

LOS ANGELES UNIFIED SCHOOL DISTRICT  
Office of the Chief Medical Director  
District Nursing Services

**CLEAN SELF-CATHETERIZATION WITH ASSISTANCE  
(Also to be used for stoma)**

I. GENERAL GUIDELINES

Catheterization is a procedure that involves the insertion of a hollow tube (catheter) into the urethra, past the sphincter muscle and into the bladder. Urine flows through the catheter and the bladder is emptied.

A. PURPOSE

1. To assist the student in learning to independently perform the clean self-catheterization procedure
2. To empty the bladder at appropriate intervals
3. To prevent bladder distension
4. To reduce chances of bladder infection
5. To remove residual urine

B. GENERAL INFORMATION

1. The school nurse will develop and supervise a plan for designated school personnel to assist the student to achieve maximum self-care skills.
2. The designated school personnel will explain the procedure to the student at their level of understanding and have the student do as much of the procedure as they are capable of with monitoring as needed.

C. PERSONNEL

1. Student under direct or indirect supervision of school nurse
2. Student monitored by trained, designated school personnel

D. EQUIPMENT

1. Provided by parent:
  - a. Catheter as ordered by physician
  - b. Towelettes or student specific cleansing supplies
  - c. Water soluble lubricant
  - d. Syringe (for cleaning catheter)
  - e. Container for catheter storage (i.e. plastic baggie, or toothbrush container)
2. Provided by school:
  - a. Aluminum foil or paper towel
  - b. Plastic bag for disposal of waste
  - c. Mild cleansing soap
  - d. Clean non-latex disposable gloves

## II. PROCEDURE

Instruct student to do the following:

ESSENTIAL STEPS	KEY POINTS AND PRECAUTIONS
1. Wash hands with soap and water.	
2. Assemble equipment on aluminum foil or paper towel on clean flat surface.	
3. Position of student varies depending on sex and disability of the student.	
<p><b>4A. FOR FEMALE</b></p> <ul style="list-style-type: none"> <li>a. The student could be lying down or in a sitting position on the toilet.</li> <li>b. Hold labia apart with 2<sup>nd</sup> and 4<sup>th</sup> fingers of non-dominant hand.</li> <li>c. Wash urethral area with towelette or student specific cleansing supplies using downward stroke.</li> <li>d. Locate urethral opening by applying pressure with finger.</li> <li>e. Release pressure on urethra but do not move finger.</li> <li>f. With dominant hand pick-up catheter and lubricate tip.</li> <li>g. Hold catheter close to tip between thumb and index finger. Use 2<sup>nd</sup> finger to support the catheter tip slightly upward and insert into urethra until urine flows.</li> </ul>	<p>It may be easier to sit facing backwards on the toilet or standing with one foot on the toilet edge.</p> <p>Wipe from front to back. May be assisted by use of hand mirror.</p> <p>The other end of the catheter should be placed in the collection container or toilet.</p>
<p><b>4B. FOR MALE</b></p> <ul style="list-style-type: none"> <li>a. Sit on toilet or in wheelchair.</li> <li>b. Hold shaft of penis raising it almost straight.</li> <li>c. If not circumcised, retract foreskin.</li> <li>d. Cleanse the meatus with towelette(s) or student specific cleansing supplies.</li> <li>e. Hold catheter and lubricate.</li> <li>f. Insert catheter into urethra and advance until urine flows; advance catheter another inch. Allow urine to flow into appropriate receptacle.</li> </ul>	<p>Maintain hold on penis until procedure is ended.</p> <p>Make circular strokes outward starting at the meatus.</p> <p>If resistance is felt at the external sphincter, slightly increase the traction on the penis and apply steady gentle pressure on the catheter.</p>

ESSENTIAL STEPS	KEY POINTS AND PRECAUTIONS
<p><b>4C. FOR STOMA</b></p> <ul style="list-style-type: none"> <li>a. Cleanse around stoma with soap and water or student specific cleansing supplies.</li> <li>b. Lubricate catheter</li> <li>c. Insert catheter into the stoma until urine flows. Insert catheter approximately 1/2 -1 inch further.</li> <li>d. Place other end of catheter in collection container.</li> </ul>	<p>Follow specific physician's orders for irrigation if necessary.</p>
<p>5. When urine ceases to flow:</p> <ul style="list-style-type: none"> <li>a. Continue to hold catheter in place, pinch catheter and withdraw catheter slowly and gently</li> </ul>	<p>It is essential to completely empty the bladder.</p> <p>Note: If the student is not circumcised, pull the foreskin over the glans when finished.</p>
<p>6. Wash catheter in a solution of warm water</p>	<p>Wash outside of catheter to remove remaining lubricant. Pull detergent solution up syringe and flush solution through catheter.</p>
<p>7. Rinse catheter well.</p>	<p>Flush using syringe.</p>
<p>8. Dry catheter and fold inside clean dry towel.</p>	<p>The catheter and carrying container should be clean and dry.</p>
<p>9. Dispose of waste materials.</p>	<p>Universal precautions require all waste material be double bagged.</p>
<p>10. Wash hands.</p>	
<p>11. Document</p> <ul style="list-style-type: none"> <li>a. clean technique taught and/or observed</li> <li>b. steps of procedure taught and/or observed</li> <li>c. amount, color, clarity, odor if present of urine</li> <li>d. response of student to procedure</li> <li>e. skills mastered by student</li> </ul>	<p>When documenting, state when skills taught were reinforced.</p>

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Date



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REFERENCES:

California School Nurses Organization. The Green Book: California Guidelines for Specialized Physical Healthcare Procedures in School Settings, Section 3, 2nd Edition (4/11). Sacramento, CA.