

D28: Administration of Disposable Enema

It is recommended that an individual bowel program, including the use of a bowel chart for recording, be developed for any person requiring the administration of a disposable enema either on an intermittent or regular basis.

Carers will need to check the person's bowel chart and refer to their bowel management program to determine if an enema is required.

Equipment

The following equipment is required for administering a disposable enema:

- Disposable enema.
- Water-soluble lubricant.
- Paper bag, bin to dispose of used equipment.
- Disposable gloves.
- Towel or incontinence sheet.

Procedure

Preparation

1. Wash and dry hands to maintain standard precautions
2. Prepare equipment.
3. Check the medication authorisation and label on the pack for:
 - a) person's name
 - b) name and dose of medication
 - c) form of medication
 - d) route and times for administering
 - e) specific instructions
 - f) allergies or sensitivities.
4. Check expiry date and caution advisory labels.

**Ensure that the 7 rights of medication administration are followed.
Check the label 3 times before administering.**

5. Explain the procedure to the person.

Administration

6. Maintain the person's privacy and uncover only the area required.
7. Position the person on their left side, with their right knee drawn up if possible, or in a comfortable position on a commode chair. Place a towel or incontinence sheet under the buttocks. Put on disposable gloves.

Ensures safe administration in relation to anatomy of the bowel.

Administration of Disposable Enema

- 8.** If required, warm the disposable enema by holding in your hand.
- 9.** Lubricate the nozzle with a small amount of lubricant. Gently insert the nozzle into the rectum through the anus.
- 10.** Squeeze contents into the rectum.
- 11.** When the pack is empty, continue squeezing the pack as you remove the tube. This will prevent any back-flow of the medication up the tube. Hold the buttocks together for 10 - 20 seconds to encourage retention of the enema.
- 12.** Remove gloves and dispose of all equipment and clean up.
- 13.** Ensure the person is clean and comfortable. Assist the person to the toilet/commode if necessary or replace clean incontinence pad. Attend to them as soon as they have had a result.
- 14.** Wash and dry hands to maintain standard precautions.
- 15.** Observe and record the result, reporting any abnormalities.
- 16.** Document as required.

It is a legal requirement that you maintain an accurate record of administered medication.

**HEALTH SUPPORT MANUAL
COMPETENCY CHECK LIST SECTION D
D28 ADMINISTRATION OF DISPOSABLE ENEMA**

Carer's Name: _____ Workplace/Agency: _____

Person's Name (if appropriate): _____

ASSESSMENT:

REASSESSMENT:

STEPS	KEY POINTS	Date	Date	Date
<p>Preparation</p> <ol style="list-style-type: none"> 1. Identify the person requiring the medication and explain procedure 2. Medication chart and label are checked <ul style="list-style-type: none"> • Person's name • Name and dose of medication • Form of medication • Route and times for administering • Expiry date and caution advisory labels. 3. Hands are washed thoroughly and dried 4. Procedure is explained to the person and privacy respected 	<ul style="list-style-type: none"> • Carer demonstrates knowledge and understanding of the 7 rights • Standard precautions are maintained 			
<p>Administration</p> <ol style="list-style-type: none"> 5. Position person as per usual routine 6. Enema is administered correctly and safely using technique to suit the person 	<ul style="list-style-type: none"> • Carer administers the enema safely and correctly 			
<p>Post administration</p> <ol style="list-style-type: none"> 7. Hands are washed thoroughly and dried. 8. Person is left clean and comfortable 9. Episode is documented 	<ul style="list-style-type: none"> • Standard precautions are maintained • Legal record of all information re medication administered 			

Comments:

Administration of Disposable Enema

PRACTICAL ASSESSMENT OF SKILLS	Date	Date	Date
Privacy and dignity maintained			
OHS&W principles observed			
Individual's care plan followed			
PRACTICAL COMPETENCY ACHIEVED			

KNOWLEDGE ASSESSMENT			
Written/oral test completed Score:			
1. Explains the importance of safe practice			
Demonstrates an understanding of Duty of Care			
Identifies OHS&W issues in relation to the procedure			
2. Outlines the importance of following policy and guidelines of the employing organisation			
Demonstrates knowledge of individual agency policy and guidelines			
Demonstrates knowledge of trouble shooting guidelines as outlined in the individual's Health Care Plan or procedure			
Outlines the action to be taken in the event of a mistake or omission			

COMPETENCY ACHIEVED	Yes/No	Yes/No	Yes/No
Assessor (sign and date)			
Carer (sign and date)			
Date for reassessment			

Action to be taken if competency not achieved
