

Procedure #2: Measuring Intake and Output

Equipment

- Intake and output (I&O) form at bedside
- I&O graphic record in chart
- Glass or cup
- Bedpan or urinal bedside commode
- Graduated container for output
- Nonsterile gloves
- Sign at bedside stating client is on I&O

ACTION

1. Wash hands/hand hygiene.
2. Explain the rules of I&O record. All fluids taken orally must be recorded on the client's I&O form (sometimes called a fluid balance flow sheet).
 - Client must void into bedpan or urinal, not into toilet (see Figure 33-17).
 - Toilet tissue should be disposed of in plastic lined container, not in bedpan.



3. Measure all oral fluids in accord with institution policy; for example, cup 150 mL, glass 240 mL. Record all IV fluids as they are infused (Figure).



4. Record time and amount of all fluid intake in the designated space on bedside form (oral, tube feedings, IV fluids).
5. Transfer 8-hour total fluid intake from bedside I&O record to graphic sheet or 24-hour I&O record on client's chart.
6. Record all fluid intake in the appropriate column of the 24-hour record.
7. Complete 24-hour intake record by adding all 8-hour totals.

Nursing -Practices -4th Stage -2nd Semester
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OUTPUT

8. Apply nonsterile gloves

9. Empty urinal, bedpan, or Foley drainage bag (see Figure) into graduated container or commode "hat" (see Figure).



10. Remove gloves. Wash hands/hand hygiene.
11. Record time and amount of output (urine, drainage from nasogastric tube, drainage tube) on I&O record.
12. Transfer 8-hour output totals to graphic sheet or 24-hour I&O record on the client's chart.
13. Complete 24-hour output record by totaling all 8-hour totals
14. Wash hands/hand hygiene.