## **CONTENTS**

1.	LEGAL ACTS IN THE PROFESSION OF A NURSE	1
2.	WASTE SEGREGATION	3
3.	HAND HYGIENE AND USING GLOVES	5
4.	POST-EXPOSURE PROCEDURES	15
5.	GENERAL RULES APPLICABLE WHILE PERFORMING NURSING PROCEDURES  Marzena Jaciubek	17
6.	HYGIENIC PROCEDURES	19
	6.1. Making the bed	19
	6.2. Changing the bed linen for a lying patient	30
	6.3. Changing the underwear of a lying patient	38
	6.4. Bathing a patient in bed	40
	6.5. Baby bath	48
	6.6. Percussion	52

6.7.	Washing the head of a severely ill patient lying in bed	54
6.8.	Oral hygiene in a severely ill patient	58
6.9.	Oral suctioning	62
6.10.	Bedpan and urine bottle application	64
6.11.	Changing adult diapers	73
6.12.	Helping the patient to stand up and transfer to a chair, wheelchair or bed	77
	6.12.1. Assisting a patient with at least one functional leg or a weakened patient from the bed to a wheelchair (by one nurse)	78
	6.12.2. Placing a patient with non-functioning limbs or an uncooperative patient from the bed to a wheelchair (by two people)	80
	6.12.3. Moving the patient within the bed	82
6.13.	Positioning the patient in bed	84
	6.13.1. High Fowler's position	84
	6.13.2. Semi-Fowler's position (semi-high)	86
	6.13.3. Lateral position	87
	6.13.3.1. Lateral recumbent position	89
	6.13.3.2. The Sims position (safe) – side-lying with forward rotation <i>Malgorzata Fedak</i>	91
	6.13.4. Prone position  Małgorzata Fedak	93

6.13.5. Supine positions	96
6.13.5.1. Trendelenburg position	98
6.13.5.2. Anti-Trendelenburg position	100
TAKING MEASUREMENTS OF BASIC VITAL AND ANTHROPOMETRIC PARAMETERS	101
7.1. Body temperature measurement	101
7.2. Heart rate measurement	106
7.3. Blood pressure measurement	109
7.4. Breath measurement and observation	112
7.5. Capillary refill test	114
7.6. Saturation	115
7.7. Pain assessment	116
7.8. Anthropometric measurements	117
7.8.1. Height measurement	117
7.8.2. Weight measurement	120
7.8.3. BMI Indicator	122
7.8.4. Measurement of head circumference  Iwona Kluczek	123
7.8.5. Measurement of chest circumference	124
7.8.6. Measurement of waist circumference	125

7.

	7.8.7. Measurement of hip circumference	 126
	7.8.8. Measurement of arm circumference	 126
	7.8.9. Measurement of skinfold thickness	126
	7.8.9.1. Measurement above the triceps muscle	 127
	7.8.9.2. Measurement above the biceps muscle	 127
	7.8.9.3. Skinfold measurement under the subscapular site	127
	7.8.9.4. Skinfold measurement over the suprailiac site	 128
7.9.	Vision screening test	 129
7.10.	Hearing screening	 131
7.11.	Fluid balance	 132
	ROINTESTINAL PROCEDURES	 135
8.1.	Insertion of a gastric tube	 135
8.2.	Gastric lavage	 138
8.3.	Enteral nutrition	 140
	8.3.1. Feeding the patient through a gastric tube	 140
	8.3.2. Feeding the patient through a gastrostomy tube	 142
8.4.	Rectal procedures	 145
	3.4.1. Cleansing enema	145
	8.4.2. Laxative enema	149

8.4.3. Therapeutic enema  Magdalena Musioł	15
8.4.4. Rectal infusion	154
8.4.5. Rectal tube for flatus relief	157
8.5. Stoma	. 159
8.5.1. Stoma bag replacement	159
8.5.2. Skin care around stoma	16
9. ANTI-INFLAMMATORY TREATMENTS	. 163
9.1. Introduction	. 163
9.2. Warm compress	. 165
9.3. Cold compress	. 167
9.4. Wet cold compress	. 169
9.5. Medical cups	. 171
10. ADMINISTRATION OF MEDICATIONS	. 175
10.1. General rules for storage, preparation and administration of medications	. 175
10.2. Oral administration of medications	. 177
<b>10.3.</b> Administration of medications sublingually/buccally	. 179
<b>10.4.</b> Administration of medications through the mucous membranes . <i>Iwona Kluczek</i>	. 181
10.4.1. Administering of medications to the eye	181

	10.4.2.	Conjunctival sac irrigation	18.
	10.4.3.	Administration of medications into the ear Iwona Kluczek	185
	10.4.4.	Ear irrigation	187
	10.4.5.	Administration of medications into the nose Iwona Kluczek	189
	10.4.6.	Administration of a suppository per rectum	192
	10.4.7.	Administration of drugs vaginally	193
10.5.		istration of medications through the respiratory system	195
	10.5.1.	Inhalation	195
	10.5.2.	Oxygen administration  Katarzyna Majka	199
	10.5.3.	Postural drainage	202
10.6.		administration of medications	206
	10.6.1.	Applying medications onto the skin	206
	10.6.2.	Transdermal therapeutic system	209
11. COLLI	ECTING na Jaciul	SAMPLES FOR TESTING	213
11.1.		general examination and culture	213
11.2.		r urine collection	216
11.3.		nalysis	217
11.4.		n analysis Sulewska	219

	11.5.		swab	221
	11.6.		swab	223
	11.7.		d/ulcer swab	225
	11.8.		swab	228
	11.9.		swab	231
12.	Józefa	Czarnec	ATMENTS	233
	12.1.		les of asepsis and antisepsis	233
	12.2.		istration of medications by injection	235
	12.3.		ermal injection	251
		12.3.1.	Allergy test with crystalline penicillin	257
		12.3.2.	Tuberculin sensitivity test	259
	12.4.		taneous injections	263
		12.4.1.	Subcutaneous injections	263
		12.4.2.	Low molecular weight heparin injection using a pre-filled syringe	268
		12.4.3.	Administration of insulin with a pen injector	273
		12.4.4.	Inserting a subcutaneous butterfly needle (long-term)  Marzena Jaciubek	278

12.5.	Intramuscular injection	281
12.6.	Venous blood sampling	288
12.7.	Venipuncture for medication administration using an injection needle	298
12.8.	Capillary blood measurement with a glucometer	301
12.9.	Insertion of a peripheral intravenous cannula	305
12.10.	Intravenous administration of medications through a venflon $\it Mirella  Sulewska$	321
12.11.	Intravenous infusion	324
12.12.	Infusion pump	331
12.13.	Wound dressing	335
	12.13.1. Changing the dressing on a clean wound	335
	12.13.2. Changing the dressing on an infected wound	337
	12.13.3. Wound irrigation	340
12.14.	The use of sterile gloves	344
12.15.	Urinary catheterisation	351
	12.15.1. Removal of the urinary catheter from the bladder	360
AND	LIFE SUPPORT (BLS) IN ADULTS AUTOMATIC EXTERNAL DEFIBRILLATION (AED)	363

ANNEXES										367
Annex I.	Calculation of medications doses Małgorzata Fedak									367
Annex II.	Characteristics of injections performed Marzena Jaciubek	by	the	nı	urse	· .				369
Annex III.	Routes of medications administration . Katarzyna Majka									370
Annex IV.	Medical documentation									371
	Characteristics of rectal procedures									376
LITERATUR	RE									379