

## Infection Control Policies and Procedures

Policy and Procedure	Infection Control
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### 1. Introduction

Standard Infection Control precautions are important to prevent infection from one person to another. YouGlo Laboratories will routinely apply infection control precautions with every individual regardless of whether or not that person is known to have an infection. This includes but is not limited to:

- Effective hand washing by staff and service
- Use of disposable gloves and plastic aprons
- Cuts and abrasions or skin lesions (broken skin, eczema and psoriasis) should be covered by a waterproof dressing.
- Blood and body fluids spillages should be dealt with immediately
- Sharps should be disposed of into an appropriate container
- Contaminated waste should be dealt with appropriately
- Protect eyes, mouth and nose from blood splashes

### 2. Hand washing

When should hands be washed?

- Before and after each work shift or work break
- After handling potentially contaminated items such as waste, used linen, soiled wound dressings or medical equipment
- Before and after any clinical procedure e.g. blood taking
- Before putting on and after removing protective clothing
- After using the toilet
- Whenever hands become visibly soiled
- Before eating, drinking or handling food

- After removal of gloves

How should you wash your hands?

- Wet hands up to wrists under running water
- Apply a liquid soap
- Using the 6 steps technique rub soap evenly over all areas of hands including front, back, in between fingers, thumbs and the tips of the fingers of both hands
- Rinse off every trace of lather with running water
- Dry hands thoroughly, preferably with disposable paper towels or hot air dryer
- All staff should ensure that wounds, cuts and abrasions to hands are covered with a waterproof dressing while at work
- Remember to wash tips of your thumbs and fingers
- Where hand washing is not possible and hands are not visibly soiled, alcohol hand rubs may be used

### **3. Clinical waste disposal**

Clinical waste is the term used to describe waste produced from healthcare and similar activities that may pose a risk of infection, for example, swabs, bandages, needles, etc.

At YouGlo Laboratories all clinical waste will be disposed of in yellow bag or sharps bins which comply with BS7320 and UN3291 regulations. YouGlo Laboratories will dispose of all clinical waste appropriately using a registered clinical removal company.

### **4. Minor body fluid spillage procedure**

- Wear disposable gloves and apron
- Wear protective eye goggles if there is a risk of splashes to the eyes
- Ensure adequate ventilation
- Place paper towels over the spillage. Gently pour a 1 in 10 dilution of household bleach onto a paper towel and wipe up spillage. Clean area with bleach and leave for 2 minutes minimum.
- A single use spill kit is also available to use. Follow manufactures guidelines
- The treated surface and/or equipment should be rinsed with clean water and dried
- If blood has been spilt on absorbent surfaces (carpets/soft furnishings) follow the same procedure as above and clean with hot water and detergent
- Discard paper towels, gloves and aprons in an appropriate waste bag

### **5. Sharps**

Sharp instruments may cause injury to service users and staff. If contaminated with infected blood, such injuries can cause the transmission of blood-borne viruses such as Hepatitis B, Hepatitis C and Human Immunodeficiency Virus (HIV).

What are sharps?

- Needles
- Scalpels
- Broken glass

- Razor blades
- Any other item which may cause laceration or skin puncture and which may have been contaminated with blood from another individual.

### Safe use of sharps

To reduce the risk of sharps injury, the safe handling and disposal of sharps is very important. The following advice needs to be followed when dealing with a sharp instrument:

- Never re-sheath needles
- Dispose of syringe and needle, as one unit, into a specific container
- Sharp instruments, once used or when found, need to be placed into a designated sharps box which must comply with European and British standards
- Sharps containers must be securely assembled prior to use
- Sharps must not be carried around. Take the sharps box to where the sharp is going to be used or to where a possibly infected sharp has been found. It can then be disposed of immediately
- Sharps boxes must be closed and sealed when they have reached the full line
- Sharps boxes should be labelled with the name of the establishment prior to disposal
- Sharps boxes must be stored in a safe place away from unauthorised people and children
- Consider the possibility of hidden sharps such as needles and razors when carrying out your work.
- Wear protective equipment and look before touching

### Procedure following a sharps injury

- Make the wound bleed freely (do not suck the injury)
- Wash injury under warm running water while continuing to encourage bleeding
- Dry and cover injury with a waterproof dressing
- Safely retain the sharp object for testing in a plastic bag inside a sealed container
- Report immediately to your line manager.
- Fill out a YouGlo Laboratories sharps injury form and forward it to the Senior Management team at YouGlo Laboratories

### Procedure following splashes of blood to the eyes or mouth

- Splashes of blood or body fluids entering the eye should be removed immediately using running water
- Report immediately to your line manager
- Fill out an accident form and forward it to the Senior Management team at YouGlo Laboratories

### Procedure following spillage of blood onto skin

- On unbroken skin– wash off with warm water and soap, paying particular attention to fingernails. No further action necessary.
- On broken skin– wash off with copious warm water and soap. The incident must be reported to your line manager
- Report immediately to your line manager

- Fill out an accident form and forward it to the Senior Management team at YouGlo Laboratories

The Senior Management Team at YouGlo Laboratories will monitor your health following an incident and seek advice and guidance from external departments including Queen Marys Accident and Emergency Department, your GP and external Occupation Health contractors (TDL telephone number: 020 73077373)

## **6. Decontamination processes**

Decontamination can be achieved by a number of methods:

- Cleaning physically removes contamination but does not necessarily destroy micro-organisms. It removes micro-organisms and the organic matter on which they thrive. Cleaning is a necessary prerequisite to effective disinfection or sterilisation.
- Disinfection reduces the number of viable micro-organisms but may not necessarily inactivate some microbial agents, such as certain viruses and bacterial spores.
- Sterilisation renders an object free from viable micro-organisms including viruses and bacterial spores.

The choice of decontamination methods depends upon the risk of infection to the service user coming into contact with equipment or medical devices. High risk items are those used to penetrate skin or mucous membrane. At YouGlo Laboratories sterilised single use items will be used to reduce infection. Intermediate risk items are those which come into contact with intact mucous membranes. Such items will be cleaned followed by disinfection or sterilisation. Low risk items are those which come into contact with intact skin or do not contact the service user, these items will be cleaned according to the manufactures guidelines.

## **7. Staff training**

It is important that all staff members are trained at YouGlo Laboratories on infection control and safe handling of sharps. This will be achieved by:

- Staff members to complete an on-line training course on infection control
- In house training on handling sharps
- In house training on safe working practices and guidelines
- Clear understanding of YouGlo Laboratories Standard Operating Procedures (SOPs)
- Supervision by Senior management team until competency is reached
- Ongoing training in-house and attending external courses
- Regular team meeting to address any concerns or issues regarding infection control

## **8. Jewellery at work**

When YouGlo Laboratories staff members wear jewellery there is a potential for harm both to the service user and the wearer. Jewellery can potentially be snatched or grabbed, or

become entangled in equipment. Watches, rings, bracelets, brooches etc with stones or engravings have the potential to cut or scratch a service user. Ornate jewellery, apart from harbouring dirt and bacteria, may also easily tear disposable gloves, which are necessary for the prevention of infection. In addition all jewellery has the potential to harbour dirt and bacteria, leading to cross contamination and infection.

At YouGlo Laboratories staff members are advised as follows:

- No jewellery with the potential to cause harm to service users and/or that can be grabbed or snatched, i.e. necklaces, earrings, bracelets, brooches, watches (wrist or fob) or other facial jewellery should be worn at work. The possible exceptions to the above are stud-type earrings or other stud-type facial piercing. However, if these are still considered to be a potential problem they can be covered with waterproof plasters.
- Where practicable any jewellery being worn by persons delivering care should be either removed or covered using a waterproof plaster.
- Body piercings should remain covered by clothing or where this is not possible, removed before commencing
- Rings with stones which may cut or scratch, particularly whilst carrying out personal needs duties, should not be worn. The only exception to this is a plain, band-type ring such as a wedding ring.

## **9. Safe Management of laundry**

Any towels used on the medical couch will be changed in between patients. Towels will be laundered at 90 °C with pre-wash cycle.

## **10. Environmental cleaning**

Effective cleaning is not only an essential standard infection control procedure, but is also a visible sign of the overall quality of service provided.

As a general principal the overall appearance of setting should be tidy, ordered and uncluttered with only appropriate cleanable, well maintained furniture used. Any presence of blood or body fluids is unacceptable. In general, all surfaces should be free from dust, dirt, debris, stains and spillages. The fabric of the environment and equipment should smell fresh and pleasant. Any deodorisers should be clean and functional.

In order to provide consistent high quality cleaning:

- There will be cleaning schedule which sets out all aspects of the cleaning service and its frequency
- Managers will monitor the standards of cleaning and deal with any poor or unsatisfactory performance
- Any device designated as single use must never (under any circumstances) be reused
- All medical devices will be annually serviced
- Manufacturers' guidelines for cleaning, disinfection or sterilisation will be followed
- All disinfectants must be stored and discarded in accordance with the manufacturers' instructions
- COSHH regulations will be adhered to

- COSHH assessment forms will be completed by senior staff members and control measured put in place
- Safety data sheets to be read by appropriate staff members
- Regularly staff meetings will be held to address any concerns involving cleanliness
- Infection control policies and procedure will be reviewed and updated annually