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| Department Name |  | Toilet Care Manual | Standard processing time |  | Approval | Creation |  |
| Area of responsibility |  |  |  |  |  |
| Creation Date |  |  |  |  |  |
| Step | Item | Contents (easy to understand with diagrams, photos, and videos) |  | | | |
| 1 |  | Gently talk to the client and obtain his/her consent. Check the client's physical condition and any changes in physical condition. | | | | |
| 2 |  | Close the curtains and wear plastic gloves (disposable gloves). | | | | |
| 3 |  | Fold the bedding down to the feet, fold the clothes up, lower the underclothes, and open the diaper to check for stool and urine. | | | | |
| 4 |  | Wipe clean from front to back with a warm cleaning towel. | | | | |
| 5 |  | Place the patient in a side lying position, wrap the soiled diaper (urine pad) inside, wipe the buttocks and pubic area, and insert a new diaper. | | | | |
| 6 |  | Place the patient in the supine position, spread the diaper, and align the top edge with the iliac region. | | | | |
| 7 |  | Apply a position that does not compress the abdomen and does not constrict the hip joint. | | | | |
| 8 |  | Take off the plastic gloves. |  | | | |
| 9 |  | Raise the undergarment and arrange the garment so that it is wrinkle-free. | | | | |
| 10 |  | Ventilate the area (open and close windows, spray deodorizer), check for any painful or inconvenient areas, and clean up afterwards. | | | | |
| 11 |  | Caregivers should wash their hands when finished. |  | | | |
|  |  |  | Response to abnormalities | | | |
|  |  |  | Immediately report to your supervisor and follow his/her instructions. | | | |
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| revision history | Date | Contents | | Approval | | Creation |
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