Perform hand hygiene (WHO Hand Hygiene Moment 3 or 4 after body fluid exposure risk or Hand Hygiene Moment 4 after touching a patient) with ABHR, providing hands are visibly clean.

Ensure you follow local procedures / guidelines for the insertion of the catheter.

Once the urine starts to drain inflate the balloon with the recommended amount of sterile water according to manufacturer’s instructions ensuring the catheter remains in place whilst filling the balloon. Connect catheter to the drainage system.

Ensure the person is comfortable after the procedure and catheter drainage bag is supported. Secure the leg bag is either on a stand or attached to the person’s leg. The catheter should be below the level of the bladder and the valve should not touch the floor.

Wrap all used disposable items in the sterile field drape and place in healthcare waste bag. Remove gloves first and then apron.

Document the procedure in the person’s notes as per local policy and review the need for the catheter daily. A Urinary Catheter Care Passport should be given to the person or anyone involved in the catheter care. Nursing or medical staff must document in the passport details of the insertion and any changes in the management. The need for the catheter to remain in place should be reviewed as outline in the passport.

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A Handy Pocket Guide

For Insertion of an indwelling Urethral Catheter

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ASEPTIC TECHNIQUE

For Insertion of an Indwelling Urethral Catheter (continued)
ASEPTIC TECHNIQUE

For Insertion of an Indwelling Urethral Catheter

Remember insertion of a urinary catheter should only take place if clinically indicated and after discussion with the patient (where possible). Alternatives to catheterisation should be explored.

**STEP 1** CHECK IF CLINICALLY INDICATED

**STEP 2** HAND HYGIENE MOMENT 2

Perform hand hygiene using ABHR (World Health Organisation Hand Hygiene Moment 2 – before clean and aseptic procedures). Put on PPE.

**STEP 3** PREPARE A CLEAN DRY SURFACE

Ensure the dressing trolley is clean. If not, clean following local policy. Remove PPE and carry out hand hygiene.

**STEP 4** GATHER EQUIPMENT

Gather equipment following local procedure. Check you have the correct catheter length – female length catheters must never be used on males. If you are using a leg bag make sure straps are ready for use. Check the packaging is intact and not obviously contaminated. Also that the expiry date remains valid. Use the smallest gauge catheter unless contraindicated.

**STEP 5** EXPLAIN PROCEDURE TO PERSON

Explain the procedure to the person and seek consent. Always introduce yourself to the person and check their identity bracelet (if appropriate).

**STEP 6** PUT ON DISPOSABLE PLASTIC APRON

Put on disposable plastic apron to protect the patient and your clothing. Perform hand hygiene before preparing a sterile field.

**STEP 7** PREPARE A STERILE FIELD

Open the sterile pack ensuring that you only touch the corners and lay it flat to create a sterile field. Open the other equipment required for the procedure and drop on to the sterile field.

**STEP 8** HAND HYGIENE MOMENT 2

Perform hand hygiene using ABHR (World Health Organisation Hand Hygiene Moment 2 – before clean and aseptic procedures), providing hands are visibly clean. Put on sterile gloves.

**STEP 9** CONNECT CATHETER TO DRAINAGE BAG

If local policy, connect catheter to drainage bag or leg bag appliance (unless a pre-connected catheter is used). Place the sterile drape/drapes.

**STEP 10** CLEAN URETHRAL MEATUS

Clean urethral meatus using sterile saline and gauze swab. Clean from clean to less clean using one swab per wipe. Apply sterile anaesthetic gel (if local policy) from a single use package. Ensure it is prescribed following your organisation’s policy.

**STEP 11** REMOVE GLOVES

Remove sterile gloves. Carry out hand hygiene with ABHR.

**STEP 12** APPLY STERILE GLOVES

Apply a second pair of sterile gloves.

**PROCEDURE PHASES:**

- **P** PREPARATION
- **AP** ASEPTIC PROCEDURE
- **PP** POST PROCEDURE