

Activities of Daily Living



Basic Health & Safety #1 DSP Core Curriculum Requirement

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Principles of Support

- Safety
- Dignity
- Infection Control
- Prevention
- Intervention
- Privacy
- Communication
- Independence
- Recognition

Level of Assistance

- ❑ **Totally Dependant:** Unable to complete any steps of a task
- ❑ **Physical Assistance:** Positioning assistance required (body or materials)
- ❑ **Hand Over Hand:** Staff put their hands over the Participant's hands to assist
- ❑ **Modeling:** Staff show how to complete a task by demonstrating
- ❑ **4 or More Prompts:** verbal / physical prompts
- ❑ **2-3 Prompts:** max of 3 verbal/physical prompts
- ❑ **1 Prompt:** max of 1 prompt
- ❑ **Total Independence:** Participant does task on own

Positive Feedback

- Praise for effort
- Praise for attempting
- Praise for assisting
- Praise for a job well done

Assisting with Oral Hygiene

Brushing should be done at least twice daily
Flossing at least once a day

Tooth Brushing Procedure:

1. Brush outside surfaces
2. Brush inside surfaces
3. Brush biting surfaces

When to Seek Non-Routine Dental Care

- ❑ Toothache or extreme tooth sensitivity to cold or hot
- ❑ Unusual soft, swollen, or bleeding gums
- ❑ Spots, wounds, sores, discoloration or enlargement of the tongue, chronic bad breath or foul tastes in the mouth
- ❑ Unusual difficulty chewing, swallowing, recurrent regurgitation or gagging

Denture Care

- ❑ Loosen upper plate by place first finger on roof of plate and thumb over outer gum and gently release.
- ❑ Loosen lower plate by placing finger inside lower plate and thumb on outer gum and gently release.
- ❑ Put dentures in a cup with tepid water
- ❑ Put denture cleaner on denture brush
- ❑ Hold the dentures firmly and brush each plate
- ❑ Rinse dentures and the storage cup
- ❑ Put dentures in the empty cup
- ❑ Have Participant rinse their mouth with water / mouthwash
- ❑ Using a soft brush cleanse mouth and tongue
- ❑ Look at condition of mouth, gums, tongue, and lips
- ❑ Insert dentures into mouth press gently but firmly in place
- ❑ Wipe face and put away supplies
- ❑ Participant & Staff wash hands

Menstrual Assistance

Menstruation is a normal part of a female's life. Personal hygiene is especially important during menstruation to prevent odor. A Participant may need extra attention during this time.

Staff will also need to assist in documenting when menstruation occurs.

Staff should report unusually heavy flow; unusual color; presence of large clots.

Menstrual Assistance continued

- ❑ Change pads / tampons every 2 hours
- ❑ Sanitary pads may cause chapping
- ❑ Wrap used pads / tampons in the disposable bag or toilet paper before discarding.
- ❑ A normal period is about 28 days. Ovulation generally occurs around the middle of the cycle.
- ❑ The flow can last from 3-8 days, usually becoming heaviest on the 2nd & 3rd days.
- ❑ Stress or Pregnancy can cause skipped cycles.
- ❑ Some women have cramps during the period, may feel depressed or grouchy, breasts may be tender, may retain water / bloating

Bathing

When assisting with bathing /showering:

Ensure the tub – shower has been disinfected before using

Check the water temperature using thermometer.
Water should be no more than 110 degrees

Provide privacy and warmth

Inspect skin for signs of injury or changes in condition

Use clean washcloth & towel

Help Participant bathe from top down

Order of Bathing

□ Bathing is done

TOP TO BOTTOM:

Hands / wrists; face, neck and ears;
shoulder, underarm, arm; chest stomach,
breasts, underneath breasts and in any skin
folds; back; hip, leg; feet

Perineal Care for Females

Separate folds of skin in genital area, using soapy washcloth, with one down stroke on one side. Use the other side of the washcloth for other side. Rinse front to back.

Wash the anal area with a soapy washcloth from front to back. Rinse

Perineal Care for Males

Hold, wash and rinse penis and the tip Wash from the small opening where the urine flows to the base of the penis. Use a different part of the washcloth for each wipe. If the Participant is not circumcised, be sure the foreskin is pulled back and wash and rinse penis. Return foreskin to its natural position.

Spread his legs and wash, rinse and dry the scrotum. Clean between the skin folds in this area and under the scrotum.

Wash, rinse and dry the anal area moving from front to back. Use a different part of the washcloth for each type. Dry area thoroughly

Bed Bath

Prepare needed supplies: basin of water, soap, several towels and 1 very large towel to be placed under the person

You will need 2 Staff to help put the towel under the person: use the log roll method

As you undress the person cover her/him with the bed sheet to preserve their dignity & to help keep them from getting cold

Put an additional towel under each body part as you wash so water does not get onto the bed

Wash, rinse and dry each body part before moving to the next body part

Shampooing Hair

- ❑ Ensure water is no more than 110 degrees
- ❑ Wash hair in designated area
- ❑ Wipe up any water that goes on the floor
- ❑ Use the least amount of prompting needed
- ❑ Seek permission & discuss what you are doing as you do it
- ❑ Take care to prevent water from entering individual's ears
- ❑ Choice of shampoo/conditioner is the Participant's/doctor's
- ❑ Disposable gloves should be worn by DSP
- ❑ Examine scalp for problems (itching, flaking, head lice, sores, etc.) Inform supervisor / health services
- ❑ Shampooing should occur as often as necessary to look good and be smell-free

Shampooing Hair continued

Steps:

Provide for privacy

Prompt or assist person to thoroughly wet hair using warm water

Apply small amount of shampoo to palm of hand and rub hands together. Apply shampoo to all parts of hair.

Prompt /assist person to clean the scalp and distribute the suds throughout hair

Be careful not to get shampoo in eyes – prompt person to shut eyes

Prompt /assist person to rinse hair thoroughly

Repeat process with conditioner

Prompt/assist person to wrap hair with a clean towel

Prompt/assist person to blow dry/set hair. Curling iron, etc.

Style hair in age-appropriate style per the person's choice.

Incontinence

Steps:

Staff provide for privacy & explain what they are doing

Gather supplies: protective brief (if used); washcloth, warm water, soap, towel

Put on disposable gloves

Undress / prompt person to undress where needed.

Remove soiled brief by breaking tapes at the legs first, then the waist. Wrap and discard soiled briefs in proper trash (never bedroom)

Wash and dry peri-anal area with soap & water. Look for red irritated areas on the skin. Remember to wash/wipe front to back.

Unfold new brief. Raise person's buttocks and slide brief under or roll the person to one side. Fold back side flap to edge of brief. Align waist tapes with the small of the back. Tuck brief under buttocks. Roll person to other side and unfold flap.

Pull brief up between legs into crotch area. Pull gathers all the way up into leg creases.

Smooth brief over abdomen to ensure snug fit. The inner porous lining should be next to skin. Do not fold abdominal waist band under.

Fasten the leg tapes first, then waist tapes. Ensure proper fit.

Shaving

- ❑ Do not use electric razor in the same room where oxygen is used or around water.
- ❑ Check all types of razors for chips or rust on blades
- ❑ Discard used razor blades when finished
- ❑ Use only person's personal razor
- ❑ Supervise use of razors closely for safe & correct handling before the person shaves independently
- ❑ Encourage person to do as much for him/herself as possible
- ❑ Honor cultural choices regarding whether or not to shave

Shaving continued

General Steps:

Teach/assist person to locate the best place to shave. A mirror is recommended for shaving face or underarms.

Teach/assist person to check skin for moles, birthmarks or cuts to prevent nicks

Shaving with Non-Electric Razor

Teach/assist:

- ❑ Person to open shaving and remove safety cap from razor
- ❑ Person to wash area to be shaved with warm, soapy water
- ❑ Person to apply shaving cream
- ❑ Person to use fingers of one hand to hold skin tight and shave in the direction the hair grown
- ❑ Person to use short strokes around chin, lips, neck, front & back of knees and under arms
- ❑ Person to rinse razor often to remove hair & shaving cream
- ❑ Person to rinse off remaining shaving cream and dry skin with gentle patting motions when finished
- ❑ Person to apply aftershave or skin lotion if desired
- ❑ Person to store supplies

Shaving with Electric Razor

Teach/assist:

- ❑ Person to plug in razor and turn it on (away from water)
- ❑ Person to use mirror when shaving face/neck or underarms
- ❑ Person in using a gentle, even pressure as they move the razor over skin. Demonstrate who running hand over shaved area can locate missed hairs
- ❑ Person how to turn off razor, unplug and clean hair from blades
- ❑ Person to applying aftershave or skin lotion as desired

Cleaning & Trimming Nails

Individuals with Diabetes require professional assistance with nail care

Individuals with toenail fungus or thick toenails also require professional assistance with nail care

Toenails and fingernails should be kept clean, neatly trimmed, and smooth to prevent injury to skin

Trimming nails too short may cause ingrown toenails

Encourage Participants to do as much as they can

Always obtain permission to assist & explain what you are doing as you are assisting

Cleaning & Trimming Nails cont.

Teach / assist:

- ❑ Person how to soak his/her hands or feet in warm water for at least 5 minutes then wash hands / feet with soap. (soaking softens nails)
- ❑ Person to push nail cuticle back from fingers and toes gently (do not cut off cuticle)
- ❑ Person to clean under nails with cuticle stick or tool on nail clipper
- ❑ Person to change water and wash, rinse, and dry hands or feet
- ❑ Person to use nail clippers or nail scissors to trim toenails straight across. Fingernails can be trimmed with slight curve. Use emery board or nail file to shape and smooth nails as needed / desired

ADL Wrap Up

- ❑ Remember to always obtain permission before touching a Participant or providing physical assistance for ADLs
- ❑ Remember to praise the Participant for all attempts / efforts of self care
- ❑ Remember to report to your supervisor any physical markings / injuries that you see or discover
- ❑ Keep your supervisor and the Participants' QMRP informed of areas where there are skill gaps so appropriate programming / learning opportunities can be put in place.