

# Manual Evacuation

Manual evacuation (also known as rectal clear) is used for people with a non-reflex bowel. Stool is emptied by gently inserting a finger into the rectum and removing it. This procedure is usually done every day or every other day. The time and how often will depend on the individual's needs.

## How to Do a Manual Evacuation

### 1. Gather supplies.

- Gloves
- Plastic bag to throw waste in
- Soap and water
- Washcloth and towel
- Toilet paper
- Lubricant
- Underpads if done in bed
- Raised toilet seat, commode chair, shower chair



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**2. Wash hands**

**3. Prepare all needed supplies and place on a towel.**

**4. Position yourself.** This may be done in the bathroom on one of the seating devices pictured above. If done in bed, lie on left side and place an underpad under the buttocks area. You may find it helpful to prop up on your elbow or place padding up under your left side.

**5. Put gloves on both hands.**

**6. Place lubricant on your finger and do a rectal clear before putting in the suppository.** Place a small amount of lubricant on the tip of the suppository.

**7. Put suppository into the rectum. Do not push suppository into stool.**

**8. Leave the suppository in place for at least 30 minutes.**

**9. If able, transfer to a commode chair, raised toilet seat or Activeaid.**

**10. If not able to transfer, stay on left side and do a rectal clearing onto the underpad.** Many people find it easier when propped up on their side with pillows or up on their elbow.

**11. When no more stool comes out, clean buttocks and rectal area with toilet paper and then soap and water; dry well.**

**12. Flush toilet or throw out waste.**

**13. Wash hands.**