needed.

Please check one:

- I authorize D.U.S.D. to provide care per standardized school district policy and procedure (See attached guidelines/procedure)
 My recommendations or orders for this procedure are attached.

*******Parent/Guardian will provide all necessary supplies*******

PLEASE INDICATE **PROCEDURE TIME(S)**: _____

PLEASE INDICATE ANY SPECIAL DIRECTIONS: _____

Parent/Guardian Signature: _____

Date: _____

Physician's Signature: _____ Date: _____



Office Stamp - REQUIRED

Continued on Next Page

DOWNEY UNIFIED SCHOOL DISTRICT
Educational Services

URINARY CATHETERIZATION

CLEAN CATHETERIZATION

I. GENERAL GUIDELINES

a. PURPOSE

- i. To empty the bladder at appropriate intervals
- ii. To prevent bladder distention
- iii. To reduce chances of bladder infection
- iv. To remove residual urine

b. PERSONNEL

- i. School nurse or school physician
- ii. Designated school personnel under direct or indirect supervision of the school nurse
- iii. Pupil

c. EQUIPMENT

i. Provided by parent:

- 1. catheters as ordered by physician
- 2. antiseptic solution (i.e. betadine) **if ordered**
- 3. water soluble lubricant
- 4. container for catheter storage (i.e. container or plastic bag)
- 5. receptacle for urine collection (capable of measuring output)
- 6. cotton balls or 4x4 gauze squares
- 7. disposable gloves
- 8. protective pad
- 9. liquid detergent (for washing equipment, **if applicable**)
- 10. plastic bag for disposal of waste
- 11. separate container large enough to hold all the student's equipment, labeled with student's name

II. PROCEDURE

CLEAN CATHETERIZATION

| ESSENTIAL STEPS | KEY POINTS AND PRECAUTIONS |
|--|---|
| 1. Wash hands thoroughly | |
| 2. Assemble equipment in appropriate location for proper administration of procedure | Have adequate light source available. Have clean disposable gloves available. Position waste receptacle nearby. |
| 3. Position student appropriately. Usually female student lies on back; male student may either lie down or sit up. | Avoid unnecessary exposure. Ensure student's privacy. |
| 4. Put on gloves. | Never leave student unattended. |
| 5A. FOR FEMALE <ul style="list-style-type: none"> a. Place protective pad under buttocks b. Lubricate tip of catheter c. Hold labia open d. Cleanse labia with soap and water (or antiseptic solution if ordered) using 3-4 cotton balls or 4x4s e. Cleanse urinary meatus with third cotton ball using downward stroke. f. Holding catheter near the tip, insert into meatus until urine flows. Place other end of the catheter into collection container | Stroke downward with each clean cotton ball and discard. Continue holding labia open until catheter is inserted. Be sure to located urethra and not vaginal opening. Do not force. Instruct student to breath deeply to relax the perineal muscle to overcome resistance to entry. |
| 5B. FOR MALE <ul style="list-style-type: none"> a. Place protective pad across upper thighs b. Lubricate tip of catheter | <i>Continued on Next Page</i> |

DOWNEY UNIFIED SCHOOL DISTRICT
Educational Services

URINARY CATHETERIZATION

| | |
|--|---|
| <p>c. Hold the penis upright, at a right angle to the student's body. Maintain grasp until procedure is ended.</p> <p>d. If the student is not circumcised, retract foreskin.</p> <p>e. Cleanse the meatus using cotton balls moistened with soap and water or antiseptic solution if ordered.</p> <p>f. Holding catheter near the tip, insert into meatus until urine flows, then advance a short distance. Place the other end of the catheter in collection container</p> | <p>This maneuver straightens the penile urethra and facilitates catheterization.</p> <p>Use a clean cotton ball for each circular stroke (starting at the urethra) and discard.</p> <p>Do not force. If slight resistance is felt, slightly increase traction on the penis and apply gentle pressure on the catheter. Instruct the student to breathe deeply to relax the perineal muscles to overcome resistance to entry.</p> |
| <p>6. Hold catheter in place until urine ceases to flow.</p> | |
| <p>7. When the flow of urine ceases, pinch catheter then withdraw gently.</p> <p>- For a male who is not circumcised, pull the foreskin over the glans when finished.</p> | <p>It is essential to completely empty the bladder.</p> |
| <p>8. Make sure student is dry and comfortable. Assist with dressing, if necessary.</p> | |
| <p>9. Measure urine (if ordered) and discard in toilet.</p> | <p>Note urine for any signs for abnormality and report to the school nurse.</p> |
| <p>10. Wash urine container and catheter with detergent and water, if re-useable type. Pull solution up into syringe and flush through catheter. Rinse with water. Store catheter in clean container, if re-useable type.</p> | |
| <p>11. Discard disposable catheter per universal precautions. Dispose of waste materials.</p> | <p>Universal precautions require that all waste material be double bagged.</p> |
| <p>12. Remove gloves and wash hands.</p> | |
| <p>13. Document procedure, including amount of urine if ordered, color, consistency, odor if present and response of student.</p> | |

SELF-CLEAN CATHETERIZATION

III. GENERAL GUIDELINES

a. PURPOSE

- i. To empty the bladder at appropriate intervals
- ii. To prevent bladder distention
- iii. To reduce chances of bladder infection
- iv. To remove residual urine

b. PERSONNEL

- i. Student under direct or indirect supervision of school nurse.
- ii. Student under supervision of designated school personnel who is under indirect supervision of school nurse.

c. EQUIPMENT

- i. Provided by parent:
 - 1. catheters as ordered by physician
 - 2. towelettes
 - 3. water soluble lubricant
 - 4. container for catheter storage (i.e. toothbrush container or plastic baggie)
 - 5. liquid detergent (for washing equipment, if applicable)
 - 6. plastic bag for disposal of waste

Continued on Next Page

DOWNEY UNIFIED SCHOOL DISTRICT
Educational Services

URINARY CATHETERIZATION

IV. PROCEDURE
SELF-CLEAN CATHETERIZATION

| ESSENTIAL STEPS | KEY POINTS AND PRECAUTIONS |
|--|--|
| 1. Student should wash hands with soap and water | |
| 2. Assemble equipment in appropriate location for proper administration of procedure (flat clean surface) | |
| 3. Position of student varies depending on sex and disability of the student. | |
| 4A. FOR FEMALE g. The student could be lying down or in a sitting position on the toilet h. Hold labia apart with 2 nd and 4 th fingers of non-dominant hand i. Wash urethral opening with towelette j. Locate urethral opening by applying pressure with finger k. Release pressure on urethra but do not move finger l. With dominant hand pick-up catheter and lubricate tip m. Hold catheter close to tip between thumb and index finger with 2 nd finger supporting tip slightly upward and insert into urethra until urine flows. | It may be easier to sit facing backwards on the toilet or standing with one foot on the toilet edge. Wipe from front to back. May be assisted by use of hand mirror. The other end of the catheter should be placed in the collection container or toilet |
| 4B. FOR MALE g. Sit on toilet or in wheelchair h. Hold shaft of penis raising it almost straight i. If not circumcised, retract foreskin j. Cleanse the meatus with towelette(s) k. Hold catheter and lubricate l. Insert catheter into urethra and advance until urine flows; advance catheter another inch. Allow urine to flow into appropriate receptacle. | Maintain hold on penis until procedure is ended. Make circular strokes outward starting at the meatus. If resistance is felt at the external sphincter, slightly increase the traction on the penis and apply steady gentle pressure on the catheter. |
| 5. Hold catheter in place until urine ceases to flow. Pinch catheter and withdraw catheter gently and slowly when flow of urine ceases. - For a male who is not circumcised, pull the foreskin over the glans when finished. | It is essential to completely empty the bladder. |
| 6. Wash catheter in a solution of warm water and liquid detergent, if re-useable type catheter. | Wash outside of catheter to remove remaining lubricant. Pull detergent solution up syringe and flush solution through catheter. |
| 7. Rinse catheter well, if re-usable type catheter. | Flush using syringe. |
| 8. Dry catheter and fold inside clean dry towel, if re-usable type catheter. | The catheter and carrying container should be clean and dry. |
| 9. Discard disposable catheter per universal precautions. Dispose of waste materials. | Universal precautions require that all waste material be double bagged. |
| 10. Wash hands. | |
| 11. Document procedure if student requires supervision. | If documenting, including color, odor if present and response of student. |