

Managing Blood and Body Fluid Spills Policy

This policy has been written for...	All Staff at West Heath School & West Heath Centre
Copies of this policy may be obtained from...	<ul style="list-style-type: none"> • The School web site - http://www.westheathschool.com • It is available as a hard copy on request from the school office • Hard copies for reference are filed in the staff room
This policy links with the following policies	The Health and Safety Policy
Participants and consultees in the formulation of this policy were...	The Facilities team and School Nurse
Edition, Review frequency and dates	This is Edition 4, dated April 2017 The policy will be reviewed annually
Relevant statutory guidance, circulars, legislation & other sources of information are...	The Health Protection Agency Public Health England The Health and Safety Executive
The Lead Member of staff is	Estates Manager
Definitions and key terms used in this policy...	
The Rationale and Purpose of this policy	It is important that all employees practise good personal hygiene, are aware of the procedure and fully comply with the controls for dealing with body fluid spillages.
Appendices	
Copying	No school policy is ever written in isolation. Acknowledgement of sources of advice and significant influence in the development and recording of policies at West Heath School are noted on the front page. We request that any schools or organisations incorporating large sections of this policy without alteration should make similar appropriate acknowledgement.

The Aim of this policy..

Body fluids such as blood, vomit, faeces, saliva, mucus and semen, potentially carry infection and transmittable diseases. It is important that all employees practise good personal hygiene, are aware of the procedure and fully comply with the controls for dealing with body fluid spillages.

Staff cleaning up spills of blood or body fluids must protect themselves with Personal Protective Equipment (PPE). A spillage kit containing gloves, plastic aprons, foot covers, goggles, masks, waste bags, scoop, 'Presept' decontamination granules and a padded bag/sock to contain larger spills can be located in Main School medical room.

Disposal and cleaning precautions

All body fluid spills should be cleaned up quickly to help protect students, staff and visitors from potential infections and to ensure we have a safe environment. All spillages of body fluids and material used during the clean up should be treated as 'clinical waste' and disposed of appropriately. Yellow biohazard bags should be used to dispose of waste and should be securely tied/sealed and disposed of in the yellow bins. These bins are located in the medical rooms in the Main School, Astor House and KS5.

In the case of large amounts of biohazard waste or if bins are full, a specialist waste company must be contacted via the Estates Manager. Mops and buckets etc. should only be used once the area has been thoroughly decontaminated and should be disinfected and dried after use. Contaminated clothing should be washed separately on a hot wash. Spillages on soft furnishings, carpets and upholstery should be steamed cleaned when possible. In cases of excessive spillage, items should be disposed of as clinical waste.

Procedure for cleaning small spills including blood

A volume that is easily managed with a minimal amount of decontamination equipment or materials

Cordon off area with hazard warning signs. Ensure any wounds or abrasions are covered with a waterproof dressing, wearing disposable gloves use paper towels soaked in Presept hypochlorite solution (made up as per instructions) to wipe up any excess body fluid. Scoop up and dispose of towels and gloves in a clinical waste bag and place in yellow biohazard bin.

Alternatively sprinkle enough Presept granules over spillage to solidify and disinfect the area, leave for two minutes, scoop up and dispose of as above.

Clean the area with detergent and hot water. Wash hands thoroughly.

Large spills of body fluid including blood Registration

A volume that would require more than one person, large amounts of decontamination equipment and/or contamination of objects that would prove difficult to decontaminate

Cordon off the area with hazard warning signs. If the spillage is extensive,

in addition to wearing gloves and a plastic apron, disposable over-shoes or rubber boots should be worn. If splashing is likely to occur protective eyewear and a mask is needed. Remember to ensure any wounds or abrasions are covered with a waterproof dressing.

If necessary contain the spill using the padded bag/sock from the 'Spill kit'. Liquid spills should be covered with Presept granules and left for 2 minutes, before cleaning up with paper towels and/or a plastic dustpan. Alternatively the spill can be covered with paper towels and the area gently flooded with Presept hypochlorite solution (made up following manufactures instructions) and left for at least two minutes.

Scoop up towels or granules carefully, place in biohazard bag, together with any PPE (apron, gloves disposable shoe covers) and any other cleaning equipment and dispose of in yellow bin. Rubber boots may be decontaminated with diluted disinfectant.

Finally wash area with hot water and detergent using disposable cleaning materials.

Disinfect the area using Presept hypochlorite solution (made up following manufacturer's instructions). Wash hands thoroughly.

Note: Urine may promote the release of free chlorine from the treated area when hypochlorite or other chlorine-containing compounds are applied, so make sure that the area is well ventilated.

Carpet and upholstery spills

If contamination of carpet, upholstery or soft furnishings does occur, specialist cleaning may be needed.

It may be necessary to incinerate furnishings if there is a high level of contamination or if there are grounds for believing that the contaminating material is infectious.

Note: Presept granules if used on carpets, soft furnishings etc. will bleach.

Accidental exposure to blood & other body fluids

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Accidental exposure to blood and body fluids can occur when there is:

- A puncture to the skin through an object e.g. needle, instrument
- Exposure of broken skin, e.g. wound or abrasion
- Exposure of mucous membranes, including the mouth and eyes.

The following action should be taken immediately

- Immediately stop what you are doing
- In the case of a wound, encourage bleeding by applying gentle pressure. *Do not suck the wound*
- Wash thoroughly under running water
- Dry and apply waterproof dressing
- If blood or body fluids come into contact with eyes, irrigate with cold water
- If blood or body fluids come into contact with mouth do not swallow, rinse mouth out several times with water

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- Seek medical advice from A& E
 - An accident form should be completed.
 - A health and safety assessment should be carried out.

Persons with particular responsibilities

Estates Manager and School Nurse

Other Participants & Stakeholders

Health and Safety Committee

Monitoring & Evaluation

Student Services Committee, Health and Safety Committee, SLT and Trustees