

Personal Care Training

Introduction

- All individuals require some level of staff assistance with daily care needs, including dressing, bathing, toileting/changing, oral hygiene, hair care, feeding and eating.
- In order for the individuals to look and feel their best at all times, staff **MUST** pay attention to **EVERY DETAIL** in regards to their daily care, and personal hygiene. Staff can **NEVER** take the easy way out or “cut corners” when it comes to personal care.



Introduction (cont.)

- ① The purpose of this in-service is to remind staff of the details they need to attend to as well as to help them understand the consequences that may occur when these details are overlooked.
- ① This will also help raise your awareness of what it feels like to have another person perform daily care needs for you.

Clothes, Shoes, Undergarments etc.

- ❖ Dressing- always tell the individual what you are about to do *before* you touch him/her, make sure they are ready to participate.
- ✓ Allow individual to do as much as they are able to do, and help them with the rest.
- ✓ Go slow- never yank clothing over heads or pull limbs too hard to get into pant legs or sleeves.

Clothing (cont.)

- ✓ If the person has a weak or paralyzed side, **remove** the clothing from the *unaffected* side first, but put clothing **on** from the *affected* side first.
- ✓ Be careful not to catch hair or skin in zippers, buttons, snaps or elastic.
- ❖ Check for stains, tears, holes, missing buttons, broken zippers or frays on articles of clothing.



Clothing (cont.)

- ❖ Make sure clothing is not too large and has not shrunk – sleeves and pant legs must be of proper length; clothing should not pull at neck, waist, across chest, under arms or around legs.
- ❖ Make sure that the clothing item belongs to the individual that you are assisting – always check for their initials marked inside of the item.



Undergarments

- Do not allow the individual to wear underwear that are not in good repair.
- ✓ Even though these items are worn under other clothing, they must also fit properly and be clean, with no frays, holes or tears
- ✓ Think of how an individual would feel if he/she had to remove their shirt and their undershirt was in poor condition (i.e., spilled something on shirt at day program, Dr's visit, etc.)
- ✓ Bras should fit well- make sure straps are adjusted properly and bra is on the right way

Shoes

- Shoes must be clean-remove dirt and smudges from shoes, also replace broken or frayed shoe laces
- Shoes should be aired out frequently because the lining absorbs perspiration
- If possible, do not put damaged shoes on the individual- use another pair of their shoes
- All shoes should fit comfortably and be long and wide enough to allow free movement of the toes- always check for swelling and redness when removing shoes



Shoes (cont.)

- When placing shoes on the individual's feet ensure the following:
 - ✓ The individual's toes are straight
 - ✓ The tongue of the shoe is pulled up into proper position
 - ✓ The shoes are completely laced up
 - ✓ The back of the shoe is not crumpled



Socks/Hosiery

- ❑ Socks must be long and wide enough to allow for free movement of the toes
- ❑ If the toes are cramped and folded over each other, the individual may have trouble with maintaining proper posture and they may tire easily
- ❑ Individuals must change socks daily. Socks absorb waste products and are unhealthy for use after one day until washed
- ❑ Ensure socks and TED hose are applied smoothly and remain wrinkle free



Accessories/Glasses

- Belts, jackets, hats, scarves, gloves and bags
 - Clean as needed
 - All parts must work- zippers, snaps, buttons, drawstring, etc.
- Eyeglasses- should be cleaned nightly after usage and during the day as often as possible
 - Wash with soap and water, dry thoroughly with soft cloth
 - As they become dirty, clean



Choices

- Choices should be offered whenever possible
- Choices are essential, because they allow the individual to express his/her individuality and also control what they will be wearing
- Allow the individual to choose their own clothing *with guidance*
- If an individual has difficulty choosing from a wide selection, narrow choices to 2 or 3 items (hold up 2 shirts/pants or shorts and let them choose by speaking, pointing or looking at the one they want to wear)



Shirts

Pants

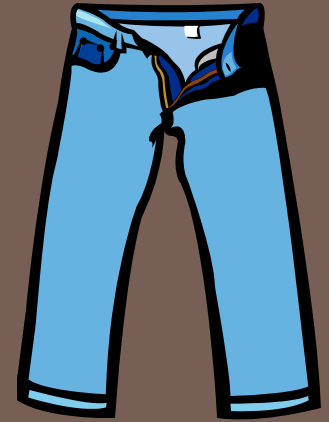


All clothing must be appropriate to the season and occasion

Make sure that the clothing is not too heavy or too light for the weather

Be aware of an individual's needs re: weight of clothing, light or heavy

Make sure that individuals will not be overly hot or chilly throughout the day



Season and Occasion



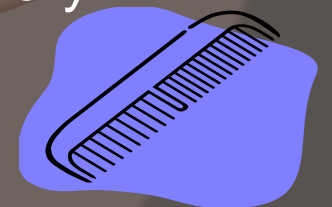
Outing Appropriate

- Individuals should be dressed appropriately for where they are going- different types of clothing for work, day program, church, the mall, or the park
- Circulate all clothing- after doing laundry, do not choose clothing for an individual to wear that he/she just wore a day or two before



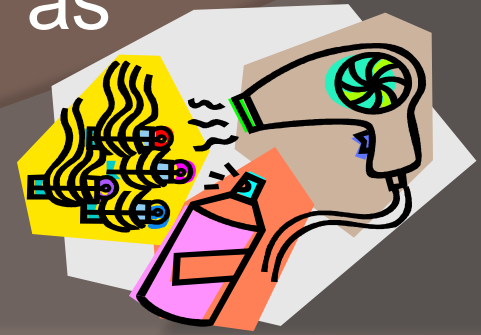
Hair Care

- Hair must be clean and neatly combed and styled
 - Hair should be combed AT LEAST twice per day- once in the morning and once after their shower or bath
 - Hair must also be combed again, as needed, i.e., when returning from outdoors, after removing a hat, after awakening from a nap, after swimming, etc.
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- Haircuts must be done as soon as needed-be aware of the rate at which each individuals hair grows.
 - Wash individuals hair as needed-be aware of individuals who have oily hair versus those with very dry hair



Hair Care (cont.)

- Apply conditioner, cream rinse, or hair oil as appropriate after shampooing
- Be gentle when washing and styling hair- NEVER pull hair or yank comb or brush through tangled or difficult to style hair
- Allow individual to participate in washing and styling their own hair as much as possible.



Oral Hygiene



- Teeth brushing and flossing must be very thorough
- Bad breath, tooth decay and gum disease are all possible if teeth are not properly cared for.
- Adaptive devices and specialty products may be used, i.e., waterpik, disclosure tablets, soft toothbrush, flossing adaption's, etc.
- Be aware of individuals who “pocket food”- use a toothette to remove food after eating.
- If the individual has a feeding tube or tracheotomy, ensure that they can have a drink of water before proceeding.

Oral Hygiene (cont.)

- Before proceeding with oral care, gather all needed supplies and bring them to the sink/basin
- The individual should also be positioned in front of the sink/basin
- It may be necessary for staff to secure a clothing protector below the individuals chin before beginning
- Staff should wash their hands before and after procedure using proper hand washing techniques and apply gloves
- If individual is participating in oral care, or if individual is performing oral care independently, they should also wash hands before and after procedure



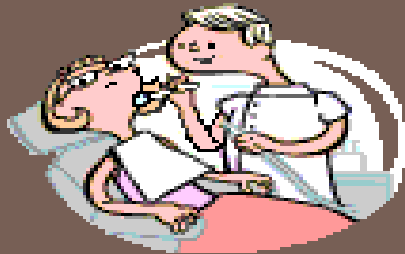
Oral Hygiene Procedures

Care of Individual

ORIENTATION HANDBOOK

Things to Remember

- All individuals are seen by the dentist at least annually, however the dentist determines follow-up visits and their frequency
- Tooth brushing and flossing are complex tasks. Please be patient with the individuals who are attempting to master these tasks
- If you have difficulty with brushing or flossing an individual's teeth, inform your supervisor



Things to Remember

- Teeth must be brushed after all meals when in living area, and prior to bed. Flossing should be completed at least once a day, preferable at bedtime.
- Report any abnormalities in teeth, mouth, tongue or gum appearance to your supervisor immediately.
- Flossing should be done in addition to tooth brushing, but does not replace tooth brushing.



Changing a Resident's Brief

- ◉ Disposable briefs **MUST** be changed **AS SOON AS POSSIBLE** after voiding or BM
- ◉ Be familiar with your individuals' personal needs (i.e., an individual may have a BM every morning or within a certain time frame of eating)
- ◉ Check individuals regularly and look for signs that an individual has voided or had a BM in between check times
- ◉ Remember to provide for the individual's privacy during changing times, by closing doors or using privacy screens

Changing Resident's Brief (cont.)

- Explain the procedure to the individual and give him/her the opportunity to participate as much as possible
- Use proper hand washing techniques before and after changing the individual's brief
- Wear gloves while changing brief and perineal care
- After removing soiled brief, clean the genital area **THOROUGHLY** with washcloth, cleaning from front to back



Changing Resident's Brief (cont.)

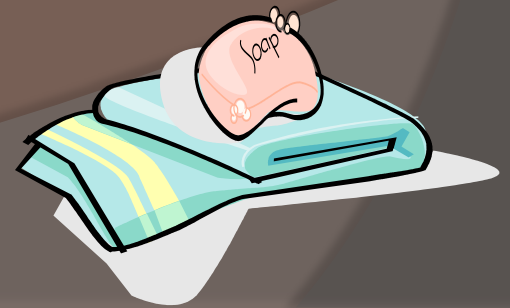
- ⦿ Wipe genital area thoroughly with a skin barrier wipe (*Skin barrier wipes are to be used conservatively on the individual's skin ONLY. Skin barrier wipes are to be used as a final step after cleansing the individuals genital area with a washcloth. Skin barrier wipes are NEVER to be used to clean equipment.*)
- ⦿ When applying the clean brief, ensure that it fits properly and snugly, with no gaps or openings around legs.
- ⦿ When changing briefs, check for skin abnormalities or any unusual odor, discharge, swelling, irritation, etc. and report any findings to the nurse immediately.
- ❖ *All brief wipes and gloves will be stored in a secured location. They must never be left unattended.*

Menstrual Care for Female Individuals

- Sanitary pads **MUST** be changed as often as necessary - know your individuals and be aware of the type of flow, i.e., spotting, moderate or heavy and change pads as appropriate.
- Some ladies may need to use more than one pad to prevent leakage.
- Ensure that pad is positioned properly and does not shift when individual is lifted into wheelchair.

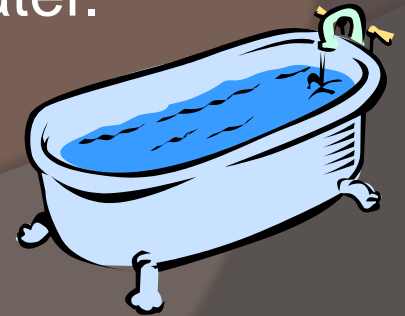
Bathing and Shower Procedures

- Do not undress the individual or ask the individual to undress until it is time for bathing.
- Prepare the bathroom by clearing the area and setting out the necessary equipment, i.e., shampoo, towel, washcloth, deodorant, sleeping attire, robe, or clothes and any other personal care items needed.



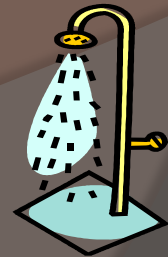
Bathing and Shower Procedures (cont.)

- Check the water temperature before the start of each bath/shower and continually throughout the bath/shower.
- Test water from the shower/bathtub – NOT from the sinks.
- Water temperatures must not be above 110 degrees or below 90 degrees.
- Fill the tub half full of “comfortably” warm water.
- From this point on, the area is not to be left unattended.



Bathing and Shower Procedures (cont.)

- Undress individual and take him/her to bathroom/shower, wearing a robe.
- Get assistance to transfer the individual into the bathtub facing the water controls or into the shower chair.
- Encourage individual to use safety devices such as handrails as appropriate.
- Individuals must **NEVER** be left alone in the shower - remain close by to assist them as needed and provide for their safety.



Bathing Procedures

Care of individuals

ORIENTATION HANDBOOK

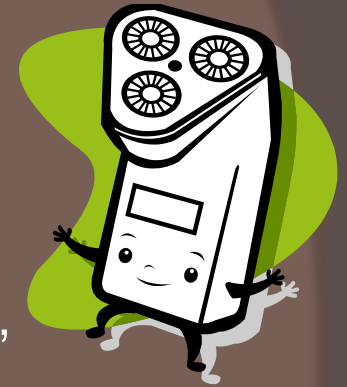
Nail Care

- Cut fingernails and toenails weekly, or as needed, unless medically contraindicated (*cutting nails by direct care staff is contraindicated for individuals with toe infections, diabetes or peripheral vascular disease*).
- Keep nails short – should be cut in line with the ball of the finger.
- Long fingernails are hazardous for individuals who have behaviors (scratching themselves or others).
- Cut toenails straight across to prevent ingrown nails.
- Routinely check hands and feet for drying, bleeding or swelling-report any problems to your manager or a nurse immediately.



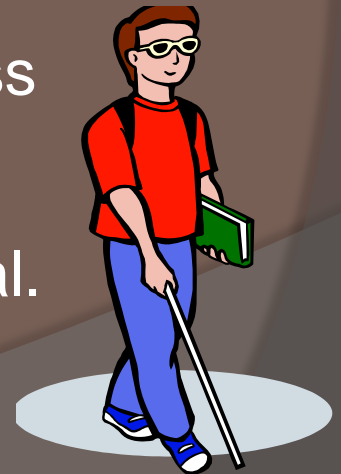
Washing and Misc. Needs

- Take notice of any dirt, food, or other debris, etc. that may get on an individuals clothing, skin, or in their hair and clean immediately.
- Shave individuals as often as necessary.
- Personal care items must NEVER be shared among individuals-each individual will have their own deodorant, comb, brush, toothbrush, toothpaste, soap, razor etc.
- All personal care should be done in private areas - do not shave individuals in the hallway or change clothing in living area.
- Apply sun block as necessary - make sure it is re-applied throughout the day and all exposed skin is covered.



Individuals Who Are Visually Impaired

- ❖ Let visually impaired individuals know what you are about to do **BEFORE** you touch them.
 - ❑ Be careful not to scare or startle the individual
 - ❑ Make sure he/she is ready before beginning
- ❖ Explain what is happening throughout the process of dressing, bathing, brushing teeth, etc.
- ❖ Encourage individual to participate in process according to their ability level.
- ❖ Describe clothing, hair style, etc. to individual.



Individuals Who Use Wheelchairs

- Be especially careful when choosing clothes and dressing - make sure that clothing does not pull or ride up while individual is in their wheelchair.
 - ❑ Imagine how uncomfortable you would feel if your clothing was pulling or “bunched up” and you were unable to fix it.
 - ❑ “Bunched” clothing can contribute to increased pressure, which may cause skin breakdown.

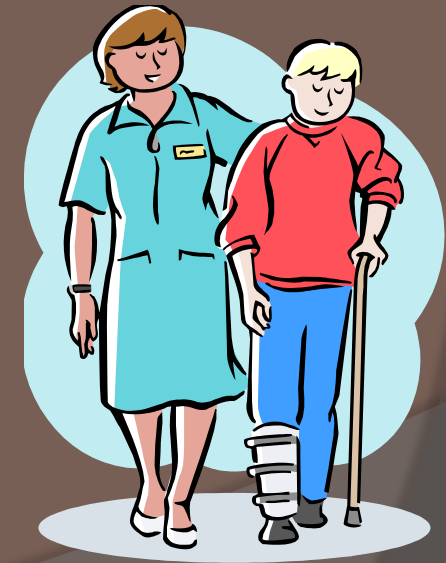


Individuals Who Display PICA Behavior

- Individuals who display PICA behavior may put things in their mouth and attempt to swallow non-food items.
- Special attention must be given to clothing with loose components, i.e., buttons, pins, sequins, beads, drawstrings, etc.
- All items used during personal care times need to be stored in a secure location and not left unattended.
- Rubber gloves and brief wipes will be stored together in a secure location.

Individuals Who Use Orthotics

- ❖ Braces, splints, molded shoes, etc.
- ✓ Clean as needed
- ✓ Ensure proper fit
- ✓ Report problems or repair needs to appropriate personnel



Proper Monitoring in the Community

- When accompanying individuals into the community on outings, for work/day programs or appointments, be aware of community perception of individuals:
 - ✓ Poor personal care makes other people notice an individual in a negative way
 - ✓ Sloppy clothing, hair, breath odor, body odor etc. these all provide a negative impression to others

Proper Monitoring (cont.)

- ✓ Assist your individuals with making a good impression on the people they meet in the community through their clean, well-groomed appearance
- ✓ Set a good example, i.e., dress appropriately for the outing or occasion



Summary

- ❑ Always treat the individuals in your care as you would like to be treated.
- ❑ Always be sure to encourage the individuals to be as independent as possible.
- ❑ Anticipate their feelings and take every step to avoid placing them in uncomfortable situations.
- ❑ Do not rush through personal hygiene and personal care.

Summary

- ❑ Their appearance is just as important to them as your appearance is to you
- ❑ Remember every individual's specific needs
- ❑ Always inform an individual of what you are doing and where you are going before you begin assisting them with any task
- ❑ Never sacrifice the attention to details that our individuals deserve in every aspect of their daily care.

- Any questions, comments or concerns

