

CAREGIVING

EXPLORATORY COURSE



PIVOT 4A

LEARNER'S MATERIAL

Technology and Livelihood Education

Caregiving-Exploratory Course

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Tools, Equipment, and Paraphernalia in Caregiving

WEEK

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Lesson

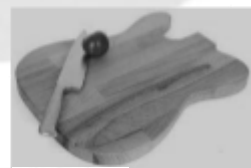
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In this lesson, you will be able to identify caregiving tools, equipment, and paraphernalia applicable to a specific job and classify equipment, tools, and paraphernalia according to types, and functions.

The very basic of caregiving is to be familiar with equipment, tools, and paraphernalia according to types, and functions. *Tools* are devices especially one held in the hand. These are used to carry out a particular function while *equipment* refers to the tools that are used while performing the task in order to complete it. Meanwhile, apparatus is the technical equipment or machinery needed for a particular activity or purpose. Paraphernalia most commonly refers to a group of apparatus, equipment or furnishing used for a particular activity. These basic materials need always to be sterilized to make them free from bacteria or other living microorganisms.

Common Tools, Equipment, and Paraphernalia Used in Meal Preparation

- **air pot** - a vessel usually rounded which is used for holding liquid to maintain heat or coldness.
- **blender** - a kitchen and laboratory appliance which is used to mix, puree, or emulsify food and other substances
- **coffee maker** - an electric countertop appliance that brews hot coffee automatically.
- **chopping board** - a flat, wooden, or plastic board where meats or vegetables can be cut.
- **electric knife** - a kitchen device which is used for slicing food. It requires less physical effort than an ordinary knife and makes neater slices.



Tools, Equipment, and Paraphernalia for Cleaning, Washing, and Ironing



- **bottle sterilizer** - an apparatus which is used in destructing microorganisms in containers like feeding bottle through boiling.



- **broom** - a tool which is used for sweeping dirt. It consists of twigs and bristles bound together and attached to a handle.



- **hanger** - resembles the shape of a person's shoulders and is used to hang garments on.



- **dishwasher** is a mechanical device for cleaning dishes, eating utensils and pots.



- **dryer** - a machine or apparatus that removes moisture through ventilation or heat.



- **dustpan** - a handled pan or scoop into which dust is swept.



- **duster** - a cloth or brush which is used in removing dirt and dust.



- **flat iron** - an electric appliance which is used along with an ironing board, to iron or press clothing, fabric or draperies.



- **ironing board** - a long, narrow padded board, often with collapsible supporting legs, used as a working surface for ironing.



- **laundry basket** - a hamper that is used for holding dirty clothes for washing or wet clothes for drying. It may also be used for sorting clean clothes to be fold- ed.



- **vacuum cleaner** - an electrical appliance which is used for cleaning floors, carpets, and furniture by suction.



- **washing machine** - an electric appliance which is used for washing clothes and linen.

Tools, Equipment, and Paraphernalia for Taking Vital Signs



- **BP Apparatus Aneroid (sphygmomanometer)** - an aneroid unit is mercury free and consists of a cuff that can be applied with one hand for self-testing; a stethoscope that is built in or attached; and a valve that inflates and deflates automatically with the data displayed on an easy-to-read gauge that will function in any position.



- **BP Apparatus Mercurial (sphygmomanometer)** - A mercury-based unit has a manually inflatable cuff attached by tubing to the unit that is calibrated in millimeters of mercury. During blood pressure measure- ment, the unit must be kept upright on a flat surface and the gauge read at eye level.



- **BP Apparatus Digital (sphygmomanometer)** - A digi- tal unit is mercury free and consists of a cuff that can be applied with one hand for self-testing; a stetho- scope that is built in or attached; and a valve that in- flates and deflates automatically with the data dis- played on the LCD



- **Stethoscope** - A stethoscope is an instrument which is used for listening to the action of the heart, lungs, etc., usually consisting of a circular piece placed against the chest, with tubes leading to earpieces.



- **Thermometer** - A thermometer is an instrument for measuring temperature.

D

Learning Task 1: Identify the tools, equipment, or paraphernalia in Caregiving described in each item. Write the answer in your notebook.

- _____ 1. It destructs microorganisms in containers.
- _____ 2. It is a multi tasking tool used in preparing food.
- _____ 3. It removes moisture through ventilation.
- _____ 4. It is used for listening to the action of the heart, lungs etc.
- _____ 5. It is an instrument for grasping and holding.

Learning Task 2: Group the following tools, equipment, and paraphernalia according to their classifications. Write each word in the appropriate box. Do this in your notebook.

Dryer
Sphygmomanometer
Ironing board

Electric knife
Food Processor
Stethoscope

Iron
Ladle
Thermometer

Used for meal preparation	Used for cleaning, laundry, and ironing	Used for taking vital signs
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Learning Task 3: Make a list of the different tools, equipment and paraphernalia that may be found in your home. Identify the function of each and determine whether or not this can be used in a health care environment.

Tools, equipment, and paraphernalia	Functions	Can these be used in a health care environment? Write yes or no

A

Learning Task 4: Choose the correct answer. Write your answer on a separate sheet of paper.

1. What tool is used in grasping and holding food ?
A. Food Tongs B. Ladle C. Knives D. Spoon
2. Which of the following meal preparation tools is used in serving food specially broth or soup
A. Food Tongs B. Ladle C. Knives D. Spoon
3. An apparatus that removes moisture through ventilation or heat.
A. Washing Machine C. Dryer
B. Ironing board D. Flat Iron
4. Which of the following instrument is used for listening to the action of the heart, lungs, etc.?
A. Thermometer C. Stethoscope
B. Sphygmomanometer D. BP Apparatus
5. What is the used of a laundry basket?
A. for ironing the cloth C. for washing
B. for sorting cloth D. for hanging cloth

Using Tools, Equipment and Paraphernalia

Lesson

I

After knowing the tools, equipment and paraphernalia in caregiving, in this lesson, you will study how to use caregiving tools, equipment and paraphernalia properly. You will be able to use equipment, tools and paraphernalia are used properly based on the task requirement.

Operating Caregiving Equipment, Tools and Paraphernalia

Now that you have successfully identified the different equipment, tools, and paraphernalia used in providing health care, it is a must that you master the proper utilization of each. As an efficient and dependable caregiver, you must learn the procedures in operating them, since you will be expected to use them in your particular job.

Common Equipment in Meal Preparation

Blender



1. Choose a flat, dry surface on which to operate your blender.
2. Make sure that all the parts are placed in their appropriate places before operating.
3. Put the pitcher onto the base and plug the blender.
4. Place the ingredients in the pitcher and put the lid on firmly.
5. Start operating by choosing the setting appropriate for the task you are going to do.
6. You may add food or ingredients through the secondary lid while the blender is running.

Bottle Sterilizer



1. Place the recommended amount of water as specified in the manufacturer's instructional manual. Then, plug in the unit.
2. Place the bottle upside down (use the prongs to support them individually). Place the nipples, nipple rings and caps in such a way that they do not touch each other. Either prop them between the lower prongs, or place them on the supplied surface.
3. Cover the sterilizer and turn on the unit. Sterilization typically takes about 10 minutes with an automatic cycle that raises water temperature to a sufficient level to kill off any bacteria (212 degrees Fahrenheit). Once this cycle ends, the unit automatically begins to cool.

Some models or units will not allow you to open the cover until the cooling cycle is completed.

4. Unplug the unit.
5. Remove the feeding bottles from the sterilizer.
6. Clean the sterilizer based on the manufacturer's specifications.

Common Equipment in Cleaning, Laundry, and Ironing

Flat Iron



1. Check the label of every garment before ironing. This is necessary as some fabrics need special care instructions.
2. Unfold your ironing board near the outlet. Plug in your iron and choose the appropriate setting based on the material of the clothes you are ironing.
3. Preheating the flat iron should be done before starting. You will have to wait about 2-5 minutes to let the iron warm up.
4. Stretch the garment across the ironing board to make sure it is flat.
5. Run the iron over one part of the garment such as the hem just to be sure that it is not too hot.
6. Move the iron over the pants, blouse, or shirt and take note of pleats and pockets. For the shirts, start with the collar next to the sleeves, and then the shirt itself. For pants and shorts, start with the inside then the out side of the pants starting from the waistband down. Generally, skirt and dresses are ironed from the top to the hem. If there are pleats, iron from the bottom and work upward with fast strokes. Each pleat should be pressed individually. Hang each garment that you have ironed to keep it from wrinkling again.
7. Unplug the iron and allow the unit to cool before storing it.

Washing Machine



1. The very first step in washing is sorting the clothes of your client. Separate white and light-colored from dark-colored clothes. Also, they should be sorted according to their material. Wash clothes with heavy fabrics together and clothes with light fabrics together.
2. Put detergent into the washing machine. Let the detergent go to the bottom of the washing machine.

3. Put the clothes loosely into the washing machine.
4. Load the laundry as high as the manufacturer specifies or to the top row of holes in the tub.
5. Close the lid and choose the setting of the washing machine according to what you are washing.
6. Turn on the machine. Let the unit work through all of the cycles. Wait for the machine to turn off before you unload the washed laundry.
7. Load the next batch of clothes and do steps 5 and 6 again until you are done with the laundry.
8. Turn off and unplug the unit.

Common Equipment in Taking the Vital Sign

When caring for an infant, toddler, child, elderly or person with special needs, measuring the vital signs is of utmost concern. This is also a concern of your client. Hence, he/she has the right to know her vital signs.

This lesson will walk you through the basics of taking two of the important measurements. As you learn the different processes, you will also get your hands on the crucial pointers necessary in obtaining an accurate reading. But first, let us talk about vital signs. Vital signs are bodily functions that reflect the body's state of health and are easily measurable: body temperature, pulse rate, respiratory rate, and blood pressure. In some cases, the fifth vital sign is considered to be the pain that a person experiences.

Thermometer

Body temperature is a measurement of the amount of heat in the body. The balance between heat produced and heat lost is the body temperature. The normal adult body temperature is 37 degrees Celsius. There is a normal range in which a person's body temperature may vary and still be considered normal. Take a look at these normal ranges of body temperature:

- ***Oral: 36.4 to 37.2 degrees Celsius***
- ***Rectal: 37 to 37.8 degrees Celsius***
- ***Axillaries: 35.9 to 36.7 degrees Celsius***

The following are the different types of thermometers:

Clinical Thermometer— used to measure human body temperature. Most made in the 20th century are mercury-in-glass thermometers. They are accurate and sensitive, having a narrow place where the mercury level rises very fast. A kink in the tube stops the mercury level from falling on its own.



Digital thermometer are temperature-sensing instruments that are easily portable, have permanent probes, and a convenient digital display.

Digital Ear thermometers is also known as Tympanic thermometers, use an infrared ray to measure the temperature inside the ear canal when positioned properly, it is quick and generally comfortable for children and adults.



Infrared thermometer is a thermometer which infers temperature from a portion of the thermal radiation sometimes called black-body radiation emitted by the object being measured. A non-contact thermometer to describe the device's ability to measure temperature from a distance.

Rectal thermometer is taking a person's temperature by inserting a thermometer into the rectum via the anus. It is often used sparingly and primarily on infants, children, or adults for whom taking an oral temperature would risk injury or be inaccurate.

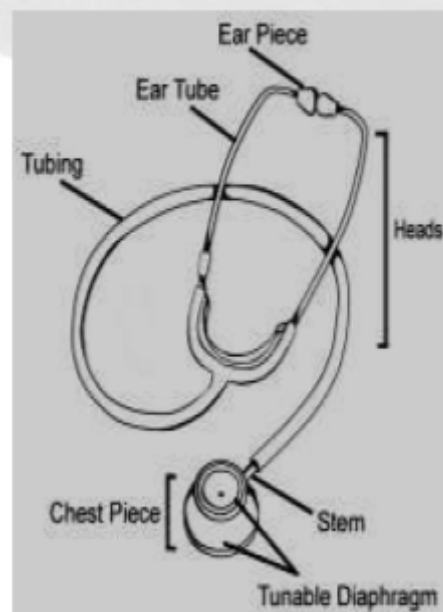


Using a Digital Thermometer (armpit)

1. Wash your hands and take the thermometer from its holder.
2. Clean the probe (pointed end) of the thermometer with rubbing alcohol or soap and then rinse it in cool water.
3. Inform the client that you are going to take his temperature under the armpit.
4. Place the thermometer under the client's armpit. (You may have to hold the thermometer specially if your client is very sick and weak that he/she cannot even hold the thermometer with his/her armpit.)
5. Leave the thermometer in place until the thermometer signals it is finished. When the thermometer beeps, it means that it can be removed.
6. Remove the thermometer carefully and read the temperature on the digital display. Clean the tip of the thermometer with a cotton ball soaked in alcohol. Put the thermometer's tip cover. Place the thermometer in its container.
7. Record the reading and wash your hands.

BP Apparatus

Another important measurement that you should learn to take is the blood pressure. **Blood pressure** is the force of the blood pushing against the walls of the blood vessels. The heart contracts as it pumps the blood into the arteries. When the heart is contracting, the pressure is highest. This pressure is what we know as the systolic pressure. Now, as the heart relaxes between each contraction, the pressure decreases. When the heart is at its most relaxed state, the pressure is lowest. And we call this diastolic pressure. The following steps will help you measure blood pressure accurately.



1. Wash your hands and prepare the equipment you will use.
2. Introduce yourself and let the patient/client know the procedure to be done.
3. Sanitize the earpieces of the stethoscope with an antiseptic pad.
4. Ask your client to rest quietly. Have him/her lie down or sit on a chair whichever is more comfortable for him/her.
5. If you are using a mercurial apparatus, the measuring scale should be within the level of your eyes.
6. Expose the arm of your client by rolling the sleeves up. Have your client's arm from the elbow down to rest fully extended on the bed or the arm of a chair.
7. Unroll the cuff, loosen the screw and squeeze the cuff with your hands to remove air completely.
8. Wrap the cuff around your client's arm above the elbow, not too tight or too loose.
9. Find your client's brachial pulse at the inside of the elbow. Hold the diaphragm there and inflate the cuff until the pulse disappears. Take note of the reading and immediately deflate the cuff. This is the client's approximate systolic reading and is called the palpated systolic pressure.
10. Place the stethoscope's earpieces into your ears and place the diaphragm on the brachial pulse.
11. Turn the screw to close it. Inflate the cuff until the dial points to 30 mm above the palpated systolic pressure.
12. Turn the screw to open it. Let the air escape slowly until the sound of the pulse comes back. Take note of the calibration that the pointer passes as you hear the first sound. This indicates the systolic pressure.
13. You have to continue releasing the air from the cuff. When you hear the sounds change to something softer and faster and disappear, take note of the calibration. This is now the diastolic pressure.
14. Deflate the cuff completely. Remove it from the arm of your client and record the reading on the client's chart.
15. Wipe the earpieces of the stethoscope with an antiseptic pad and place the equipment back to their proper place and wash your hands.



Learning Task 1: Arrange the steps in using the blender. Write number 1 for the first step, 2 for the second step and so on. Write your answer in your notebook.

Steps in using the Blender

- ☐ A. Put the pitcher into the base and plug the blender.
- ☐ B. Choose a flat, dry surface on which to operate your blender.
- ☐ C. Place the ingredients in the pitcher and put the lid on firmly.
- ☐ D. You may add food or ingredients through the secondary lid while the blender is running.
- ☐ E. Clean the blender after use.
- ☐ F. Start operating by choosing the setting appropriate for the task you are going to do.
- ☐ G. Make sure that all the parts are placed in their appropriate places before operating.

E

Learning Task 2: Choose the letter of the best answer. Write your answer on your notebook.

1. What is the balance between heat produced and heat lost in the body?
 - A. Pulse rate
 - B. Body temperature
 - C. Respiratory rate
 - D. Blood pressure
2. This type of thermometer uses mercury and, therefore, is considered unsafe to use.
 - A. Ear thermometer
 - B. Infrared thermometer
 - C. Digital thermometer
 - D. Clinical thermometer
3. Which of the following is not proper when operating a blender?
 - A. Operating a blender in a dry, flat surface
 - B. Plugging the blender first before putting the pitcher onto the base
 - C. Choosing the setting appropriate for the specified task
 - D. Placing all the parts of the blender in their appropriate places before operating
4. The kind of temperature when the thermometer is placed under the armpit.
 - A. Oral temperature
 - B. Rectal temperature
 - C. Axillary temperature
 - D. None of the above
5. These should be checked before ironing as some fabrics need special care instructions.
 - A. Labels of the garments to be ironed
 - B. Pleats and pockets of skirts
 - C. Collars and sleeves of shirts
 - D. Pants waistbands

A

Learning Task 3: Find any equipment, tools, or paraphernalia at home. Prepare them for use by identifying and demonstrating the function of each item through pictures. Complete the table below in a separate sheet of paper.

Task to be undertaken	Equipment , tool or paraphernalia to be used	Function of the equipment, tool or paraphernalia	Functionality		Remarks
			Functional	Defective	
1					
2					
3					
4					
5					

Perform After Care Activities for Tools, Equipment and Paraphernalia in Caregiving

Lesson

I

In this lesson, you will study how to perform aftercare activities for tools, equipment and paraphernalia: clean, store, check tools, equipment and paraphernalia regularly for orderliness/ tidiness and carry out routine maintenance as per Standard Operating Procedures (SOP).

Cleaning, caring for, and storing tools, equipment, and paraphernalia are tasks that all caregivers shall undertake. It is not easy to do these, but with concern for the people and environment where one works for, doing them seem to be motivating.

As a future caregiver, you should be aware that this job entails dependability on your part. It is your duty to ensure that all tools, equipment, and paraphernalia are cleaned and stored properly. In addition, it is your task to observe a maintenance schedule for these. This involves doing the preservation yourself by using the equipment as it should be. Of course, part of this important job is to call and arrange for a repair service not only when needed, but when the timetable is set.

Maintaining tools, equipment, and paraphernalia becomes worthy of note because of the satisfaction a caregiver feels when he/she realizes the valuable benefits of the responsibility.

Caring for Tools, Equipment and Paraphernalia

In dealing with tools, equipment, and paraphernalia, attention to details is the best means to prevent future problems from happening. It is a must, therefore, that tools, equipment and paraphernalia are properly cleaned and stored after usage. In addition, a maintenance schedule should be in place to make sure that they will operate efficiently. As a future caregiver, it will be to your advantage if you check them daily to help avoid jams, leakages, or breakdowns. It is, of course, necessary that you follow the usage and maintenance instructions from the manufacturer. It would be wise also to keep the same for future reference. Now, it is time for you to get going and walk your way through the following steps that you must carry out to ensure that your tools, equipment and paraphernalia will work properly.

Cleaning a blender

1. Clean the funnel and blender lid with liquid soap and water. Rinse well with water and use a clean towel to dry them.
2. Put about $\frac{3}{4}$ hot water into the blender jar and squirt a small amount of dish soap about $\frac{1}{2}$ teaspoon. You might want to add a tablespoon of baking soda to the water also to remove odor and stains. This will also aid in loosening tough food particles.
3. Turn on the blender and let it run at high speed for about 20 seconds. Doing this works well to get the blender clean.

4. If there are really sticky and dried messes in your blender, repeat the second and third steps a few times until the mess is dissolved.
 5. You need to rinse well the jar with hot water and towel dry carefully, or you may turn it upside down on a clean, dry towel or dish strainer to air dry.
 6. If your blade assembly is removable, remove it and rinse it with hot water. Wipe it dry with a clean towel. Make sure that it is completely dry. Of course, you have to be very careful when doing this so that you will not cut yourself while drying the blades.
 7. Remove the dirt of a steel base blender with glass cleaner or a mixture of half vinegar and half water placed in a spray bottle. All you have to do is spray it on and wipe with a soft cloth.
 8. If your blender base is plastic, you can use a damp soapy rag, or an all purpose kitchen spray cleaner, or a mixture of baking soda and water.
 9. It is acceptable to use a damp rag to wipe the electric cord also. But you have to be sure to unplug the base first. In addition, be sure not to get the electric plug wet.
 10. It is important that you wipe the countertop where the blender is placed. ll.
- Protect the blender with a fabric cover.

Cleaning and storing food tongs

1. Wash food tongs as soon as you are finished using it to prevent food particles from sticking to it
2. Wipe it dry with a clean cloth.
3. Since you will frequently use food tongs, store it inside a kitchen cabinet draw- er.

Cleaning and storing microwave oven

1. Unplug the microwave oven.
2. In a microwave safe bowl, mix ½ cup of water and ½ cup of vinegar (white vinegar, apple cider or any type of vinegar will do). Put the bowl inside the oven and cook on high for about 2 minutes. The mixture of water and vinegar will aid in re- moving dirt and foul odors from the inside of the oven.
3. Remove the bowl from the oven. As you open the oven, be very careful because steam will be coming out. Also the bowl will be most likely very hot.
4. Remove the splattered grease and food inside the ov- en using a sponge.
5. Wipe the outside of the oven with water and mild de- tergent.
6. Wipe the oven dry with a clean cloth.
7. It is important that you wipe the countertop where the oven is placed.
8. Protect the oven with a fabric cover.



Cleaning an iron

1. Clean inside of the iron (for steam iron).

If your iron automatically decals water using a replaceable filter, you just have to make sure to replace your filter on the recommended schedule. Some irons may need to be descaled manually. Mix one part of water and one part of vinegar and pour into the water chamber of the iron. The iron will steam out this solution. Then repeat the process this time with plain water.

2. Clean non-coated soleplates.

Use baking soda or metal polish cleaner to clean the sole plate.

Use extra fine steel wool for plates that need extra help. However, this should only be done as a last resort.

3. Clean non-stick soleplates.

Use clean soft cloth, warm water and mild detergent for non-stick coated irons. For non-stick coated irons, clean with a soft cloth, warm water, and mild detergent. Always wait until your iron is completely cool and unplugged before cleaning it. Never use an abrasive cleaner because it will wear away the coating on your iron.

Cleaning and storing an ironing board

1. Remove the ironing board cover and pad.
2. Wipe the entire ironing board down with a damp cloth. Since most ironing boards are made of metal, be sure to dry the board thoroughly to prevent rust.
3. Spot clean the ironing board cover with a slightly damp cloth. Most ironing board covers are coated with a scorch and stain protect, so cleaning should be easy.
4. Replace the ironing board's cover by stretching it evenly on top of the ironing board and making sure it doesn't form any wrinkles that could leave marks on clothes. Be sure the surface of the ironing board is completely dry before reattaching the pad and cover.
5. Fold down the ironing board and store in a place where it will be safe from bumping and falling.

Cleaning and caring for a washing machine

1. Wipe the top, front and sides of the washing machine with spray cleaner and paper towels.
2. Wipe the underside of the lid with spray cleaner and a couple of paper towels.
3. It is time to clean the basin or the container of the washer. Fill it with hot water, 2 cups of lemon or lime juice (for rust problems) or 2 cups of vinegar for odor problems. If both problems are present, you have to run a cycle of each.
4. For the second time, fill the washer with hot water on the largest load setting. Put 2 cups of bleach to the water to help in removing stains. Run a wash and rinse cycle.
5. Fill the washer with plain water and run one more cycle to rinse away any residue.
6. Clean the bleach dispenser by soaking it in a bucket of warm water. When the buildup has loosened, remove the dispenser from the pad and place on a paper towel. Wipe away any remaining dirt with the use of spray cleaner and paper towels. Dry the dispenser and return to the original place in the machine.
7. Clean the outside of the hoses with a cloth and spray cleaner.
8. When the washer has completely dried, place its lid back. Mop the floor specially the portion where the washer stands.

Cleaning and storing a sterilizer

1. Remove the racks of the sterilizer. Wipe the interior with a clean, damp sponge.
2. Put 1 cup of white vinegar into the sterilizer.
3. Turn on the sterilizer and allow it to run through its cycle. When the cycle is done, unplug the sterilizer and allow it to cool down, then pour any remaining liquid down the sink.
4. Wash the interior well with cool water and use a clean sponge to remove any build-up that came loose as a result of the cleaning process.
5. Plug again the sterilizer and add the regular amount of water you use for normal sterilization. Run a cycle with just this water. This will remove the remaining traces of vinegar from the unit.
6. Unplug the sterilizer, let it cool down and then pour any remaining liquid down the sink. Rinse the sterilizer one last time with cool water and a sponge. Put back the racks inside the sterilizer.
7. When the sterilizer has cooled down completely, place it in a kitchen cabinet.

Cleaning and storing a sphygmomanometer

1. You may clean the aneroid gauge, valve, and inflation bulb by wiping with slightly dampened cloth or alcohol pad.
2. Integrated One-Piece Cuff: You may safely clean the cuffs with a damp cloth (70% alcohol or 0.5% bleach solution may be used) or washed in warm water (140°F / 60°C maximum) with mild detergent.

Before laundering the cuff:

1. Take off the inflation bulb and valve from the cuff.
2. Make sure to close off the end of the tubing with tube plug accessory.
3. Also, close off the cuff port with cuff port.

Laundering the cuff:

1. When using a washing machine, use gentle cycle, warm water, and mild detergent.
2. Completely air dry the cuff and reassemble the components.
3. Keep the unit in its protective case after cleaning/using.

Cleaning and storing a stethoscope

1. If you need to disinfect your stethoscope, you may wipe it with a 70% isopropyl alcohol solution.
2. Wipe down stethoscope starting at the earpieces (which helps prevent the spread of ear infections if you are not the only person using it), continuing down the tubing, and ending around the bell and diaphragm. Take the diaphragm apart to remove dust, lint, or debris and clean it well before reassembling it.
3. Store the unit in its protective case after using.

Cleaning and storing a thermometer

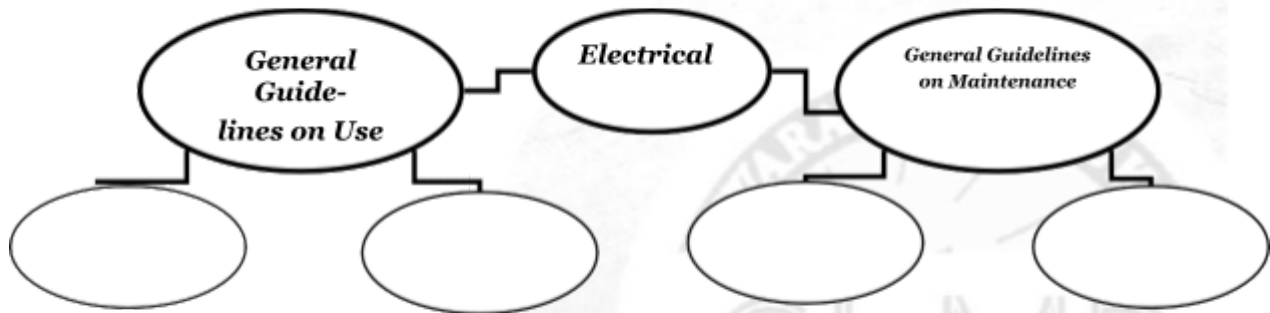
1. Clean the tip of the thermometer by using isopropyl alcohol and water.
2. Wipe away any lubricant from the digital thermometer with a tissue or a paper towel.
3. Store the unit in some protective case when you don't use it.

Cleaning and storing an electric knife

1. Turn off and unplug the electric knife.
2. Detach the cord from the knife. If the cord is not detachable, you have to be more careful so that the cord does not get wet. Wash the blade with water and detergent
3. Rinse the blade well and wipe with a clean cloth. Then, wipe the exterior with a damp cloth followed by a dry one.
4. Place the knife inside its box and store in a kitchen cabinet.

D

Learning Task 1: Fill in the blank ovals with answers on general guide- lines on the use and maintenance of electrical equipment. Write your an- swer on your notebook.



E

Learning Task 2: Answer the table below by indicating the cleaning supplies/ materials used in performing the given tasks. Write your answer on your note- book.

Tools, equipment and paraphernalia in Caregiving	Supplies/Materials Used	Safety Precautions to be observed
Blender		
Iron		
Ironing board		
Stethoscope		
Thermometer		
Sterilizer		

A

Learning Task 3: Read and complete the following clauses into meaningful state- ments. Write your answers in your notebook.

*It is important that*_____.

*In this lesson, I learn that*_____.

*I understand and realize that*_____.

Identify Hazards and Risks

Lesson

I

In this lesson, you will learn how to identify hazards and risks, determine hazard and risks indicators in the workplace and effects.

Hazard and Risks

Hazard is anything that may cause harm to an individual, such as chemicals, electricity, open drawers, and inadequate ventilation.

Risk is the possibility that somebody could be harmed by these and other hazards and the indication of how serious the harm can be.

Occupational Health and Safety

Occupational Health and Safety is the campaign and maintenance of the well-being of workers in every occupation. It talks about providing a safe working environment to achieve an injury-free workplace and a healthy atmosphere that protects every worker against illness. As an effect, it may also protect co-workers, family members, clients, and other members of the community who are affected by the workplace environment.

Types of Hazards

Physical hazards are the most normal occurrences in workplaces. They are usually easy to detect, however, very often are neglected because people are too accustomed to them. Another reason may be due to lack of knowledge or people do not see situations as hazards.

Examples of physical hazards that a caregiver may be exposed to:

Electrical hazards: Even in day care institutions or nursing homes where care should be of utmost concern, improper wiring and frayed cords may still go unnoticed. Misuse of electrical equipment also happens in any type of work environment.

Endless loud noise: If one is going to work in a nursing home, frequent noise from patients who are suffering from depression is definitely hazard.

Spills on floors or tripping hazards: There are times when even the caregivers themselves do not mind spills on floors. This, definitely, poses hazard to everyone.

Some of the Effects of Physical Hazards

- Fire
- Decreased efficiency
- Annoyance
- Falls
-

Biological hazards come from working with animals, people or infectious materials. This is, therefore, one of the most common hazards that a caregiver faces. If one is working in a day care, hospital, hotel laundry, nursing home, laboratories, he/she may be exposed to biological hazards.

Examples of physical hazards that a caregiver may be exposed to:

- | | |
|----------------------------|---------------------|
| blood or other body fluids | fungi |
| bacteria and viruses | contaminated wastes |

Some of the Effects of Biological Hazards

- | | | |
|--------------|------------------|---------|
| Infections | skin irritations | allergy |
| Tuberculosis | AIDS | |

Ergonomic hazards occur when a caregiver's nature of work, body posi-

tion and working conditions put pressure on his/her body. It is difficult to spot this type of hazard, because caregivers do not immediately notice the effect to their bodies. At first, sore muscles may be experienced. But long term exposure to this type of hazard can cause musculoskeletal problems.

Examples of ergonomic hazards that a caregiver may be exposed to:

- performing tasks that require lifting heavy loads
- too much bending and reaching
- standing for long periods of time
- holding body parts for long period of time
- awkward movements, especially if they are repetitive
- repeating the same movements over and over

Some of the Effects of Ergonomic Hazards

- pain in the shoulders
- back injury
- too much impact on wrist and hands
- numbness in some parts of the body
- muscle cramps

Chemical hazards are present when a worker is exposed to any chemical preparation in the workplace in any form (solid, liquid or gas). There may be chemicals which are safe, but some caregivers who are sensitive to solutions may cause skin irritation, illness or breathing problems.

Examples of chemical hazards that a caregiver may be exposed to:

- liquids like cleaning products
- disinfecting solutions

Effects of Chemical Hazards

- Lung diseases
- Difficulty in breathing
- Allergy

Psychological Hazards take place when a caregiver's work environment becomes stressful or demanding.

Examples of psychological hazards that a caregiver may be exposed to:

- Burnout fatigue and on call duty
- Unreasonable expectations from patients or clients
- Verbal abuse from dissatisfied clients
- Unreasonable expectations from supervisors and management.

Some of the Effects of Psychological Hazards

- Depression
- Anxiety
- Loss of confidence
- Loss of concentration at work
- Deterioration of performance at work

Recognizing Hazards and Risks in the Workplace

Hazards and risks vary from one workplace to another. Even in day care or nursing homes where work routines may be the same, hazards will differ depending on the type of building the establishment is situated, and the attitudes of caregivers, clients, or employers.

The good news is hazards and risks can be prevented! However, before thinking about what control measures are needed, first a caregiver has to know whether there are health and safety problems in his/her workplace. So, how can someone identify the hazards in the workplace?

The following are some ways for a caregiver to determine health and safety problems:

A caregiver should observe the workplace.

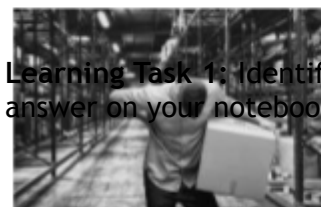
A caregiver may examine complaints from his/her co-workers. A caregiver should check accident records.

A caregiver should examine chart on results of inspections done by the employers or private organizations.

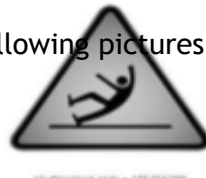
A caregiver may use checklists and inspect the workplace.

A caregiver may study reports or any other vital information about the nursing home.

D



Learning Task 1: Identify the following pictures of different hazards. Write your answer on your notebook.



1. _____

2. _____



3. _____

4. _____

5. _____

Learning Task 2: Walk around your house and list down possible hazards and risks that you may find. Explain why these things that you have identified or listed pose danger to the members of your family. Follow the format given. Write your answer on your notebook.

Possible hazard/risk	Reason/s why it poses danger to my family and I

A

Learning Task 3: Read and complete the following clauses into meaningful state-ments. Write your answers in your notebook.

It is important that _____.
In this lesson, I learn that _____.
I understand and realize that _____.

Evaluating and Controlling Hazards and Risks

Lesson

I

In this lesson, you will learn to follow Occupational Health and Safety (OHS) procedures in dealing with and for controlling hazards and risks and establish organizational protocol in providing appropriate assistance in workplace emergencies

Evaluating and Controlling Hazards and Risks

Once you recognize a hazard in the workplace, then you can proceed with risk assessment, that is focusing on the risks that really matter in the workplace. Evaluating hazards and risks is the process of determining the level of risk created by the hazard and the likelihood of injury or illness occurring. Most of the time, simple measures can be done, with no trouble, to control risks. An example of this is making sure that cabinet drawers are kept closed so that people do not trip.

Needless to say, the concern for control increases as the recognized level of risk increases. A person identifying the risk of harm or injury from a hazard in a nursing home or day care should consider these questions:

- how likely it is that a hazard will cause harm;
- how serious that harm is likely to be;
- how often (and how many) workers are exposed.

It is a must that you have a record of every risk assessment done. If a certain accident or damage happens again, it might be that you will trace back the original records to check if the assessment overlooked a potential hazard. Assessing or evaluating the hazards and risks is crucial in making a decision on the mode of control to be used.

Control Hazards and Risks

It is possible that workplace hazards can be controlled by a variety of methods. Of course, the very reason why hazards should be controlled is to prevent workers from being exposed to occupational hazards. Hazard control comes in different processes. But one method may be more effective than the others.

When we speak of controlling hazards and risks, it means settling on the measure that will solve the trouble most successfully. There are five major categories of control measures: elimination, substitution, engineering controls, administrative controls and personal protective equipment.

- Eliminating a hazard means removing it completely.
- Substitution is replacing or substituting a hazardous agent or work process with a less dangerous one.
- Engineering control may mean changing a piece of machinery or a work process to reduce exposure to a hazard.
- Administrative Control may mean working a limited number of hours in hazardous area is an example of an administrative control.
- Personal Protective Equipment includes ear and eye protection, respirators and protective clothing.

Obviously, the best method of controlling hazards and risks is through elimination. That is to take away or to get rid of the hazard. However, more often than not, this is not possible. So, employers make use of any of the remaining control measures. The general rule is that the use of personal protective equipment (PPE) should be the last alternative in controlling hazards and risks in a workplace. Alt-

though it is said that the best method of control measure is through elimination of hazards, a very good technique for a safe and healthy environment is through the utilization of a combination of methods.

Practical Ways to Prevent Hazards and Risks

A. Closer Look at Electricity

- Ensure that all electrical equipment you use is in good condition.
- Check electrical cords and make sure they are not frayed.
- Dry your hands before attempting to use any electrical equipment.
- Do not attempt to change fuses unless you know what you are doing.
- Do not turn on all appliances at the same time just because you want to save time.

Use of Personal Protective Equipment

Caregivers should religiously abide by the following to prevent biological hazards from happening:

Wear gown that is long enough to cover your clothing. Because the outside of the gown is considered contaminated, this should not be touched when it is removed. A gown that is wet is, of course, considered contaminated also. A caregiver should wear a clean gown every client care. In case the gown is not available, apron should be worn to mask clothing during client contact.

Masks should fit comfortably over the nose and mouth. The same with a gown or apron, a wet mask is considered contaminated. The front of the mask is also contaminated. Masks should not be worn around the neck. For each client contact, a clean mask should be used.

Gloves should be used when issue on contamination is present. Also, when a caregiver has open wound on the hands, it is a must that he/she use gloves. The outside of the gloves should not be touched when removed as this is considered contaminated.

Proper Hand washing

As you touch people, tables, chairs, books, sinks, handrails, and other objects and surfaces, there is a possibility that you contaminate your hands. The germs that have accumulated when touching things may be the means for you to get sick and spread illness to others.

The importance of hand washing comes in. It is by far the best and simplest way to prevent germs from spreading and to keep the people around you from getting sick. Though it is said that hand washing is the first line of defense against the spread of illnesses, you should be aware of the proper way of doing it. Otherwise, you may just be wasting your time doing it because you do not really wipe out what should be eliminated. The following steps will help you in performing proper hand washing to rid yourself of germs in no time.

1. Prepare your materials before washing your hands: paper towel, bar or liquid soap.
2. Turn on the faucet and wet wrists and hands thoroughly. Use a generous amount of soap.
3. Rub your hands together and between fingers. Be sure to use friction when washing as this helps in cleaning your hands. Do not forget the surface of your hands, palms, the spaces within the fingers and above the wrists. Do this process for at least 20 seconds. You might want to sing happy birthday twice slowly to make sure you attained the minimum number of seconds in washing your hands.
4. Clean your nails by rubbing the soap later through them. If your nails are long (it is advisable that health care workers do not grow their nails long), use a

- soft stick or the nails of the other hand to remove the dirt under them.
5. Rinse your hands thoroughly under running water. Remember to rinse from above the wrist down to the fingers.
 6. Use a paper towel to dry hands and discard immediately.
 7. Use a new paper towel to close faucet being careful not to contaminate your hands. This paper towel should be discarded right away.

Put a stop to Ergonomic Hazard

- Avoid twisting the body.
- Bend knees if it is needed.
- Avoid too much stretching when reaching for something.
- Use a ladder when reaching for hard-to-reach materials or objects.
- Ask for help from someone if the task cannot be done by one person.

D

Learning Task 1: Write True if the statement is correct, or False if it is incorrect. Write your answer on your notebook.

1. _____Twisting the body when doing a task is important to avoid ergonomic hazard.
2. _____Proper hand washing is the first line of defense against the spread of illness to other people.
3. _____A wet gown is considered contaminated.
4. _____The best method of control measure is through substitution.
5. _____Providing improved tools and equipment to workers to prevent hazard is an example of engineering control .

E

Learning Task 2: Draw your own poster with a theme < Hand washing to fight COVID-19=. You will be graded with the following criteria. Use an oslo paper for this activity.

Criteria	Score
Relevance to the Theme	30 %
Originality	25%
Creativity	20%
Color Harmony	15%
Visual Impact	10%
Total	100%

A

Learning Task 3: Read and complete the following clauses into meaningful state- ments. Write your answers in your notebook.

*It is important that*_____.

*In this lesson, I learn that*_____.

*I understand and realize that*_____.



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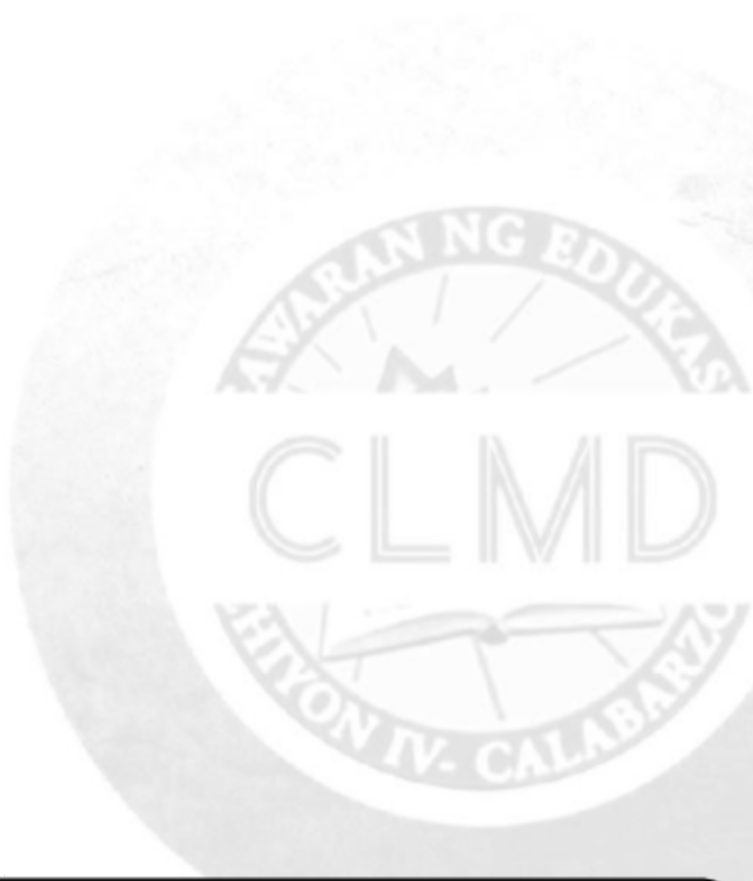
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