

## Rectal Suppository Administration

As an NDIS provider, Life Without Barriers (LWB) must comply with the NDIS Practice Standards and Quality Indicators to deliver high quality and safe High Intensity Daily Personal Activities (HIDPA) support. In addition, trainers should use the [High Intensity Support Skills Descriptors](#) to ensure the training they offer equips LWB staff with the skills and knowledge expected to provide high-intensity supports.

To support this, on the next page is a table to guide Appropriately Qualified Health Practitioners (AQHP) in the training requirements regarding the provision of complex bowel care.

When training LWB staff in rectal suppository administration, please include ALL the essential elements relevant to the person's plan and support task.

You will be asked to complete an endorsement following training to confirm the following:

- you have accessed the NDIS LWB 5634 HIDPA Rectal Suppository Administration - Training Essentials (this document)
- you have accessed the relevant LWB HIDPA Support Procedure
- names of staff member/s you trained in the person's plan and support task
- that the staff member/s were assessed as competent and effectively demonstrated skills, knowledge and understanding associated with the plan, or whether further training is required.

If you have any additional questions regarding the training and requirements of our staff, please contact our Professional Learning Team at [LearningDMH@lwb.org.au](mailto:LearningDMH@lwb.org.au).

Thank you for working in partnership with LWB to maintain the safety and wellbeing of the people we support and assist us in complying with the [NDIS Practice Standards and Quality Indicators](#) related to the provision of complex bowel care.

Essential Training Element	Training Outcome LWB staff members will practically demonstrate:
Understands the anatomy of the lower gastrointestinal tract, the purpose of and complications associated with the procedures	An understanding of the basic anatomy of the lower gastrointestinal tract
	An understanding of the need and purpose for rectal suppository administration.
	An understanding of the person’s Bowel Care Plan, including when and what action is required
	An understanding of any complications associated with the procedure
Emergency Response	Knowledge of when to stop the procedure and what action to take
Administer Rectal Suppository Administration as per the person’s plan	How to check the person’s Bowel Care Plan, read medication orders and check medication – the name of the person, dose, route and doctor’s signature
	How to wash hands and put on appropriate PPE
	How to ask the person if they want to use the toilet before the procedure
	How to gather equipment and prepare the area
	How to check the suppository and lubricant for the name of the medication and ensure that the suppository is intact and within the expiry date
	How to remove the suppository from its foil wrapping and apply lubricant to the correct end of the suppository
	How to reassure the person throughout the procedure
	How to separate the person’s buttocks to expose the anus and gently insert the suppository
	How to administer the suppository by gently pushing the suppository just past the anal sphincter.

Essential Training Element	Training Outcome LWB staff members will practically demonstrate:
	Encourage the person not to strain or try to use their bowels for about 15 minutes
	On completion of the procedure, how to assist the person into a comfortable position
	How to help with using the toilet if and when required
	How to monitor the person for distress and complications throughout the procedure
Shows respect for the individual and works with them to make the process comfortable	Ensuring support practice respects the person throughout the process.
	An explanation to the person of each step to be taken and seek their consent before performing any tasks
	Actively involving the person in their support, as outlined in their plan, and to their chosen level
	How to assist the person in removing and replacing clothing before and after the procedure
	How to assist the person into the correct position for the procedure and reassure them throughout the process
Health, Safety and Environment	How to follow hygiene and infection control procedures. For example, they wash their hands and put on appropriate PPE before commencing activities
	How to clean and dispose of all equipment and waste appropriately
	Appropriate and accurate documentation