

# Documentation and Core Nursing Skills

## ***Bed Making***

As a temporary nurse aide, you are responsible for caring for all items in a resident's room, especially the bed. Making a neat, wrinkle-free bed is important for the resident's comfort and dignity. It also helps prevent skin irritation and breakdown. Most residents can get out of bed while you make it.

Follow these guidelines when making any bed:

- Always ask the resident's permission first.
- Wear gloves if the linen is soiled.
- Raise the bed to a good working height.
- Make one side of the bed at a time to reduce the steps you have to take.
- When making an occupied bed, always roll a resident toward you, which is safer than rolling the resident away from you.
- Make sure there are no wrinkles.
- Follow the facility's policy about when to change linens. Often the routine is a complete change of linens once or twice a week or when soiled.
- Keep soiled linens away from your uniform.
- Never put linens on the floor. Follow the facility's policy for putting soiled linen in proper laundry bags.

## 4-1: Making an Unoccupied Bed

### REMEMBER: BE AWARE

#### ITEMS NEEDED

- Two flat sheets or one fitted and one flat sheet
- Draw sheet (if used)
- Pillow cases
- Blanket
- Bedspread

- 1 Look for any belongings in the bed. Residents may fall asleep with personal belongings under the pillow or in the bed.
- 2 Lower the head of the bed and raise the bed to a comfortable position for you to work, usually about hip level.
- 3 Remove the bedspread and any blankets. Fold them and place on the chair.
- 4 Remove soiled linen, including the pillow case. Loosen sheets from under the mattress and carefully roll them into a ball, keeping the soiled side inside and away from your body. (This keeps the cleaner side closer to you and prevents the spread of organisms from dirty linens.) Place the soiled sheets in the laundry bag.
- 5 Check the mattress for any soiling or wetness. Wash and dry it with paper towels if necessary. Change the mattress pad if it is soiled or scheduled for change.

#### TO REPLACE A FITTED SHEET:

- 1 Starting at the top corner of the mattress, fit the corner of the sheet over the edge of the mattress, then go to the bottom of the bed on the same side and fit the sheet over that edge. Do not shake the linen while unfolding it. (Shaking the linen raises dust and organisms.)
- 2 Go to the opposite corner at the top of the bed and fit the sheet over that edge, and then move to the bottom of the bed and wrap the sheet over the last exposed mattress corner. The sheet should fit the mattress snugly.

#### TO USE A FLAT SHEET AS THE BOTTOM SHEET:

- 1 Unfold the flat sheet lengthwise down the center of the bed. Do not shake the linen while unfolding it. (Shaking linen raises dust and organisms.)



- 2 Place the hem seams toward the mattress. This keeps rough edges away from the resident.



- 3 Slide the sheet so that the hem is even with the foot of the mattress. Keep the fold in the exact center of the bed. (You want the extra length of sheet at the top to tuck it under the mattress).



- 4 Open the sheet from the fold so that the sheet covers the entire mattress and hangs evenly on both sides. Tuck the top hem in tightly under the mattress at the head of the bed by lifting the mattress and sliding the sheet under the mattress.



- 5** Make a mitered corner (also called a hospital corner). Face the side of the bed. Pick up the top of the sheet hanging down the side of the bed, and lay it on top of the bed so it looks like a triangle. Tuck the remaining sheet under the mattress. Drop the section of sheet from on top of the bed over the side of the bed, and tuck it in. Repeat for the other three corners.



- 6** Tuck the remaining sheet under the mattress neatly.



#### IF A DRAW SHEET IS USED:

*A draw sheet is often used for residents needing help with moving and positioning, or sometimes to keep bottom sheets clean and dry.*

- 1** Unfold the sheet and place it in the center of the bed so that it covers the middle part of the bed.
- 2** Tuck in the draw sheet on the side where you are working. You may also place any needed disposable incontinence pads over the draw sheet.

#### TO REPLACE THE TOP SHEET AND BEDSPREAD:

- 1** Place the top sheet on the bed. The wide hem should be even with the head of the mattress, with the seam on the outside. When you fold the hem over, the smooth side will be next to the resident's skin, preventing irritation from any rough edges. The excess sheet will be over the foot of the bed.



- 2** Open the sheet from the fold so that the sheet covers the entire mattress and hangs evenly on both sides.
- 3** Place the bedspread on top of the sheet so that it hangs evenly on both sides. Make sure that the sheet does not stick out below the bedspread on the sides.
- 4** Tuck in the sheet and bedspread at the foot of the bed, making mitered corners on both sides.

- 5** Smooth the sheet and bedspread from the bottom to the top of the bed, and fold down the top hem of the sheet over the bedspread.



#### To replace the pillow case:

- 1** Hold the center of the closed end of the pillow case with your hand and turn it inside out over your hand.



- 2** Grab the pillow with your hand inside the pillowcase and slide the case over the pillow. Make sure that the corners of the pillow fit into the corners of the case.



- 3** Place the pillow(s) at the head of the bed, and fold the spread over them.

#### TO FINISH:

- 1** Place the folded blanket at the foot of the bed or in the closet, if the resident prefers.
- 2** Lower the bed to its normal position.

**REMEMBER: UNDERSTAND**

DISCLAIMER: AHCA/NCAL has created this course to assist providers to recruit and train temporary staff during the national emergency caused by the coronavirus pandemic. Federal and/or state requirements may need to be waived to permit individuals under this training program in your location. Employers should check with their state survey agencies and their state occupational licensing agencies where applicable to ensure individuals trained under this program are permitted to assist with care in your location.