

# *Tender Loving Carers Domiciliary Limited*

## **Personal Care Specification**

### **Personal Care Includes:**

- Assisting a client to get into and out of the bath, either manually or by using a regularly serviced bath aid (following risk assessment).
- Assisting a client to have a wash. If the client has capacity they will be able to tell you how they would like to be washed and what they can do for themselves. Check if they soap, different coloured flannels and towels etc. Encourage the client do to as much as they can to help maintain their independence. When washing groin and bottom please be aware that this is very personal area for your client and extreme sensitivity is required. A client may need their feet soaking because they are unable to reach them, make sure they are dried properly. Please ensure that the client's dignity is maintained at all times.
- Hair washing, either in the bath over the sink or over a bowl, whichever is more convenient to the client, as long as this is not putting your health at risk.
- Assisting a client with elimination (toileting) is either assisting the client to access their toilet or to use a commode. The client may need minimum help to transfer onto their toilet or their commode, sliding boards and hoists are to be used only after a risk assessment has been completed. As part of assisting a client with elimination you will be responsible for ensuring that the commode or toilet are left in hygienic state.
- Also, as part of elimination you are responsible for clients who have to wear incontinence pads to be wearing clean pads as part of their care.
- Catheter bags (day and night) are to be changed weekly (after appropriate training), and a note of this change made on a daily record sheet. Please also write the date the bag was changed on the back of the bag.
- Assisting a client to dress, if the client has capacity they will be able to tell what assistance they require. Common sense is important and the client should be treated with respect. Please ensure that the client's dignity is maintained at all times.
- Applying creams to the client (wearing PPE) only if directed to by the client care plan.

Personal hygiene should promote a client's independence, dignity, individuality and confidence. All community care workers should be aware of the client's rights to their personal lives being treated with confidentiality by the care worker. Community care workers should wear supplied PPE when dealing with 'dirty aspects' of personal care.

Community care workers have an obligation to observe the client's pressure areas and report any changes or concerns.

### **Personal Care Does Not Include:**

- Changing dressings – the district nurse should be notified if the client needs a new dressing or that they need a dressing applied.
- Changing or adjust indwelling catheters – all problems with catheters should be referred to the district nurses.
- Administering food through a 'peg' feeding system.
- Emptying or re-applying 'stoma'/colostomy bags (unless fully trained).
- Giving injections or suppositories.
- Not administering manual bowel evacuations – any concerns over constipation should be referred to the clients G.P.
- Cutting nails (either toe or finger nails), or the cutting of clients hair.