

SELF-CARE SKILLS

Markéta Fridrichová
and Střední škola Olgy Havlové team



Iceland 
Liechtenstein
Norway grants



Střední škola
Olgy Havlové
Janské Lázně

The brochure is a part of the "In My Own Way" project, funded by the EEA Grants programme, through which Iceland, Liechtenstein and Norway contribute to reducing economic and social disparities in the European Economic Area and strengthening cooperation with 15 European countries.

Project number: EHP-CZ-ICP-4-017

Programme: Education

Project type: Institutional Cooperation

Programme Operator: Czech National Agency for Int. Education and Research

Period of implementation: 1 August 2022 - 31 January 2024

Partner institution: Fretex Pluss AS, Norway

The project is based on the cooperation between Střední škola Olgy Havlové and the Norwegian social enterprise Fretex Pluss AS. The aim of the cooperation is to help young people with intellectual disabilities to successfully integrate into society by strengthening their personal and civic skills. The project is intended to promote awareness of personal rights and opportunities among these young people, to help them become self-sufficient and self-confident. The intention is to create pedagogical resources (courses and manuals with guides) and visual products that could be used in both Czech and Norwegian environments and that could be adapted according to the needs of the target group.

Sebeobslužné dovednosti

Text by Markéta Fridrichová

Illustration by David Konopáč and author's archive

This brochure has been created by the staff of Střední škola Olgy Havlové

Published by Střední škola Olgy Havlové, Janské Lázně (www.ssoh.cz). First edition. Janské Lázně 2023

This handbook is published under a Creative Commons License (CC BY-NC 2.0)

At physician's - prevention	4
General practitioner	5
At the dentist (stomatologist)	7
At the eye doctor (ophthalmologist)	10
At the female doctor (gynecologist)	12
Kvíz - prevence	16
Zdravý životní styl	18
Nemoci	24
Úraz	27
Léčba doma, léčba v nemocnici	33
Péče o vlasy	38
Péče o tělo	41
Péče o chrup	46
Péče o nehty	49
Péče o pleť	51
Péče o vousy a tělo - holení	54
Dámské hygienické pomůcky	56
Žehlení prádla	59
Utírání prachu	61
Praní a sušení prádla	64
Mytí nádobí	69
Mytí koupelny a WC	73
Luxování a vytírání	76
Kalendář úklidu	79

What is a preventive checkup?

"So the body is working well."



We have only one body for the lifetime. To keep it **healthy for the longest period of time**, we need to care for it.

We **care** for it with the **correct lifestyle** and **exercise**. We need to prevent illnesses as well. To avoid illness, we go to a physician for preventive checkups.



At physician's - prevention

A preventive checkup is a regular visit at your physician's.

Where does it take place?

A regular checkup takes place at your general practitioner's, stomatologist's, ophthalmologist's. There is also a gynecologist for women.

How often should you attend a preventive checkup?

Recommended periods:

general practitioner:	once per two years
stomatologist:	once per year
ophthalmologist:	once per three years
gynecologist:	once per year

What are your rights?

In Czech Republic, you have the right to choose your physician.

You have the right to be informed about a method and a kind of checkup.

You have the right to have privacy during a checkup.

At physician's - prevention

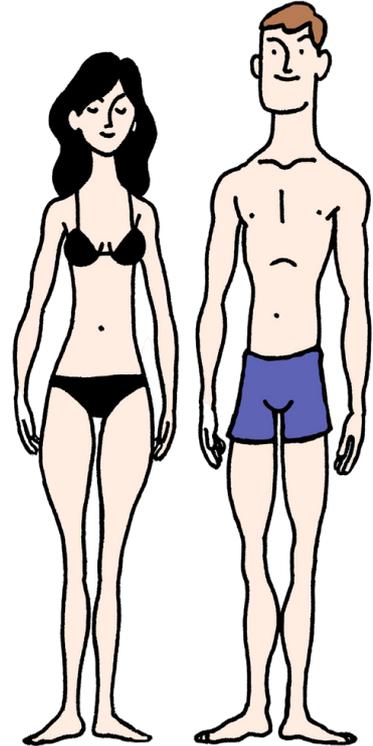
General practitioner specializes in children and young people up to 18 years of age.

For people older than 18 years, it is a **general practitioner for adults**.

For young people, a preventive checkup is similar to the one for adults.

A preventive checkup involves:

- health consultation,
- blood sampling,
- listening with a stethoscope,
- examination by palpation.



Jak probíhá preventivní prohlídka?

Health state consultancy

The physician is going to ask you how you feel and whether your body is ok.

If you have any problem with your body or you are in pain, do not be scared and tell the physician.



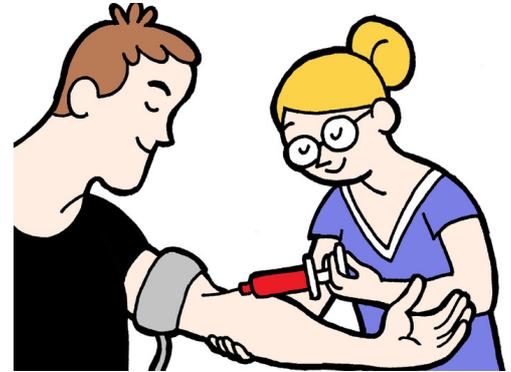
Taking a blood sample

Blood sampling usually takes place on a different day than the preventive checkup itself.

Sampling is done by a nurse early in the morning.

The sugar level is being measured in the blood. That is why **we cannot eat before the sampling.**

It is helpful to drink a lot of fluids.



Examination with a stethoscope



A stethoscope is a physician's instrument that is used to listen to **the heart and lungs.**

The physician can check whether your heart beats as it is supposed to.

The physician is going to listen to the front and back of the chest

Examination by palpation

The physician is going to examine your **neck nodes** or your **belly.**



AT THE DENTIST (STOMATOLOGIST)

Preventive check-ups

For preventive check-ups, children come to the dentist **2 times a year**, **adults** aged 18 years or above **1 time per year**. We also visit the dentist when we have a toothache.

At a preventive check-up at the dentist you **may expect**:

- interview with a doctor,
- examination of the condition of your teeth,
- solving of any problems.



AT THE DENTIST (STOMATOLOGIST)

Jak probíhá preventivní prohlídka?

Interview with a doctor

- The dentist will ask you if everything is fine and if anything hurts you.
- Do not be afraid to tell your doctor if you suffer from pain or other dental problems.

Examination of the condition of your teeth

- First lie down in a comfortable bed,
- the doctor will ask you to open your mouth and the doctor will examine your teeth with a special tool,
- do not worry, this examination does **not hurt**,
- so that the dentist can see well, a special light will shine above you, the doctor may be assisted by a nurse during the examination

Solving dental problems

If the doctor finds **tartar** or **caries** or another problem, they will arrange a new date with you when they will solve the problem, or he will treat you immediately.

It may refer to:

- tooth caries treatment,
- tartar treatment with ultrasound,
- the need to pull out a tooth.



AT THE DENTIST (STOMATOLOGIST)

Ošetření zubů

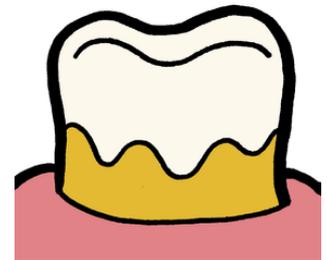
Treatment of tooth caries

- The dentist first cleans the tooth.
- The dentist removes the caries with a special drill, which is usually painful, so your doctor may offer you an injection after which you will not feel the procedure.
- In the meantime, the nurse prepares a special mass with which the doctor fills the hole left by the tooth caries.
- Then the doctor shines a light on the filling to make it as firm as a tooth.



Treatment of tartar

- Tartar treatment usually takes place at a **dental hygienist**.
- The dental hygienist does not only deal with the treatment of tartar, they also help with **gum** problems, teaches you how to **brush your teeth properly**, helps even if your teeth are **sensitive**.

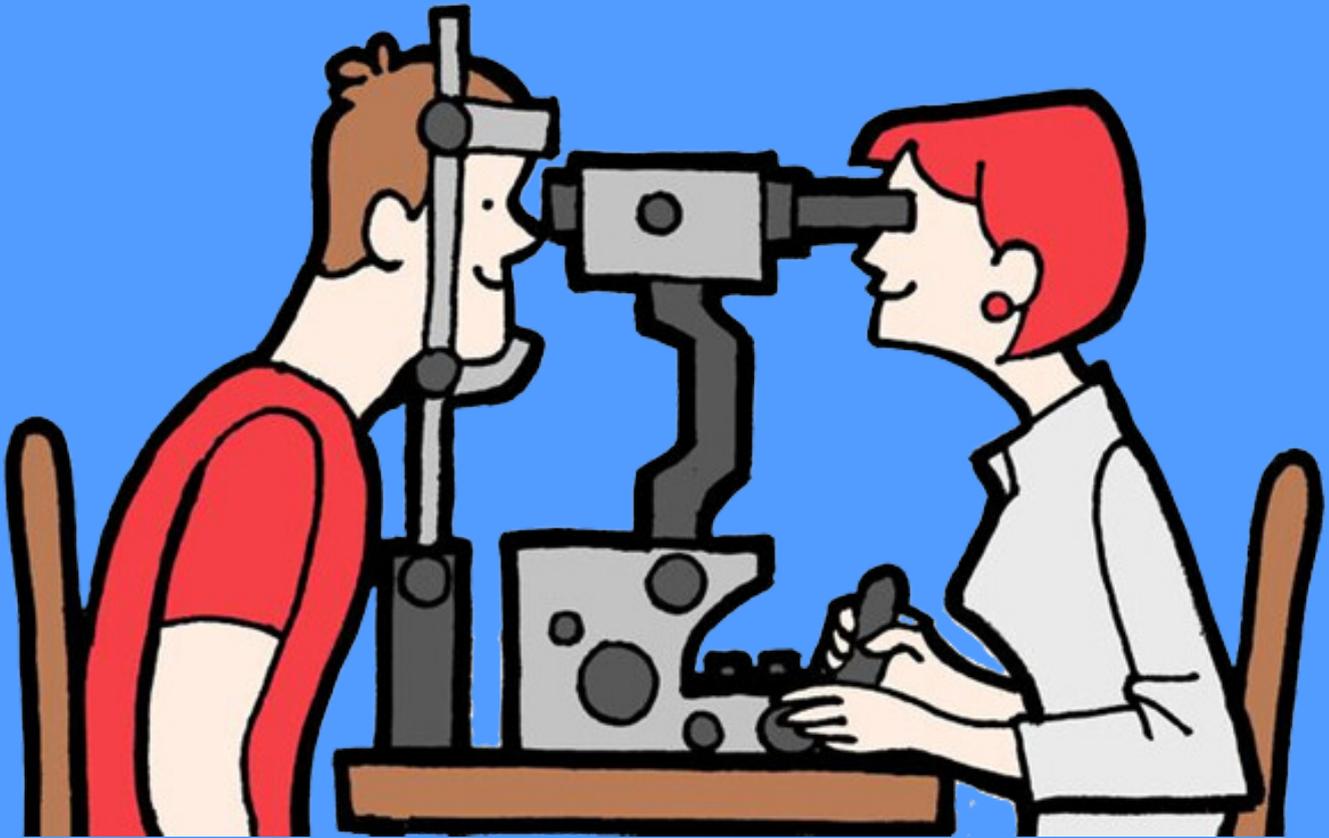


Tooth extraction

- The tooth and its surroundings must first be anesthetized by the dentist with an injection.
- When the tooth is numb, the dentist pulls out the tooth with a dental forceps. (Do not worry, you will only feel pressure.) However, thanks to anesthesia, nothing will hurt you.
- After the tooth is extracted, the doctor will insert a roll of gauze into the wound, as the wound may bleed for a while.
- The doctor will recommend you not to eat anything for several hours.
- After the numbness subsides, the area may be painful. You can prevent this by giving timely pain medication recommended by your doctor.

AT THE EYE DOCTOR (OPHTHALMOLOGIST)

Jak probíhá preventivní prohlídka?



Preventive check-ups

In the ambulance you can meet many devices with the help of which eyesight is examined. Examination on any of them is **not painful**.

Interview with a doctor – your doctor **may ask you** for information about:

- current visual difficulties,
- accidents or operations,
- your general health (what are you being treated for, what medications you are taking),
- eye defects of your parents.

AT THE EYE DOCTOR (OPHTHALMOLOGIST)

Jak vylepšit zrak?

Optical aids for vision correction

Sometimes the eyesight does not work as it should. For example, you may have difficulty seeing an object in the distance, this is called **nearsightedness**, or you may not read the text right in front of you, which is called **farsightedness**.

Visual impairment can also be combined. So you may have trouble seeing near and far at the same time.

These eye defects can be well treated with optical aids.

These can be **glasses** or **contact lenses**.

The right type of glasses will be prescribed to you by your **eye doctor**.



In the optics, the optician will help you choose the right shape of frames for your face, explain everything about glasses, including how to care for the glasses.

Opticians also practice putting on and removing contact lenses if you choose this variant of eye correction.

AT THE FEMALE DOCTOR (GYNECOLOGIST)

Jak probíhá preventivní prohlídka?

Preventivní prohlídka

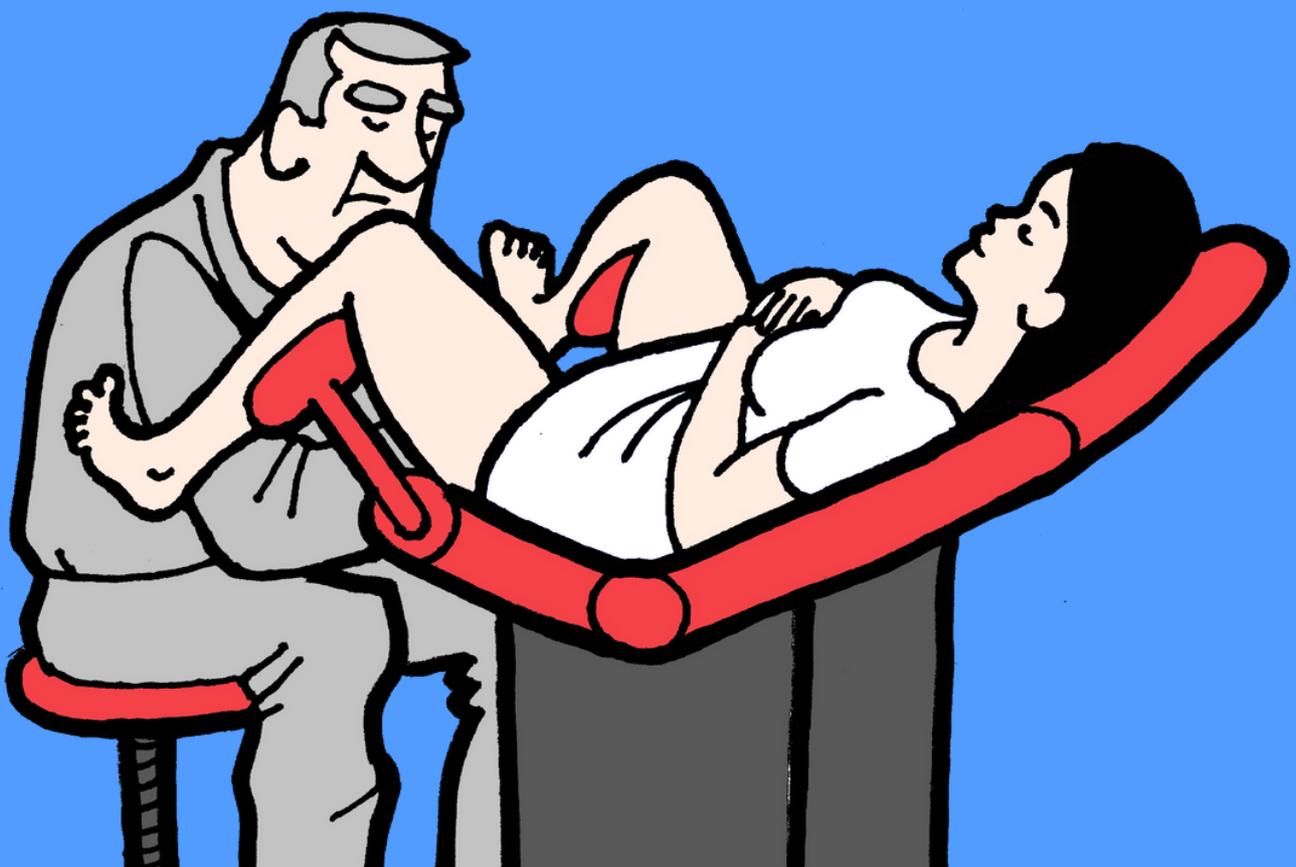
Gynecologist - commonly known as a "female doctor", cares about woman's health from adolescence throughout her life, especially during motherhood.

In the Czech Republic, it is recommended to a woman to go for a preventive check-up once a year.

A check-up can prevent the development of some serious diseases.

What can you expect from a female doctor?

- **Talking about your health with a nurse.**
- **Interview with a doctor.**
- **Examination by a doctor.**



Interview with a nurse/Interview with a doctor

Interview with a nurse

- What is your weight, height?
- Date of your last period?

Interview with a doctor

- After talking to a nurse, your doctor will invite you.
- A doctor may ask you if everything is okay or if you have any problems. Do not be afraid to talk about your problems

The examination

- The examination takes place on a special chair.
- It consists of several parts:
 - swab with a special stick,
 - palpation of the abdomen,
 - ultrasound examination.
- The doctor will always describe what will happen at the moment, you do not have to worry, none of these examinations is painful (you may just feel



Pregnancy

Pregnancy is the period of a woman when a new human being is formed in her body. The fetus (baby) develops in the womb approximately for 40 weeks - 9 months.

Pregnancy begins when a female egg is fertilized by a male sperm. It is divided into three phases which are called trimesters.

1. trimester - begins with the fertilization of the egg and ends in the 13th week of pregnancy

- **Pregnancy symptoms such as nausea, loss of appetite, vomiting, mood swings, changes of appetite, fatigue appear**
- **- At the end of the first trimester, a blood test and ultrasound are made**



2. trimester - begins at 14 weeks and ends at 27 weeks of pregnancy.

- **A woman usually feels good during this period, the baby grows and develops.**
- **- During this period, another blood test and ultrasound are made.**
- **- Around 20 weeks, the mother may start to feel the baby's first movements.**

Jak probíhá lékařská péče před a po porodu?

Druhá část těhotenství

3. trimester - beings at 28 weeks of pregnancy and ends with childbirth.

- The baby is already fully developed and grows.
- In this period, the position of the child is also stabilized - upside down.
- - If necessary, an ultrasound examination is also made in this period.

Throughout the whole pregnancy, a woman visits her female doctor for regular check-ups. Initially it is once a month. Approximately from the 37 week it is on week. A „pregnancy card“, in which the doctor w records of the course of pregnancy, is issued to a woman.



Pregnancy ends with the childbirth.

Childbirth

Childbirth is the termination of pregnancy when the baby leaves the woman's uterus.

On average, a baby is born between 37 and 42 weeks of pregnancy.

The baby can be born naturally - natural birth, or by c-section operatively.

The birth usually takes place in a mater assistance of a midwife and a doctor .

The doctor at the birth ensures that the bir



Refresh everything you have learned in the topic



How often is it appropriate to visit a doctor preventively in the Czech Republic? Can you find a suitable pair?

General practitioner	1x in 1 year
Dentist	1x in 3 years
Ophthalmologist	1x in 1 year
Gynecology	1x in 2 years



Choose from the offered words and complete the sentence:

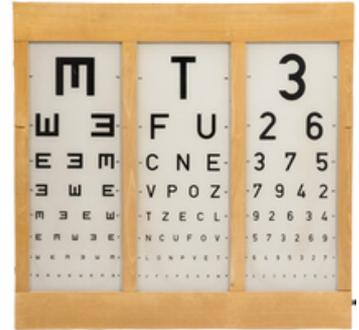
- 1) Before taking of blood , it is necessary to supply the body with enough.....**
- 2) Regular visits to the doctor are also called**
- 3) A stethoscope is an instrument with which a doctor examines the heart and**
- 4) Hardened plaque on the teeth that cannot be cleaned with a toothbrush is also called**
- 5) A tooth that cannot be repaired must be**
- 6) The dentist anesthetizes the tooth before the procedure by**

PULLED OUT TARTAR LUNGS PREVENTION FLUIDS INJECTION



In which surgery could you find the following tools? Connect.

Dental practice



General practitioner's office



Eye surgery



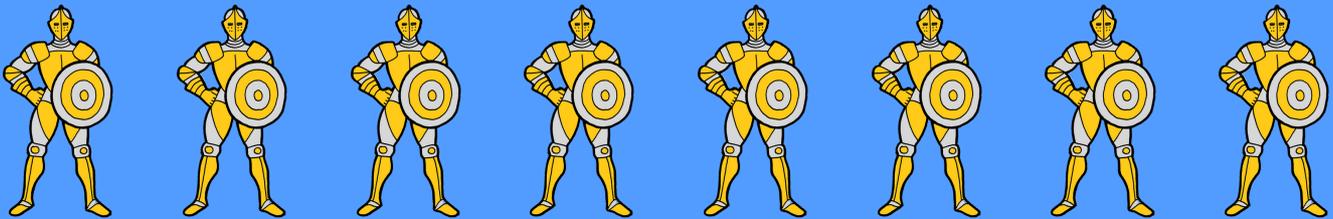
Gynaecological surgery



Co znamená žít zdravě? Co je to imunita?

Immunity

- Our body has its own defense system that can fight various diseases.
- It is called **IMMUNITY**.
- The strength of our immunity can also be affected by what we eat and how we move.
- Healthy food should form the basis of the diet, unhealthy ones should appear in it as little as possible.



It can support immunity:

- Active movement
- Walks in the park, in the woods, in the countryside
- Walking
- Swimming
- Running
- Fitness exercise
- Team games
- Cycling



It can be harmful to immunity:

- Lack of exercise
- Sitting in front of the computer or TV for long periods of time
- Avoiding sports
- Staying up late
- Lack of sleep
- Smoking



What is appropriate to eat and what is not?



Appropriate:

- wholemeal bread
- knackebrot,
- Oats.
- plain yoghurt,
- kefir milk
- Cottage cheese,
- eggs,
- homemade spreads
- fruits
- Vegetables.
- tea (fruit, green, herbal),
- water (water with lemon),
- 100% fruit juices
- rice
- potatoes,
- legumes (lentils, peas, chickpeas),
- wholemeal pasta,
- vegetable salads,
- Yoghurt or sour cream dips.

Less appropriate:

- white bread (buns and rolls),
- light toasted bread,
- donuts,
- Sweet muesli.
- flavoured yoghurts,
- sweet yoghurt drinks,
- sausages,
- dry salami (Vysočina),
- processed cheese,
- patés,
- biscuits,
- Muesli bars.
- syrups,
- Sweetened juices.
- Side dishes:
- white pasta,
- bread
- dumplings,

Inappropriate:

- chinese soups,
- bagged food,
- chips, crisps, salted snacks,
- biscuits,
- desserts,
- bars like Snickers, Twix, MilkyWay,
- fried food from fast food: french fries, strips, hamburgers, croquettes,
- energy drinks,
- CocaCola, Fanta, Sprite sodas
- tartar sauce, mayonnaise, ketchup,
- Alcohol.

Balanced diet

Nejčastější otázky týkající se správného stravování

How many times a day should we eat?

We shouldn't overeat but it is not healthy to be hungry either. So we eat smaller portions more often.



And what about the drinking regime?

An adult should drink 2-3 liters of fluid per day. Water, teas, fruit or vegetable juice are suitable.

Can I include energy drinks in my drinking regime?

It is a good idea to avoid these drinks totally. Especially since they contain a huge amount of sugar and substances that are not good for health. They can even cause health complications.

Další informace o potravinách

Food storage:

The shelf life of food is the amount of time for which we can consume food safely. The date by which the food needs to be used is indicated on the product packaging.

On the packaging, we distinguish the following inscriptions:

Best before

Products marked with this inscription can be consumed even after the date indicated on the product packaging.

Use by

Food labelled in this way is perishable. They must be consumed by the specified date and must not be consumed after this date.



Sample menu consisting of suitable foods

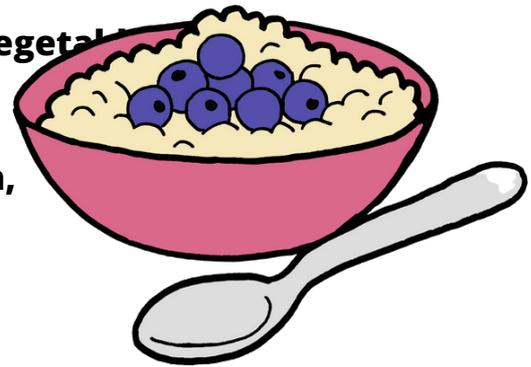
Z jakých potravin si sestavit zdravý jídelníček na celý den?

Breakfast:

**plain yoghurt, oats, fruit, a teaspoon of honey to sweeten it,
Rye bread, scrambled eggs, vegetables,
Porridge with fruit,
Wholemeal bread, butter, ham, cheese, vegetables**

Morning snack:

**Cottage cheese with honey and cinnamon,
Plain yoghurt,
Fruit, kefir milk.**



Lunch:

**roasted chicken with rice and steamed vegetable,
Butter-baked fish with potatoes and vegetable salad,
Beef with garlic and whole-wheat pasta,
Turkey natural fillet with rice,
Vegetable salad with chicken.**

All kinds of homemade vegetable soups and broths.

Afternoon snack:

**Rye bread with ham or cheese or Cottage cheese spread,
Cottage cheese with vegetables,
Vegetables, vegetable salad,
Buttermilk,
Plain yoghurt.**

Dinner:

**raw vegetable, hard-boiled egg, whole wheat bread,
Vegetable soup,
Chicken or turkey fillet with rice,
Cottage cheese spread, whole wheat bread, vegetable,
Egg omelette with vegetable,
Steamed vegetable, fish in butter.**



What do you think? Which option is more suitable? Circle it.

- Yoghurt with muesli x dessert**
- Nuts x a bowl of potato chips**
- Lemonade x clean water**
- Lean ham x sausage**
- Hamburger x chicken fillet**
- A plate of vegetable x a plate of french fries**



Do you remember?

How much fluid should an adult drink per day?

- A) 5-6 liters B) 2-3 liters C) 0,5-1 liter**

Can a person have a food allergy?

- A) Yes. B) No.**

What liquid is suitable for supplementing the drinking regime?

- A) Energy drink. B) Clean water C) CocaCola.**

What is appropriate to eat when I get hungry at night?

- A) Potato chips B) lean ham, plain yoghurt C) soup from a bag.**

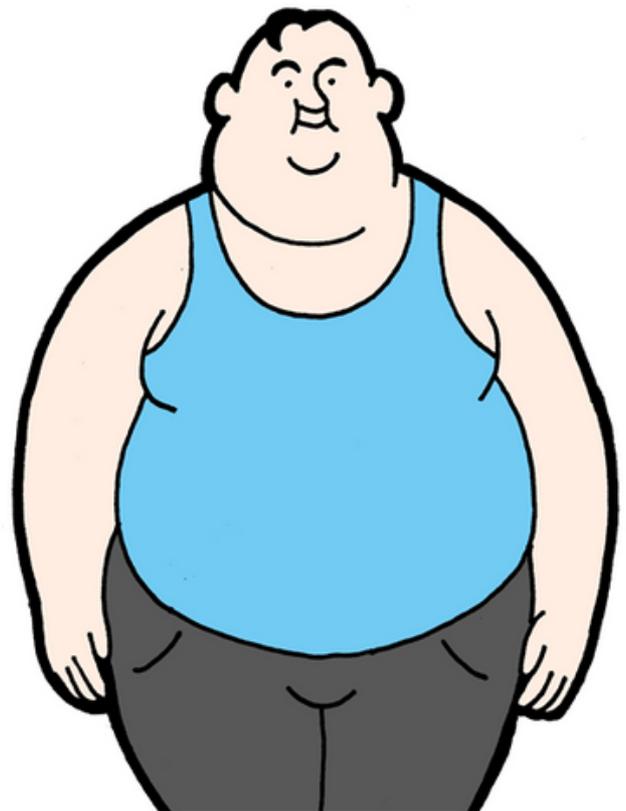




We are what we eat. What does the diet of these two men look like? Assign to each of them the food that they are likely to eat.

donut plain water banana sausages oats

plain yoghurt biscuits french fries whole wheat bread



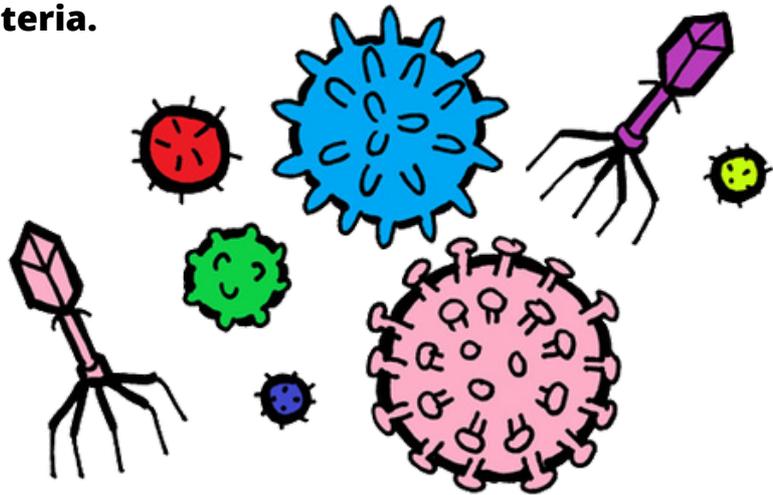
rice hamburger broccoli energy drinks CocaCola

apple croquettes potato chips vegetable salad

Jaké jsou nejběžnější nemoci?

Viral and bacterial diseases

The most common diseases are those that are transmitted by viruses or those that are caused by bacteria.



Both viral and bacterial diseases spread through the air.

Viruses enter the body most often through the nose, mouth, eyes.

The most effective defense of the disease is hand washing.

Some principles also help to reduce the spread of the disease, such as:



- Sneezing with the nose covered,
- Coughing with the mouth covered,
- Disinfecting hands where it is not possible to wash hands.

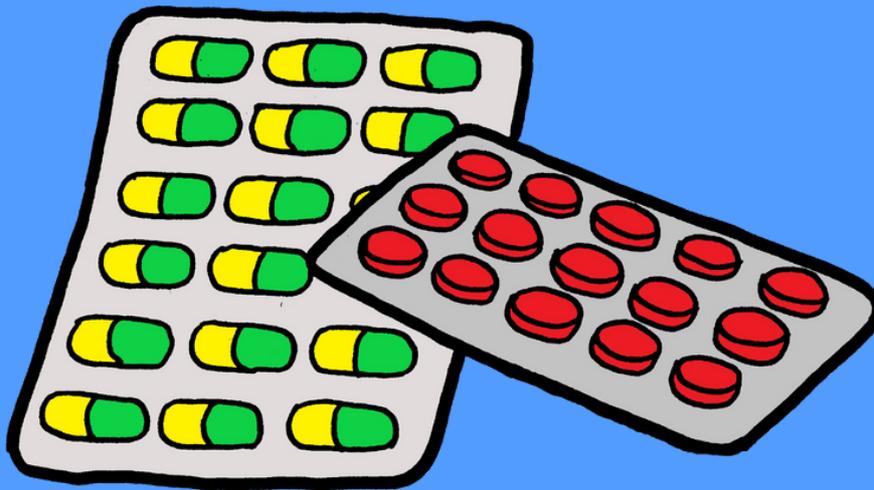
The most common illnesses that most of us may encounter in the course of our lives:

Colds

- Nasal congestion, runny nose,
- Sore throat,
- Dry cough,
- Fatigue,
- Headache
- Slightly elevated temperature.

Flu

- Hightemperature,
- Chills,shivering,
- Headache,
- Nausea,
- Severe fatigue,
- Muscle and joint pain.



Stomach flu

- Diarrhoea,
- Nausea, vomiting,
- Crunch in the abdomen,
- Fever,
- Malaise,
- Thirst,
- Loss of appetite,
- Headache, muscle and bone pain.

tonsillitis

- Severe sore throat, scratching, difficulty swallowing or coughing,
- Fever (38°C and above), chills,
- Headache or pain in the ears,
- Malaise, general weakness,
- Swollen tonsils with a white coating,
- Loss of appetite.

How to help yourself?

First aid

When you feel unwell, you should always consult a doctor about your condition.

You should only use medications that your doctors tells you to take.

In general, it is recommended for illnesses:

- rest,
- plenty of fluids, cold compresses in case of elevated temperature,
- diet in case of diarrheal diseases.



Review:

What can prevent the spread of the disease?

.....

.....

How can viruses and bacteria spread?

.....

What are the typical symptoms of the flu?

.....

.....

What is good to follow if you are sick?

.....

.....

.....

Co je to úraz? Jak úrazy dělíme? Kdy volat první pomoc?

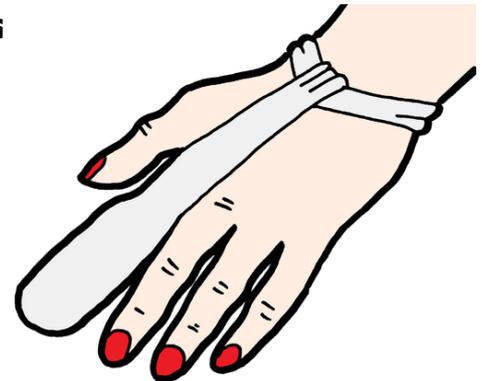
Severe injuries

In case that you or another person has been injured, call immediately: the emergency medical services - 155 or 112 and follow their instructions!



Minor injuries

These injuries can be treated with a home first aid kit:
light burns,
abrasions,
insect bites,
light cuts,
bruises.



Contents of the first aid kit:

- disinfection for minor injuries such as abrasions and cuts,
- plasters with a pad in various sizes and plasters without a pad,
- sterile gauze squares,
- sterile bandage,
- elastic bandage,
- tweezers and scissors,
- rubber tourniquet,
- eye wash product which is suitable for removing foreign objects from the eye,
- ointment for burns,
- tweezers for pulling out ticks.

Jiné běžné druhy úrazů

Bumps, bruises

Postup ošetření:

- Cold compresses are used to alleviate pain in the affected area,
- The bulges should not be pushed,
- Bruises will disappear over time.

! If you experience severe pain, swelling or can't move the affected part of your body, seek medical help.

Also seek help in case of a severe fall on your head after which unconsciousness, vomiting or severe fatigue have occurred.

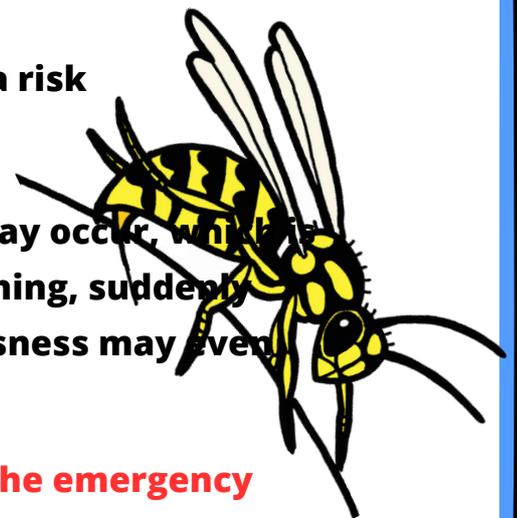
Insect stings or bites

Postup ošetření:

- Disinfect the affected area,
- You can cool it with a cold compress,
- Rub it with a cooling gel such as Fenistil gel,
- Do not scratch the affected area as there is a risk of infection.

After an insect bite, a strong allergic reaction may occur, which is manifested, for example, by a rash, itching, burning, suddenly there is a large swelling in the face, unconsciousness may even occur.

If you experience these symptoms, always call the emergency services 155 or 112.



Abrasions

Light scratches and abrasions:

- wash the area with clean water,
- clean it with disinfectant,
- minor scratches do not need to be covered with a plaster, larger abrasions should be covered with a plaster or a sterile pad which is attached to the skin with a plaster without a pad.



! With a bleeding, deep or very dirty wound see a doctor.

Knife cuts

Light cut:

- cover the area with a sterile square or swab,
- when the wound stops bleeding, wash it with clean water,
- disinfect the wound with disinfectant,
- cover the wound with a plaster with a pad or cover it with a sterile square and cover with a plaster without pad.

! If the wound bleeds heavily, is deep, always seek medical help.

Burns

Minor burns or scalds (no blisters):

- remove hot or wet clothing,
- cool the affected area under cold water,
- dry the affected area and cover with a sterile pad and bandage.

In case that the blisters appear on the skin or the burns are very large, it is necessary to see a doctor.

Pictorial contents of the first aid kit

Co by v ní nemělo chybět?

sterile squares



plasters with pads



sterile bandage



elastic bandage



first aid kit

Co by v ní nemělo chybět?

scissors



tweezers for ticks



tourniquet



ointment for insect bites



disinfection

First aid numbers:

- **Emergency number 112 for all rescue units.**
- **Emergency medical services 155.**
- **Fire Brigade 150.**
- **Police 158.**



Final quiz



What is the number for the emergency medical service?

.....

Is it advisable to scratch yourself on the spot after an insect bite?

.....

What will be the first step in treating a burn?

.....

Do you remember what your home first aid kit should contain?

.....

.....

.....

.....

TREATMENT AT HOME, TREATMENT IN HOSPITAL

Treatment at home:

How to know when to go to the doctor?

- **Your condition does not improve after a few days of home treatment,**
- **You suffer from high fever for more than a week,**
- **You experience severe persistent pain,**
- **You experience severe chest pain.**



Emergency

In the absence of your general practitioner, an emergency room is available. It can be found in every major city. You will be treated in the emergency room for health problems that cannot be postponed.



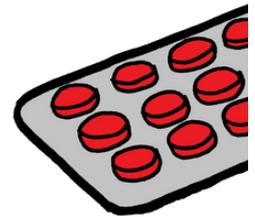
Medications and Pharmacy

Antibiotics:

It may happen that after the examination, your doctor will prescribe so-called antibiotics.

It is a special remedy that can defeat some diseases.

These must be taken at a specific time.



Pharmacy



At the pharmacy, you pick up medication prescribed by your doctor. You can also buy medications that your doctor has recommended for you. To pick up medications, you need a prescription that your doctor will give you in paper or electronic form. There is professionally trained staff who will also give you information on how to use medication correctly.

TREATMENT AT HOME, TREATMENT IN HOSPITAL

Treatment in the hospital:

Proč je někdy nutné léčit se v nemocnici?

If your condition is serious or requires specialized care, the doctor may recommend hospitalization.

The hospital provides treatment under the supervision of specialists and access to modern treatment methods.

They can perform additional examinations and tests to determine the cause of your symptoms.

Doctors and specialists are available 24 hours a day to provide immediate care.

Home and hospital treatment have their advantages and disadvantages. In some cases, home treatment may be sufficient, while in more serious situations, specialized care in the hospital is necessary. It is always important to listen to the doctor's advice and seek medical help promptly if needed.



TREATMENT AT HOME, TREATMENT IN HOSPITAL

People in the hospital:



- **Doctors** - treat you,
- **Nurses** - take care of you according to the doctor's instruction,
- **Medics** - students, future doctors,
- **Orderlies** - assistant of nurses,
- **Cleaner** - takes care of cleanliness.

Hospital regime:

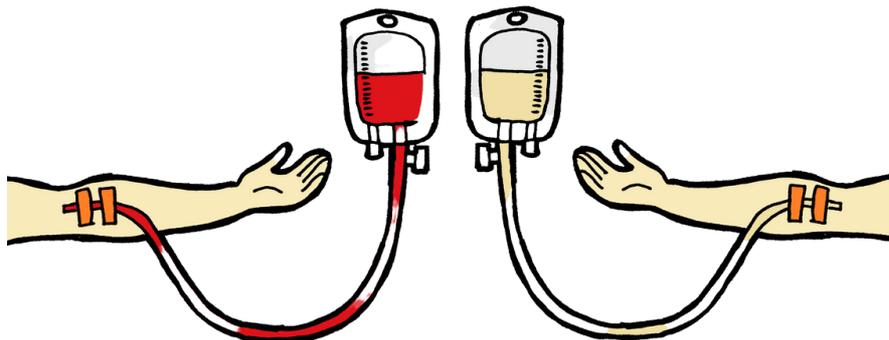
Each hospital has its own daily routine. It determines when:

- **Temperature** is measured,
- **Medication** is given,
- **Doctors** come for check-ups,
- **Breakfast, lunch, and dinner** are served,
- **There are visits.**



Infusion and transfusion:

An infusion is a special solution that provides fluids to the body. Sometimes medications are administered through an infusion. A transfusion is blood from a donor that is meant to replenish blood.



TREATMENT AT HOME, TREATMENT IN HOSPITAL



Do you remember?

Do you know where to find an emergency room near you?.....

.....

Do you know where to find an emergency room near you?.....

.....

What does the word hospitalization mean?.....

.....

Can a hospital stay be scheduled?

.....

What is the name of the place where they will dispense your medicine?

.....

Is it necessary to take antibiotics at a specific

How to wash your hair properly?

- 1) If you have long hair, comb it first.**
- 2) Then soak the hair thoroughly.**
- 3) Apply shampoo to your hair and lather thoroughly over the entire length of your hair.**
- 4) Rinse with water.**
- 5) Use conditioner to comb hair better.**
- 6) Rinse with water.**
- 7) Wrap your hair in a towel and dry gently.**
- 8) The ideal possibility is to let the hair dry freely in the air. If you have to blow-dry your hair, so use the lowest possible temperature.**



Hair care

Další tipy

We always wash our hair as needed. We should keep it clean because oily hair looks unsightly. In stores you can find many types of shampoos and hair balms. It is advisable to choose a shampoo designed for your hair type. To maintain healthy hair, it is good not to blow-dry and iron your hair too much.

Jak si správně pečovat o vlasy?

Hair products

- **Hair shampoo - washing hair.**
- **Hair conditioner - hair will not twitch.**
- **Dry shampoo - use minimally. It serves as a replacement for regular shampoo.**
- **Hair mask - masks help nourish your hair. Ideally, it should be applied once a week for at least 10 minutes.**
- **Hair hardener - it helps to increase hair volume. It is used on wet hair before blow-drying.**
- **Hairspray - helps to strengthen the hairstyle.**
- **Hair gel - helps to shape the desired hairstyle.**



When using hair products, follow the instructions on the packaging.

Hair care

Prostředky pro péči o vlasy



hair shampoo



hair conditioner



hair mask



dry shampoo spray

Body care

Jak správně pečovat o tělo?

Keeping the body clean is important for our health. Ideally, we should shower every day.

In the store you can find a lot of products, some of them are introduced below:

Body care products:

- **Shower gel - is used for washing the body. Most of the time, you can buy different ones for men and others for women. You can also buy products for sensitive skin.**
- **Bath foam - foam is a product used when bathing, it helps to soften the skin.**
- **Washcloth and sponge - help to foam the shower gel, serve to wash the body.**
- **Emollient creams and lotions - in the store, you can buy cream for hands, feet, or body cream. They all serve the same purpose - so that the skin is not dried after the bath (=hydration).**
- **Lip balms - soften dry and chapped lips.**
- **Ear spray and ear buds - Ear spray is oil that is injected into the ear. Oil dissolves impurities. The bud will help wipe off excess oil from the edge of the ear. Be careful, cotton ear buds do not belong in the ear!**
- **Deodorants and perfumes - help reduce sweating and unpleasant odor. It is used in the armpits. Perfume is a fragrant water that is applied to the neck or the wrist.**



Body care

Body care products



family shower gel



men's shower gel



washcloth



sponge

Body care

Body care products



bath foam



hand soap



hand cream



feet cream

Body care

Body care products



lotion



lip balm



cotton ear buds



ear spray

Body care

Body care products



solid and roll-on
deodorant



women's and men's spray
deodorant



women's and men's
perfume

Dental Care

Jak správně pečovat o zuby?

In order for our teeth to be healthy, it is recommended to brush them at least 2 times a day, in the morning and in the evening.

Dental Care Products

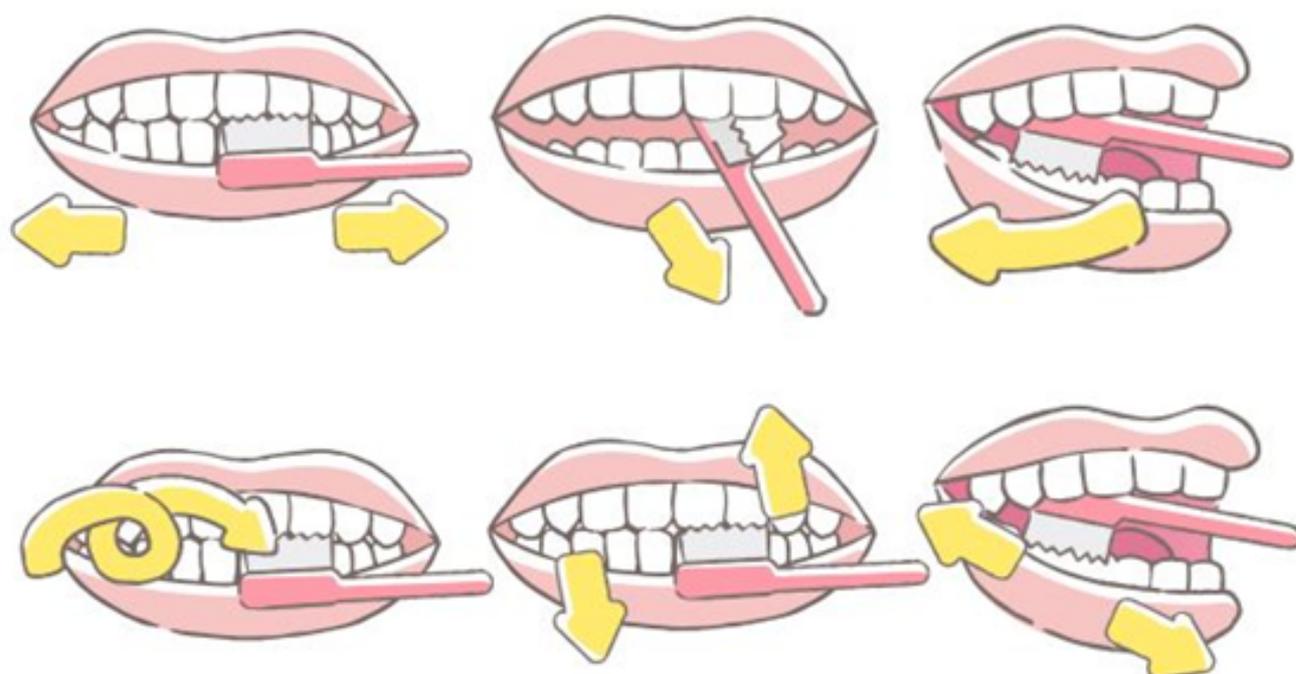
- **Toothbrush** - it is advisable to choose a soft one; brushes that are too hard can damage tooth enamel.
- **Electric Toothbrush** - a toothbrush with a rotating head that operates on its own. It needs to be charged.
- **Interdental Brush** - a miniature wire with bristles for reaching the narrow gaps between teeth. Available in various sizes.
- **Dental Floss** - used for cleaning interdental spaces.
- **Toothpaste** - helps clean teeth and maintains fresh breath.



Dental Care

The procedure for proper tooth cleaning:

To learn how to brush your teeth properly, consult it with your dentist. The dentist will send you to a specialist who will practise brushing your teeth with you.



Co je důležité?

- Zubní kartáček měňte pravidelně **každé 3 měsíce**.
- Po této době se účinnost čistících vláken snižuje, protože se roztřepí.
- Také u elektrického zubního kartáčku je potřeba měnit násadu.
- Po nemoci vyměňte kartáček vždy!
- S výběrem vhodného zubního kartáčku a dalších pomůcek vám pomohou i v lékárně.

Dental Care

Pomůcky pro péči o zuby



toothbrushes



electric toothbrush



interdental brushes



toothpastes

Nail care

Jak pečovat o nehty?

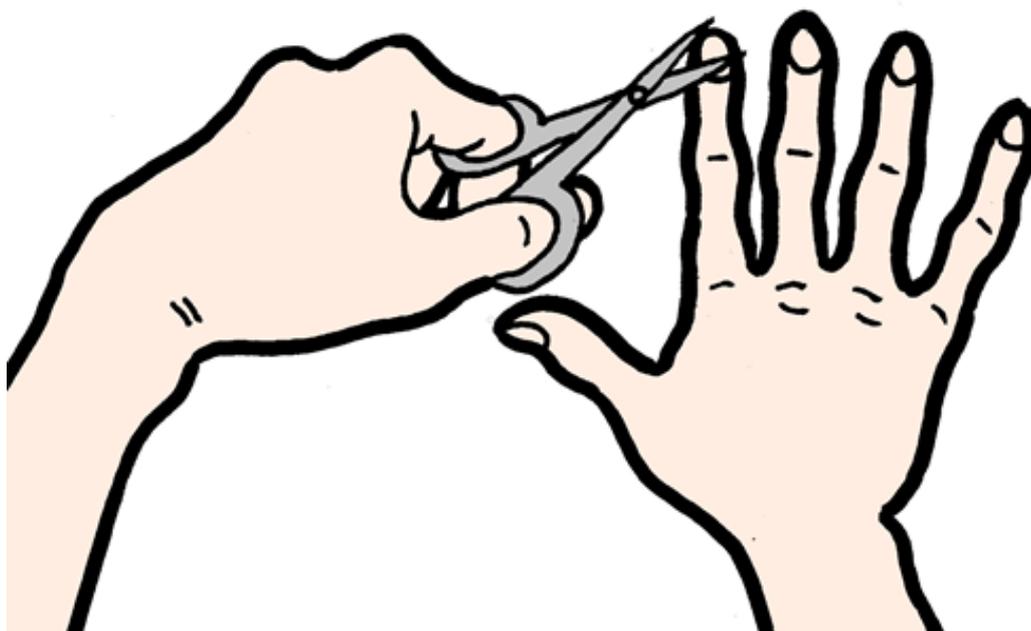
Take care of your nails regularly. Women like to keep them long. Nails should be neat and clean.

Nail Care

- **First, cut the nails with scissors or chip with clippers.**
- **Then we file them with a nail file so that no sharp edges remain.**
- **We never bite our nails!**

Nail Care Products

- **Nail scissors - used for trimming nails.**
- **Round-topped nail scissors - safer, especially when cutting the nails of small children.**
- **Nail clippers - used to chip nails.**
- **Nail file - smoothens the ends of nails after cutting.**



Nail care

Nail care products



nail scissors



nail clippers



round topped nail scissors



nail file

Skin care

Jak pečovat o plet?

Skin Care

We should take care of our skin in the morning and in the evening. This is especially important if you use make-up. In the evening, you should treat your skin thoroughly.

Skin Care Products

- **Washing gel** - the gel that strains when used with water, it is used to wash the skin.
- **Micellar water** - is applied to a cotton pad, it helps cleanse the skin.
- **Lotion** - is applied to a cotton pad and helps cleanse the skin.
- **Eye make-up remover** - is used to remove make-up from eyelids and eyelashes.
- **Skin peeling** - is used once a week to remove dead skin.
- **Face mask** - helps moisturize and cleanse the skin. It is always used on thoroughly cleansed skin.
- **Face creams** - are used to moisturize and treat the skin.
- **Cotton pads** - are used for make-up removal or skin cleansing.

Currently, there are make-up removal pads that can be washed repeatedly. You save the nature.

An example of evening cleaning

1. **Remove make-up thoroughly (if using make-up).**
2. **Use a lotion first and then micellar water.**
3. **A facial washing gel is suitable for skin cleansing.**
4. **Dry your face. For the skin, it is advisable to use a different towel than for the body.**
5. **Apply face cream to cleansed skin.**



Skin care products



skin peeling



face mask



cotton pads



face creams

Skin care

Skin care products



washing gel



micellar water



lotion



eye make-up remover

Beard and body care - shaving**Jak na holení?**

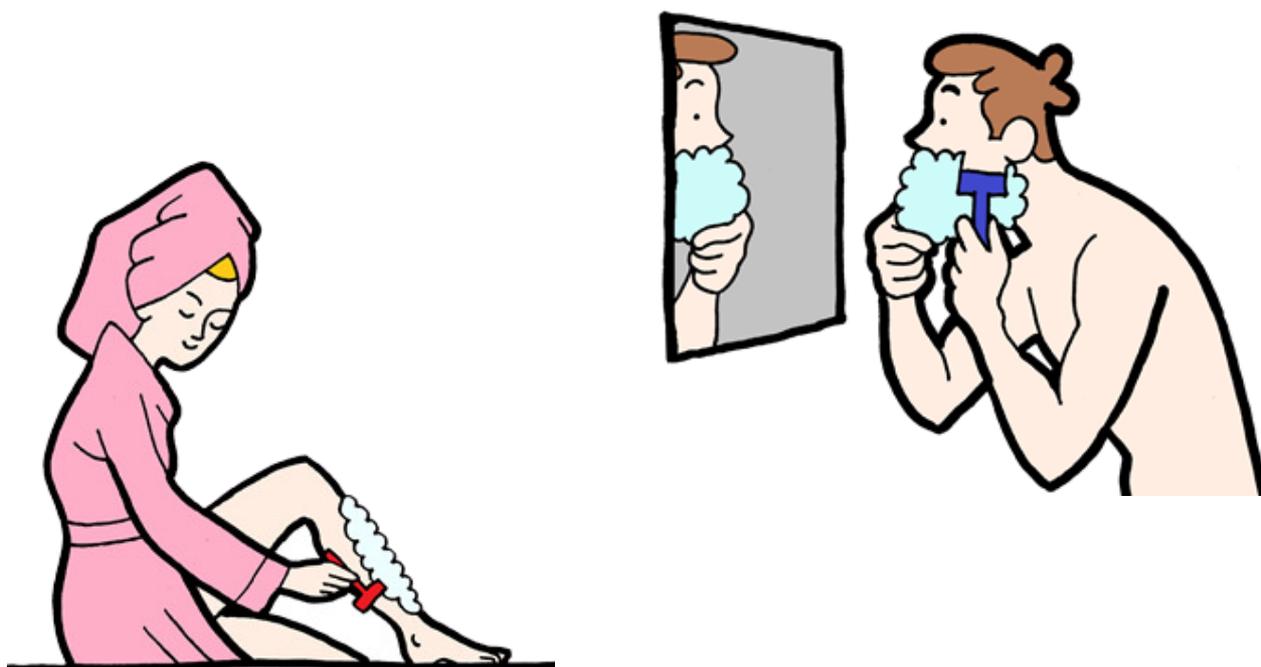
For Men's and Women's Shaving, it is possible to choose from many tools. Every man and woman prefers a different style. Below, you can familiarize yourself with the most common tools.

Products Intended for Shaving

- **Shaving Foam** - allows you to shave the beard or body smoothly without irritating the skin.
- **Manual Razor** - contains a sharp blade at the end of the razor. Be careful not to cut yourself.
- **Electric Razor** - used for "dry" shaving without the use of shaving foam. Batteries must be charged regularly or replaced.

Tips for Comfortable Shaving with a Razor (not an Electric One)

- **Use shaving foam or gel.**
- **Always shave against the direction of hair growth.**
- **After shaving, treat the skin - men with aftershave, women with body cream.**

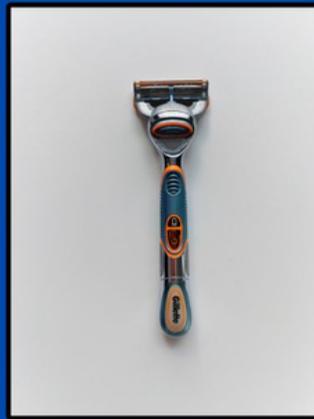


Beard and body care - shaving

Holicí pomůcky



shaving foam



men's razor



electric shaver



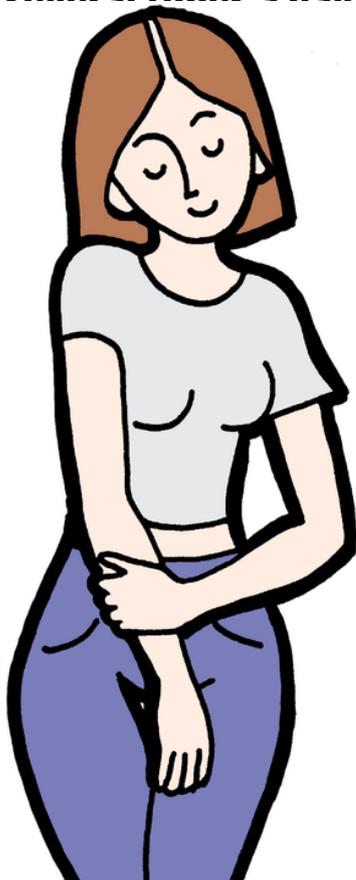
women's razor

Feminine hygiene products

Menstruační pomůcky

There is a large number of feminine hygiene aids. Every woman is different, and therefore each woman needs something different. In the following text you will learn what the individual aids are for.

- Intimate (brief) liners - are used daily to protect underwear for a feeling of cleanliness and dryness.
- Menstrual pads - are used during the days of the period.
- Night menstrual pads - special elongated pads designed for use at night.
- Menstrual tampons - a roller made of a cotton mixture which is inserted into the vagina at the time of the period and serves to capture blood. It is necessary to change it regularly (if necessary several times a day).



- Menstrual panties - special panties, in which it is no longer necessary to use sanitary pads. After washing, they dry quickly.
- Menstrual cup - the cup is made of silicone, it is inserted inside the vagina and used to capture menstrual blood. It is used repeatedly, it is enough to wash it well in hot water.

Feminine hygiene products

Intimní vložky



Intimate liners



pads with wings



pads with wings



night pads

Feminine hygiene products

Další menstruační pomůcky



menstrual pads



tampons



menstrual cup



menstrual panties

Ironing laundry

Pomůcky

For ironing laundry, you will need:

- Iron
- Ironing board
- Water

Before ironing, sort your laundry according to the degree to which it can be ironed: (you can find the information on the clothing label)

- Linen fabrics - the highest degree,
- Cotton fabrics - medium degree,
- Delicate fabrics - the lowest degree,
- Ironing over a towel or inside out (inscriptions, patches),
- Laundry that cannot be ironed.



Symbols

Symbols on clothing that indicate what temperature can be used on a particular piece of clothing.



Lze žehlit



Nelze žehlit



Žehlit bez napařování



Žehlit na nízkou teplotu



Žehlit na střední teplotu



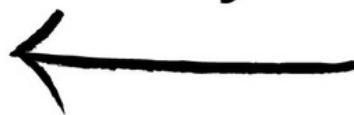
Žehlit na vysokou teplotu

Ironing laundry

Potřeby na žehlení



laundry iron

ironing
boardcontainer for
pouring water
into the iron

Dusting

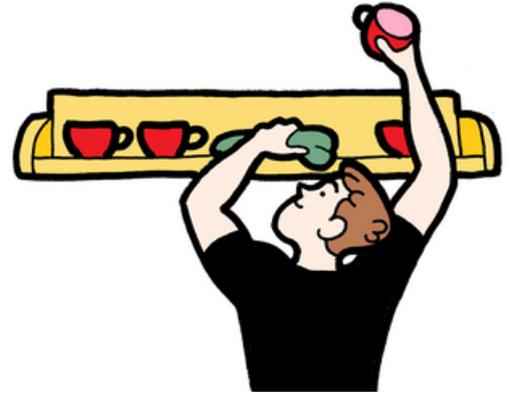
Toolsfordusting

For example, you will need:

- **a dishtowel,**
- **a duster,**
- **a microfiber cloth,**
- **a washtub, water, soap detergent, a rag**

Procedure:

- **Always start dusting from higher furniture,**
- **Wash heavily soiled surfaces with a cloth soaked in water first,**
- **Then dry with a cloth or microfiber cloth,**
- **Use just a duster for dusty surfaces,**
- **Special dusters can catch dust so that it does not swirl around,**
- **On shiny surfaces and glasses use products that are designed for this, such as glass detergent and cloth or a glass rag.**



Leštění

Polishing mirrors, washing windows, dusting screens, and monitors:

- **For monitors and displays, always use only the detergents that are designed for this purpose.**
- **To polish mirrors and windows, it is advisable to use classic cloth towels or paper towels.**

Dusting

Toolsfordusting



a duster



microfiber cloth



a water washtub



anti-odor spray

a disposable duster



ordinary cloth

Jak na praní prádla?

Sort the laundry by color before washing. You can use different types of washing detergents. In the shops, you can find washing capsules, gels, washing powders, etc.

Laundry sorting:

- white,
- coloured,
- dark,
- delicate linen and knitwear,
- for hand washing.

Washing detergents:

- washing powder,
- washing gel,
- washing capsules,
- fabric conditioner.

Washing cycles:

- 60° - white linen of 100% cotton, bed linen, towels,
- 40° - colourful clothes and dark clothes,
- 30° - delicate linen.

"Prewash" programme:

- choose this programme if the laundry is heavily soiled,
- pour the intended detergent into the prewash tray.

Boiling laundry and soaking laundry:

- heavily soiled laundry can be soaked in the water with a stain remover or in washing soda for a night,
- stains can also be removed by bile soap,
- we wash very dirty laundry on the boil (90°), if such a temperature can be used for that kind of laundry.



Washing

Washing symbols on clothes:



Lze prát



Jemné praní



Extra jemné praní



Pouze ruční praní



Nelze prát



Praní do 30 °C



Praní do 40 °C



Praní do 50 °C



Praní do 60 °C



Praní do 95 °C



Jemné praní do 30 °C



Extra jemné praní do 30 °C



Jemné praní do 40 °C



Jemné praní do 60 °C



Jemné praní do 95 °C

Symbols on the washingmachine drawer



Prewash -
compartment for
washing powder



Mainwash -compartment
for washing powder



Compartment
for fabric
softener

Washingdetergents



laundry capsules

washing gel



fabric conditioner

washing powder



Hanging and drying laundry

Drying in the dryer



Normal drying of laundry



Dryer maintenance:

Filter cleaning

- The dryer usually has two filters that always need to be cleaned after each drying cycle.

Water collection container

- Pour out the water after each cycle.

Dryer napkins:

- It serves as a substitute for fabric conditioner.

Hanging and drying laundry

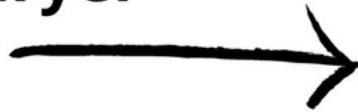
Tools for normal drying of laundry



clothes pins



folding clothes dryer



outdoor clothes dryer



basket for wet or dry laundry



Washing-up

To wash dishes you need:

- a sponge or a rag,
- a scourer,
- a brush,
- gloves,
- washing-up liquid.



Po umytí nádobí v saponátu je potřeba ho **opláchnout čistou vodou.**

K odkapání nádobí použijte odkapávač.

Nádobí **utírejte** čistou bavlněnou **utěrkou,**

která dobře vsakuje vodu. Utěrku nezapomeňte nechat uschout.

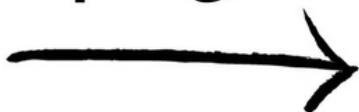
How you can do the washing-up:

1. Fill the sink with sufficiently warm water and washing-up liquid,
2. Prepare another sink or a laver with clean water to rinse the dishes,
3. Wash the glassware first, then the plates and finally the pots and cutlery,
4. A brush and the scourer are suitable for dried dirt or burnt dishes.

Washing-up

Tools for washing dishes:

sponge



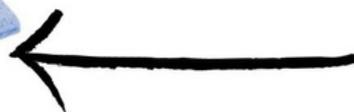
washing-up liquid



scourer



dishcloth



Dishwasher

Dishwasher

In case you use a dishwasher, you will need:

- dishwasher tablets or gel,
- dishwasher polish,
- dishwasher salt.

Procedure:

- Fill the dishwasher with dishes,
- Insert the tablet into the appropriate place,
- Turn on the chosen programme.

Dishwasher

- At least
- Use the
- instr

Programy			Dostupné funkce
	6th Sense Power Clean	40–70 °C	Odložení Multizone Funkce Power Clean
	Předmytí	studená	Odložení Multizone
	Křehké	40 °C	Odložení Multizone
	Rychlý	45 °C	Odložení Multizone
eco	Eco ²⁾	50 °C	Odložení Vícezónové Power Clean
	Rychlý program pro denní mytí	60 °C	Odložení Multizone
	Tichý režim	50 °C	Odložení Multizone
	Intenzivní	65 °C	Odložení Multizone Funkce Power Clean
	Pára		Odložení Multizone Funkce Power Clean
	Hygiena ³⁾		Odložení Multizone Funkce Power Clean

sh the dishwasher,
and follow the

Dishwasher

Dishwasher detergents



dishwasher tablets



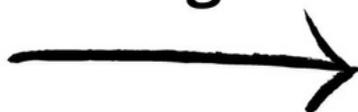
dishwasher polish



dishwasher salt



dishwasher gel



Cleaning the bathroom and the toilet

Bathroom:

It is ideal to clean the bathroom at least once a week or as needed.

Tools for cleaning the bathroom and the toilet:

- a sponge and a rag for the sink and the bath
- limescale cleaner,
- cleaning sand,
- glass detergent,
- gloves.



Possible cleaning procedure:

- first wash the bath and sink with sand and a sponge,
- rinse with water,
- dry with a dry rag,
- polish all mirrors and shiny surfaces with glass detergent and a clean towel,
- wipe the floor.

Toilet:

Tools for cleaning the toilet:

- toilet cleaner,
- a toilet brush,
- toilet-only rag,
- gloves,
- disinfectant.

Possible cleaning procedure:

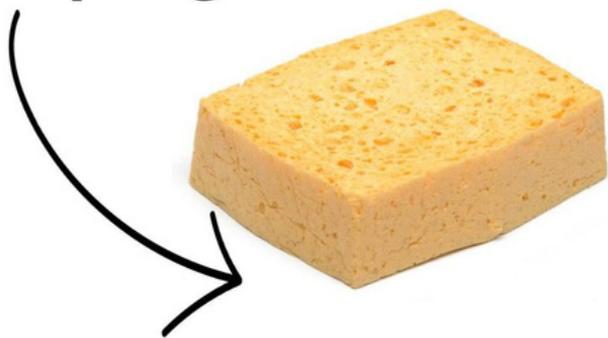
- spray disinfectant on the toilet seat,
- dry with a rag or a paper towel,
- apply toilet cleaner to the toilet bowl,
- leave it to affect according to the instructions on the package,
- clean with a toilet brush



Cleaning the bathroom and the toilet

Bathroom cleaning tools

sponge

lime scale
cleaner

liquid sand



micro fiber cloth



cloth

Cleaning the bathroom and the toilet

Toilet cleaning tools



toilet cleaner



**toilet cleaning
brush**



disinfectant



cloth



Vacuuming and mopping

Jak na luxování podlahy?

he household should be vacuumed at least once a week. If you have a pet, the need for vacuuming is more frequent.

Types of vacuum cleaners:

- **Stick**
- **Handheld**
- **Robotic**
- **Bag**
- **Bagless**

Dust bags:

- **In the shop, choose one that is designed for your type of vacuum cleaner,**
- **This information can be found on the back of the box, or do not be afraid to consult it in the shop,**
- **Bags can be purchased in any electronics shops but also in ordinary supermarkets,** a vacuum cleaner
- **Some vacuum cleaners are so-called "bagless", meaning they have a special container that captures dust.**



Mopping

Tools for mopping

Mop floors as needed. However, it is ideal to wipe dust and dirt from the floor at least once a week. You can choose from many tools and detergents. Below we will introduce the most common ones.

Tools for mopping the floor:

- a broom x a rag x a bucket,
- a mop x a special mop bucket,
- floor cleaner.



Floor cleaner

- **Always choose the cleaner according to the type of the floor you have at home,**
- **Floating floors, vinyl, wooden floors, or tiles are the most common in households,**
- **Information on which detergent is intended for which type of floor can be found on the label, do not be afraid to consult it in the shop.**

Mopping

Floor cleaning tools



floor cleaner



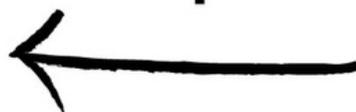
a floor cleaning rag



a bucket



mop set



Kalendář úklidu

Úklid si můžeme naplánovat

Monthly

MONTH

PLANNER

SUN	MON	TUE	WED	THU	FRI	SAT

ACTIVITIES

REMINDERS

NOTES

Ve stejném projektu byly vytvořeny další brožury:

- **Finanční gramotnost**
- **Pracovní život**
- **Počítačové dovednosti**
- **Občanství v demokratickém státě**
- **Náměty k reedukaci deficitních psychických a psychomotorických funkcí**

V digitální verzi jsou volně ke stažení k dispozici na adrese www.ssoh.cz/verejnost/brozury/

**Sebeobslužné dovednosti
Markéta Fridrichová a kol.
2023
Střední škola Olgy Havlové**