

PRINTED copies of the Guideline may not be the most recent version.
The **OFFICIAL** version is available on the InsideNet.

IX0800: Personal Care Supplies Best Practice Guidelines

EFFECTIVE DATE: June 2009
REVISED DATE: November 2010
REVIEWED DATE: February 2015, October 2019

1.0 PURPOSE:

To ensure that personal care supplies are not shared and are kept clean and prevent transmission of microorganisms to other patients and healthcare providers.

2.0 DEFINITION

Personal care supplies include items used for bathing, skin care, nail care, oral hygiene, denture care, dressing care and incontinence care.

Included are the following items:

- Skin cleansers.
- Lotions.
- Creams.
- Soaps.
- Razors.
- Toothbrush.
- Toothpaste.
- Denture box.
- Comb and hairbrush.
- Nail file and clippers.
- Dressing supplies.
- Any other articles needed for personal hygiene.

3.0 GENERAL PRINCIPLES:

Personal care supplies should not be shared between patients.

3.1 Acute Care, Rehabilitation units, and Psychiatry units

- Each patient should bring in his/her own personal care items.
- Electric razors should not be shared between patients.
- Personal disposable razors can be used and must be disposed of in designated waste receptacle.
- Nail/foot care equipment must be sterilized between patients.
- Lotions, soaps and creams - Use a 'tongue' depressor or separate cup to dispense to avoid contamination of the bottle and contents.
- Unused products kept at the bedside should not be restocked unless they can first be appropriately cleaned and disinfected. Single-use items must not be reprocessed and must be discarded.

3.2 Residential Care

- Each resident must have his/her own personal care items.
- **Personal care items should be cleaned regularly.**

3.3 Foot care clinics or contractors coming into Interior Health facilities

- Shared foot care equipment must be sterilized between residents/clients. This includes clippers, files, and scissors.

4.0 PROCEDURE

4.1 Labeling

- Each patient's personal supplies should be identified with his/her name and kept at his/her bedside in a clean container (e.g. in a washable cosmetic bag or plastic container). Toothbrush and oral hygiene products should be kept in a separate bag or container at the bedside.
- Patient's personal care items must be sent with the patient when discharged.

4.2 Cleaning and Storage

Lotions:

- Preferably, use lotions in a bottle with a pump and labeled with patients name.

Soaps:

- Bar soap must be kept in a clean, dry soap dish that allows the bar to drain between uses.
- Personal liquid body soap is preferred because it is more easily stored between uses.

Wound/Skin Cleansers:

- Wound and skin cleansers must not be shared. Each patient should have a personal cleanser labeled with the patient name.
- Each resident should have a personal incontinence care cleanser labeled with their name.

Creams:

- Use a tongue depressor to dispense cream from jar to avoid contaminating the cream.

Toothbrush:

- Change every three months and after an illness. Keep in a plastic toothbrush container. Ensure it is stored protected from toilet aerosols.

Denture box:

- Label with patient name. Rinse and dry daily.

Comb and Hairbrush:

- Label with patient name. Clean at the same time as hair is washed. Clean in hot soapy water, rinse and allow to air dry.

Hair Rollers:

- Wash in hot soapy water between residents.

Nail file and clipper:

- Label with patient name. Clean and dry after each use.

Razors:

- Clean electric razors after each use with a personal razor brush. Don't share.
- Personal disposable razors can be used and must be disposed of in designated waste receptacles.

Bedpans:

- Clean and disinfect after each use. Never place on the floor.
- Disposable bedpans are acceptable.

Bowls for washing:

- Clean with soap and water and dry after each use.

5.0 REFERENCE:

- 1) *Infection Prevention and Control Best Practices For Long Term Care and Community Care Including Health Care Offices and Ambulatory Clinics.* June 2007 Sponsored by Canadian Committee on Antibiotic Resistance.
- 2) *Routine Practices and Additional Precautions for Preventing the Transmission of Infection in Health Care Settings;* Public Health Agency of Canada; September 2017.