



PROCEDURE

Catheterisation

Scope (Staff):	Community health staff
Scope (Area):	CACH

Child Safe Organisation Statement of Commitment

CAHS commits to being a child safe organisation by applying the National Principles for Child Safe Organisations. This is a commitment to a strong culture supported by robust policies and procedures to reduce the likelihood of harm to children and young people.

This document should be read in conjunction with this [disclaimer](#)

Aim

To provide guidance and instruction on the technique for safe insertion of a urethral catheter for a child who requires intermittent urinary catheterisation in a school setting.

Risk

Failure to follow the correct procedure for the insertion of an intermittent urinary catheter places the child at risk of complications including pain, infection and trauma to the urethra. ¹

Background

Catheterisation is a method of draining urine via a catheter inserted into the urethra, past the sphincter into the bladder. ² This procedure focuses on Intermittent Catheterisation in which the catheter is removed once the urine is drained. This is important to promote continence and reduce the risk of catheter-associated urinary tract infections. ³

This procedure is required where an ongoing condition such as congenital, acquired spinal lesion or injury has resulted in a neurogenic bladder. ¹ In these instances, regular catheterisation is required to drain residual urine and reduce bladder pressure to preserve kidney health. ²

Key points

- This procedure is to be undertaken in accordance with a current [student health care plan](#), developed and signed by the parent/caregiver.

- Community Health Nurses performing the procedure must have completed [CACH training](#) and [Aseptic Technique Program Workshop](#).
- This guideline does not refer to the child or adolescent using intermittent catheterisation through a stoma such as a Mitrofanoff. If a client has a Mitrofanoff stoma, please contact your Clinical Nurse Manager for further information on catheter insertion requirements and the possible need for individualised training.
- Consider appropriate [Standard and Transmission Based Precautions](#).
- The principles of privacy and client dignity are to be adopted in all situations. Follow the [CAHS Chaperones for Intimate Procedures Policy](#) in accordance with local practice, ensuring the presence of a second community health nurse as a Chaperone.
- All nurses will refer to the [Nursing and Midwifery Board AHPRA Decision-making framework](#) in relation to scope of practice and delegation of care to ensure that decision-making is consistent, safe, person-centred and evidence-based.
- Nurses need to provide a culturally safe service delivery which demonstrates a welcoming environment that recognises the importance of cultural beliefs and practices of all clients.
- Nurses must follow the organisation's overarching Infection Control Policies and perform hand hygiene in accordance with WA Health guidelines at all appropriate stages of the procedure.

Equipment

*Parent/guardian is required to supply the necessary equipment, as identified by **

- Disposable wet wipes (Packet identified for single client, catheter use only) *
- Urinary Catheter (single use only), size specified on student health care plan *
- Spare urinary catheters *
- Clean trolley/clean work surface for sterile field as per [Aseptic Technique](#)
- Dressing pack/catheterisation pack
- Single use sterile sachet of water-soluble lubricant
- Sterile gauze
- 0.9% Sodium Chloride/Antiseptic solution (e.g. Chlorhexidine 0.2% or less)
- Sterile gloves as per [Aseptic Technique](#)
- Clean urine receptacle e.g., kidney dish, jug
- Waste bag

- Appropriate Personal Protective Equipment (PPE), supplied by Community Health (gown/apron, sterile gloves, mask and goggle or face shield).
- Incontinence sheet, if required.

Procedure

Steps	Additional Information
1. Before commencing catheterisation: <ul style="list-style-type: none"> • Review current student health care plan to guide clinical care • Confirm the identity of the client • Explain the procedure to the client • Ensure the presence of a second community health nurse as a Chaperone. 	<ul style="list-style-type: none"> • Check identification as per Patient /Client Identification Procedure • Consent should be gained prior to all client procedures • If client refuses the procedure, call parent/guardian for advice. • A current and signed Student health care plan complies with consent requirements • Nurses will comply with the CAHS Chaperones for Intimate Procedures Policy.
2. Prepare Equipment <ul style="list-style-type: none"> • Perform hand hygiene • Clean work surface/trolley with detergent and allow to dry • Perform hand hygiene • Open dressing/catheterisation pack using aseptic technique • Add catheter and other sterile equipment to aseptic field • Pour 0.9% Sodium Chloride/Antiseptic solution (e.g. Chlorhexidine 0.2% or less) into the bowl/tray in the sterile pack. 	<ul style="list-style-type: none"> • Refer to CAHS Aseptic Technique policy
3. Position the client <ul style="list-style-type: none"> • Position child in supine position (laying face upwards) • If soiling evident, follow these steps: <ul style="list-style-type: none"> ○ perform hand hygiene 	<ul style="list-style-type: none"> • As per CAHS Hand Hygiene and Standard and Transmission Based Precautions policy • Use each wipe once only

Steps	Additional Information
<ul style="list-style-type: none"> ○ don-sterile gloves, clean area with wipes ○ Remove gloves and perform hand hygiene • Place waterproof sheet beneath child's buttocks • Place the clean urine receptacle between client's thighs. <p>For females, position with knees bent and hips flexed.</p>	<ul style="list-style-type: none"> • Use parent/caregiver supplied wet wipes intended for intermittent catheterisation • These wipes need to be labelled 'catheter use only' and labelled with client's name.
<p>4. Cleanse genital area & urethral meatus</p> <ul style="list-style-type: none"> • Perform hand hygiene • Put on sterile gloves • Lubricate distal third of the catheter <p>Female</p> <ul style="list-style-type: none"> • Separate labia minora so that the urethral meatus is visualised • Clean both the labia and around the urethral orifice with gauze swabs soaked in 0.9% sodium chloride, using single downward strokes from front to back. Repeat 2-3 times. Use each swab once only then discard. <p>Male</p> <ul style="list-style-type: none"> • Gently retract the foreskin, if necessary, until the urethral meatus is visualised • Clean the glans penis with 0.9% sodium chloride/Antiseptic solution (e.g. Chlorhexidine 0.2% or less) moving in a circular motion from meatus outwards towards the base of penis. 	<ul style="list-style-type: none"> • Use single use sachets of lubricant to reduce risk of cross contamination. • Use Standard Precautions, including the use of sterile gloves and gown as appropriate, during any manipulation of the catheter or collecting system.

Steps	Additional Information
<p>5. Catheter insertion</p> <p>Female</p> <ul style="list-style-type: none"> • Separate labia minora and gently insert catheter into urethral meatus until urine flows freely. <p>Male</p> <ul style="list-style-type: none"> • Using sterile gauze, hold the penis perpendicular to the body and gently insert catheter until resistance is felt, pause momentarily to let the external sphincter relax. • Lower the penis and advance the catheter with constant gentle pressure until urine flows freely • Ask child to bear down if possible or apply gentle pressure to the lower abdomen when flow decreases, to express residual urine • When urine flow ceases, slowly withdraw the catheter and discard in waste bag. 	<ul style="list-style-type: none"> • While slowly withdrawing, if urine starts to flow again, pause removal of catheter and wait until the flow stops again. This ensures complete bladder emptying.
<p>6. At the end of the procedure</p> <ul style="list-style-type: none"> • Dispose of equipment and gloves, and other PPE in waste bag • Perform hand hygiene • Ensure the clients genital area is clean and dry and put underwear /pads/nappy in place and make the child comfortable • Perform hand hygiene • Clean trolley/surface • Perform correct hand hygiene • Document in client records. 	<ul style="list-style-type: none"> • As per CAHS Hand Hygiene policy • Use Standard Precautions, including the use of sterile gloves and gown as appropriate, during any manipulation of the catheter or collecting system. • Document the name and position of chaperone

Documentation

Nurses maintain accurate, comprehensive and contemporaneous documentation of assessments, planning, decision making and evaluations according to CACH and WACHS processes.¹

References
1. The Royal Children's Hospital. Indwelling urinary catheter - insertion and ongoing care.: Royal Children's Hospital; 2020. Clinical Guideline]. Available from: https://www.rch.org.au/rchcpg/hospital_clinical_guideline_index/Indwelling_urinary_catheter_insertion_and_ongoing_care/ .
2. Perth Children's Hospital. Urethral Catheterisation. Perth: Child and Adolescent Health Services: Perth Children's Hospital 2024. Clinical Practise Manual.]. Available from: https://healthpoint.hdwa.health.wa.gov.au/policies/Policies/CAHS/PCH.CPM.UrethralCatheterisation.pdf .
3. Gould CV, Umscheid CA, Agarwal RK, Kuntz G, Pegues DA. Guideline for prevention of catheter-associated urinary tract infections 2009. Infection Control Hospital Epidemiology. 2010 Apr;31(4):319-26. PubMed PMID: 20156062. eng.



Related internal policies, procedures and guidelines
The following documents can be accessed in the CACH Clinical Nursing Policy Manual HealthPoint link or CACH Clinical Nursing Policy Internet link .
Clinical Handover - Nursing
School-aged health services
School-aged health services - primary
School-aged health services - secondary
Student health care plans
The following documents can be accessed in the CACH Operational Policy Manual
Client Identification
Consent for Services
The following documents can be accessed in the CAHS Infection Control Policy

Aseptic Technique Policy
Blood and Body fluid spill management
Exposure to Blood or Body Fluids
Hand Hygiene
Medical Devices: Single Use, Single Patient Use and Reusable
Toys, Books and Educational Material – Purchase Care Cleaning
The following documents can be accessed in the CAHS Policy Manual
Chaperones for Intimate Procedures (CAHS)
Infection Control (CAHS)
Urethral catheterisation (PCH Clinical Practice Manual)

Related external legislation, policies, and guidelines
Clinical Handover Policy (MP0095)
Clinical Incident Management Policy (MP 0122/19)

Related external resources (including related forms)
Clean intermittent catheterisation for girls (PCH Health Facts) Revised 2022
Keeping our mob healthy – For girls – Clean Intermittent Catheterisation (PCH)
Keeping our mob healthy – For boys – Clean Intermittent Catheterisation (PCH)
NSQHS Standards Implementation guide for Action 3.11 Aseptic Technique (December 2021)

This document can be made available in alternative formats on request.

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