

LOS ANGELES UNIFIED SCHOOL DISTRICT  
Student Health and Human Services Division  
District Nursing Services

**CLEAN CATHETERIZATION**  
**(Also to be used for stoma)**

I. GENERAL GUIDELINES

A. PURPOSE

1. To empty the bladder at appropriate intervals
2. To prevent bladder distention and reflux
3. To maintain continence, control odors and prevent skin breakdown
4. To remove residual urine and prevent urinary infection

B. PERSONNEL

1. School nurse or school physician.
2. Designated school personnel under direct or indirect supervision of the school nurse

C. EQUIPMENT

1. Provided by parent:
  - a. Catheters as ordered by physician
  - b. Student specific cleansing supplies
  - c. Antiseptic solution (i.e. betadine) if ordered
  - d. Water soluble lubricant
  - e. Container for catheter storage (i.e. toothbrush container or plastic baggie)
  - f. Receptacle for urine collection (capable of measuring output)
2. Provided by school:
  - a. Mild Cleansing liquid soap
  - b. Cotton balls
  - c. Plastic cups
  - d. Clean Non-latex disposable glove
  - e. Aluminum foil
  - f. Protective pad
  - g. Syringe (for cleansing catheter)
  - h. Plastic bag for disposal of waste
  - i. Separate container large enough to hold all the student's equipment, labeled with student's name
  - j. District approved disinfectant

## II. PROCEDURE

ESSENTIAL STEPS	KEY POINTS AND PRECAUTIONS
1. Wash hands thoroughly.	
2. Place aluminum foil on clean flat surface and assemble equipment in a private location.	Provide privacy; avoid unnecessary exposure. Have adequate light source available.
3. Place a protective pad under the buttocks if student is lying down or sitting on a solid surface to minimize contamination.	This prevents soiling the surface beneath the student. If student is soiled, clean student and change gloves.  Never leave student unattended.
4. Put on gloves.	
<p>5A. <b>FOR FEMALE</b></p> <ul style="list-style-type: none"> <li>a. Female student may lie on her back with knees flexed and separated.</li> <li>b. If able, she may sit on toilet with legs opened wide.</li> <li>c. Separate the labia and hold open with fingers.</li> <li>d. Cleanse meatus from the top of the labia toward the rectum. Clean three times: once down each side, and once down the middle. Use a clean cotton ball or towelette each time.</li> <li>e. Lubricate the tip of the catheter (non-lubricated type).</li> <li>f. Holding catheter 3 inches from the tip, insert gently into urinary meatus, downward and backward, until urine flows. If resistance is felt, rotate catheter gently and advance until urine flows.</li> </ul>	<p>Female urethra is short and straight. This step allows visualization of urinary meatus.</p> <p>Start from the labia farthest from you, this technique prevents infection.</p> <p>If using pink soap, cleanse meatus again (3 times) with water.</p> <p>Place other end of catheter into urine receptacle or over toilet. Continue holding labia open until catheter is inserted. Be sure to locate urethra and not vaginal opening when inserting catheter. Do not force. Instruct student to take deep breaths to promote relaxation of the perineal muscle, and allow catheter to be inserted with minimal resistance.</p>

ESSENTIAL STEPS	KEY POINTS AND PRECAUTIONS
<p><b>5B. FOR MALE</b></p> <ol style="list-style-type: none"> <li>Male student may sit up, lie down or stand.</li> <li>Lubricate the tip of the catheter.</li> <li>Hold the penis below the glans, upright and at right angle to the student's body.</li> <li>Cleanse the glans using circular motion, beginning at the urethral opening and moving away from the meatus toward the base of the penis.</li> <li>Insert the catheter gently into urinary meatus until urine flows. If resistance is felt, rotate catheter gently and advance until urine flows.</li> </ol>	<p>This maneuver straightens the penile urethra and facilitates catheterization. If student is not circumcised, retract the foreskin.</p> <p>Place other end of catheter into urine receptacle or over toilet. Do not force. Instruct student to take deep breaths to promote relaxation of the perineal muscle, and allow catheter to be inserted with minimal resistance.</p> <p>If not circumcised, pull the foreskin over the glans after catheter is removed.</p>
<p><b>5C. FOR STOMA</b></p> <ol style="list-style-type: none"> <li>Cleanse around stoma using circular motion away from center. Use a separate cotton ball or towelette.</li> <li>Lubricate tip of catheter.</li> <li>Insert catheter into the stoma until urine flows. Insert catheter approximately ½-1 inch further. Hold catheter in place until urine ceases to flow.</li> <li>When urine flow stops, pinch the catheter and withdraw it gently and slowly.</li> </ol>	<p>Use a separate cotton ball or towelette if necessary to clean site more than once.</p> <p>Follow specific Healthcare Provider's order for irrigation if necessary.</p>
<ol style="list-style-type: none"> <li>Hold catheter in place until urine ceases to flow.</li> <li>When urine flow stops, pinch the catheter and withdraw gently and slowly.</li> </ol>	<p>It is essential to empty the bladder completely.</p> <p>Discard single use catheter in the trash bag, or place reusable catheters back on the foil (to be cleaned for next use).</p>
<ol style="list-style-type: none"> <li>Make sure student is dry and comfortable. Assist with dressing, if necessary.</li> </ol>	<p>Never leave student unattended.</p>
<ol style="list-style-type: none"> <li>Remove and discard gloves. Assist student off the changing table</li> </ol>	<p>Ensure student is secured in wheelchair or in a safe location.</p> <p>Never leave student unattended.</p>
<ol style="list-style-type: none"> <li>Wash hands and put on clean gloves.</li> </ol>	<p>Wear disposable gloves for handling used equipment.</p>

ESSENTIAL STEPS	KEY POINTS AND PRECAUTIONS
11. Measure urine if required, and discard in toilet. Rinse the receptacle with detergent and water. Discard rinsed water in toilet.	Observe urine for any signs of abnormality (color, odor, sediment, concentration, and amount) and report to the school nurse.
12. Wash catheter with detergent and water solution. Pull solution up into syringe and flush through catheter. Rinse with water and dry with paper towels. Store catheter in clean container.	Wear disposable gloves for handling used equipment.
13. Air dry equipment.	
14. Dispose waste materials and disinfect surface according to LAUSD policy.	Universal Precautions requires that all waste materials be double bagged.
15. Remove and discard gloves, and wash hands.	
16. Document procedure: date, time including amount of urine if ordered, color, odor if present and response of student.	Report any changes in characteristics of the urine or problem with procedure to school nurse.

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Date



Rosina Franco, MD  
Senior Physician, Student Medical Services



Ron Tanimura, Ed.D  
Director, Student Medical Services



Sosse Bedrossian, MSN, MA, RN, FNP  
Director, District Nursing Services

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