

DOWNEY UNIFIED SCHOOL DISTRICT  
Educational Services

CLEAN URINARY CATHETERIZATION

CHILD'S NAME: \_\_\_\_\_ D.O.B: \_\_\_\_\_

GRADE: \_\_\_\_\_ SCHOOL YEAR: \_\_\_\_\_ SCHOOL: \_\_\_\_\_

**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\*\*\*\***

PROCEDURE TIME(S): \_\_\_\_\_

SPECIAL DIRECTIONS: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Physician's Name (Please Print): \_\_\_\_\_

Physician's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Physician's Phone number: \_\_\_\_\_



MD OFFICE STAMP – REQUIRED

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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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

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"> <li>a. Place protective pad under buttocks</li> <li>b. Lubricate tip of catheter</li> <li>c. Hold labia open</li> <li>d. Cleanse labia with soap and water (or antiseptic solution if ordered) using 3-4 cotton balls or 4x4s</li> <li>e. Cleanse urinary meatus with third cotton ball using downward stroke.</li> <li>f. Holding catheter near the tip, insert into meatus until urine flows. Place other end of the catheter into collection container</li> </ul>	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"> <li>a. Place protective pad across upper thighs</li> <li>b. Lubricate tip of catheter</li> <li>c. Hold the penis upright, at a right angle to the student's body. Maintain grasp until procedure is ended.</li> <li>d. If the student is not circumcised, retract foreskin.</li> </ul>	This maneuver straightens the penile urethra and facilitates catheterization.  Use a clean cotton ball for each circular stroke (starting at the urethra) and discard.

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<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>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. - 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>	