**Infection Prevention Control Policy (England)**

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# Introduction

## Policy statement

The purpose of this document is to ensure that Sheerwater Health Centre remains committed to the prevention of healthcare-associated infection and that patient safety is the utmost priority. [Regulation 15](https://www.legislation.gov.uk/ukdsi/2014/9780111117613/regulation/15) of the Health and Social Care Act 2008 (Regulated Activities) Regulations 2014 requires that healthcare premises are clean, secure, suitable and used properly and that a provider maintains standards of hygiene appropriate to the purposes for which they are being used.

This policy incorporates the NHS England [National Standards for Healthcare Cleanliness](https://www.england.nhs.uk/wp-content/uploads/2021/04/B0271-national-standards-of-healthcare-cleanliness-2021.pdf) dated April 2021. It should be noted that these standards apply to all healthcare settings, including GP surgeries regardless of the way cleaning services are provided.

This policy should be read in conjunction with the [Cleaning Standards and Schedule Policy](https://practiceindex.co.uk/gp/forum/resources/cleaning-standards-and-schedule-policy.1388/) where audits of cleanliness to support infection control can be found.

## Status

This document and any procedures contained within it are non-contractual and may be modified or withdrawn at any time. For the avoidance of doubt, it does not form part of your contract of employment.

## KLOE

The Care Quality Commission would expect any primary care organisation to have a policy to support this process and this should be used as evidence of compliance against CQC Key Lines of Enquiry (KLOE).**1**

Specifically, Sheerwater Health Centre will need to answer the CQC key questions on “Safe” and “Responsive”.

The following is the CQC definition of Safe:

*By safe, we mean people are protected from abuse\* and avoidable harm.*

*\*Abuse can be physical, sexual, mental or psychological, financial, neglect, institutional or discriminatory abuse*.

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| **CQC KLOE S1** | How do systems, processes and practices keep people safe and safeguarded from abuse? |
| **S1.8** | How are standards of cleanliness and hygiene maintained?  Are there reliable systems in place to prevent and protect people from a healthcare-associated infection? |
| **S1.10** | Do the maintenance and use of equipment keep people safe? |

The following is the CQC definition of Responsive:

*By responsive, we mean that services meet people’s needs.*

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| **CQC KLOE R1** | How do people receive personalised care that is responsive to their needs? |
| **R1.3** | Are the facilities and premises appropriate for the services that are delivered? |

## Training and support

This organisation will provide guidance and support to help those to whom it applies to understand their rights and responsibilities under this policy. Additional support will be provided to managers and supervisors to enable them to deal more effectively with matters arising from this policy.

Infection prevention and control training for both [non-clinicians](https://hub.practiceindex.co.uk/courses?offset=50#collapse_1047) and [clinicians](https://hub.practiceindex.co.uk/courses?offset=50#collapse_1019) is available on Bluestream Academy

# Scope

## Who it applies to

This document applies to all employees of the organisation and other individuals performing functions in relation to the organisation such as agency workers, locums and contractors.

Furthermore, it applies to clinicians who may or may not be employed by the organisation but who are working under the Additional Roles Reimbursement Scheme (ARRS).[[1]](#footnote-1)

## Why and how it applies to them

The organisation aims to design and implement policies and procedures that meet the diverse needs of our service and workforce, ensuring that none are placed at a disadvantage over others, in accordance with the [Equality Act 2010](https://www.legislation.gov.uk/ukpga/2010/15/contents). Consideration has been given to the impact this policy might have with regard to the individual protected characteristics of those to whom it applies.

Good infection prevention and control (IPC) is essential to ensure that people who use primary care services receive safe and effective care. Sheerwater Health Centre is committed to providing effective IPC procedures to minimise the risk of infection and to ensure the safety of patients, visitors and staff alike.

## IPC and COVID-19

New recommendations for primary and community healthcare providers in England relating to COVID-19 can be sought [here](https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control/new-recommendations-for-primary-and-community-health-care-providers-in-england). Specifically, the recommendations state:

* Providers of primary and community health services should ensure that measures are in place so that all settings are, where practicable, COVID-secure, using social distancing, optimal hand hygiene, frequent surface decontamination, ventilation and other measures where appropriate
* Where a setting cannot be delivered as COVID-19 secure through all other means, a local assessment may conclude that primary and community healthcare staff (both in clinical and non-clinical roles), when not otherwise required to use personal protective equipment, should wear a face mask, worn to prevent the spread of infection from the wearer
* Where a COVID-19 secure environment cannot be maintained, patients and members of the public entering primary and community healthcare premises should be advised to use face coverings in line with [government advice](https://www.gov.uk/government/publications/staying-safe-outside-your-home/staying-safe-outside-your-home)

Further support on assessing risks can be sought from the [COVID-19 risk assessment - An aide memoire](https://practiceindex.co.uk/gp/forum/resources/covid-19-risk-assessment-an-aide-memoire.1518/).

## IPC lead

At Sheerwater Health Centre, the IPC lead is Wendy Mayne (Practice Nurse) and this is detailed within their job description.

The IPC lead is responsible for promoting good infection control practice within Sheerwater Health Centre. They are to ensure that:

* They provide timely advice to colleagues, service users and relatives (where applicable)
* Training is provided regarding the standard principles of infection prevention control, specifically training in hand decontamination, the use of PPE and the safe use of and disposal of sharps (this list is not exhaustive)
* Appropriate supplies of sharps containers, PPE and materials for hand decontamination are available
* [amend/insert practice specific responsibilities]

Staff at Sheerwater Health Centre are to support the IPC lead in maintaining high standards of infection prevention and cleanliness.

Promoting these high standards and then providing evidence of the organisation’s compliance is essential for reputational purposes coupled with the need to maintain high levels of both patient and staff safety.

## Guidance documentation and policies

Sheerwater Health Centre refers to the following guidance documentation and policies which are related to infection prevent and control:

* [Accident reporting policy](https://practiceindex.co.uk/gp/forum/resources/accident-reporting-policy.867/?fromcat=106)
* [Assistance dog policy](https://practiceindex.co.uk/gp/forum/resources/assistance-dog-policy.1341/)
* [Cleaning standards and schedule policy](https://practiceindex.co.uk/gp/forum/resources/cleaning-standards-and-schedule-policy.1388/)
* [Clinical audit policy](https://practiceindex.co.uk/gp/forum/resources/clinical-audit-policy.1112/)
* [Health and safety policy](https://practiceindex.co.uk/gp/forum/resources/health-and-safety-policy.809/?fromcat=106)
* [Safe water policy](https://practiceindex.co.uk/gp/forum/resources/safe-water-policy.961/)
* [Staff immunisation policy](https://practiceindex.co.uk/gp/forum/resources/staff-immunisation-policy.686/?fromcat=106)
* [Staff occupational health policy](https://practiceindex.co.uk/gp/forum/resources/staff-occupational-health-policy.1102/)
* [Workplace fans and COVID-19 risk assessment](https://practiceindex.co.uk/gp/forum/resources/categories/health-safety-and-risk.106/?order=title&direction=asc&page=3#:~:text=Workplace%20fans%20and%20Covid-19%20risk%20assessment)

## Further supporting information

In addition to the guidance detailed within the annexes of this policy, the following should also be used as reference material when referring to IPC:

* [COVID-19: Infection Prevention and Control Guidance](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/990923/20210602_Infection_Prevention_and_Control_Guidance_for_maintaining_services_with_H_and_C_settings__1_.pdf)
* [Gov.uk – Managing common infections: Guidance for primary care](https://www.gov.uk/government/publications/managing-common-infections-guidance-for-primary-care)
* [GP Mythbuster 76 – Healthcare waste](https://www.cqc.org.uk/guidance-providers/gps/gp-mythbuster-76-health-care-waste)
* [GP Mythbuster 99 – Infection prevention control in primary care](https://www.cqc.org.uk/guidance-providers/gps/gp-mythbuster-99-infection-prevention-control-general-practice)
* [Health and Social Care Act 2008](https://www.legislation.gov.uk/ukpga/2008/14/contents)
* Health and Social Care Act Code of Practice
* Health and Social Care Act (Regulated Activities) Regulations 2014
* [HSE – Sharps injuries](http://www.hse.gov.uk/healthservices/needlesticks/)
* [Medical Protection Society – Risk alert: Infection control](https://www.medicalprotection.org/uk/articles/risk-alert-infection-control)
* [NHS – Best way to wash your hands](https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/)
* [NHS – What should I do if I injure myself with a used needle](https://www.nhs.uk/common-health-questions/accidents-first-aid-and-treatments/what-should-i-do-if-i-injure-myself-with-a-used-needle/)
* NICE Guidance – [Healthcare-associated Infections](https://www.nice.org.uk/guidance/cg139)
* NICE Guidance – [Infection Prevention and Control Quality Standard 61](https://www.nice.org.uk/guidance/qs61/resources/infection-prevention-and-control-pdf-2098782603205)
* National Standards of Healthcare Cleanliness 2021
* [National Standards of Healthcare Cleanliness 2021: Appendices](https://www.england.nhs.uk/wp-content/uploads/2021/04/B0271-national-standards-of-healthcare-cleanliness-2021-appendicies-april-2021.pdf)
* [PHE – Legionella: Detection in healthcare premises](https://www.gov.uk/government/publications/legionella-detection-in-healthcare-premises)
* [PHE – IPC guidance - Appendix 1](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/953310/Infection_Prevention_and_Control_Appendix_1.pdf)
* [PHE – IPC COVID-19 guidance - Appendix 2](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/910594/Final_appendix_2_IPC_19082020.pdf)\*
* [Insert any further guidance/policies]

Note, posters are available within Appendix 2 although similar posters are available within this document at Annex A – Infection Control Biological Substances Protocol and Annex J – Handwashing

# Guidance

## Policy incorporation

This policy incorporates the following protocols (as annexes):

* [Clinical Waste Management Protocol](#_Annex_C_–)
* [Disposable (Single-Use) Instruments Protocol](#_Annex_D_–)
* [Infection Control Biological Substances Protocol](#_Annex_A_–)
* [Infection Control Inspection Checklist](#_Annex_B_–)
* [Example Infection Control Annual Statement Report](#_Annex_N_–)
* [Isolation of Patients Protocol](#_Annex_I_–)
* [Needle-Stick Injuries Protocol](#_Annex_E_–)
* [Notifiable diseases](#_Annex_J_–)
* [Safe use and disposal of sharps](#_Annex_F_–)
* [Sample Handling Protocol](#_Annex_G_–)
* [Staff exclusion from work](#_Annex_L_–)
* [Sterilisation and Decontamination Protocol](#_Annex_H_–)
* [Toys in reception/waiting areas](#_Annex_K_–)

## Compliance

Sheerwater Health Centre ensures compliance with the [Health and Social Care Act 2008 Code of Practice](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/449049/Code_of_practice_280715_acc.pdf) criteria which are:

1. Systems to manage and monitor the prevention and control of infection
2. Provide and maintain a clean and appropriate environment in managed premises which facilitates the prevention and control of infections
3. Ensure appropriate antimicrobial use to optimise patient outcomes and to reduce the risk of adverse events and antimicrobial resistance
4. Provide suitable, accurate information on infections to service users, their visitors and any person concerned with providing further support or nursing/medical care in a timely fashion
5. Ensure prompt identification of people who have, or are at risk of developing, an infection so that they receive timely and appropriate treatment to reduce the risk of transmitting infection to other people
6. Systems to ensure that all care workers (including contractors and volunteers) are aware of and discharge their responsibilities in the process of preventing and controlling infection
7. Provide or secure adequate isolation facilities
8. Secure adequate access to laboratory support as appropriate
9. Have and adhere to policies that are designed for the individual’s care and provider organisations that will help to prevent and control infections
10. Providers have a system in place to manage the occupational health needs and obligations of staff in relation to infection

## Annual IPC statement

The annual IPC statement details the risk assessments undertaken and subsequent recommendations regarding IPC. In addition, the statement also details IPC-related significant events and audits completed.

The [Health and Social Care Act 2008 - Code of Practice](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/449049/Code_of_practice_280715_acc.pdf) on the prevention and control of infections and related guidance (Appendix D) states that the IPC lead is to prepare an annual statement *“for anyone who wishes to see it, including patients and regulatory authorities”.*

This short review should include the following:

* Known infection transmission event and actions arising from this
* Audits undertaken and subsequent actions
* Risk assessments undertaken for the prevention and control of infection
* Education and training received by staff
* Review and update of policies, procedures and guidance

In addition to this, it is considered that this report should include any actions relating to any significant event that has occurred during the reporting period.

To meet the above HSCA directive of “anyone who wishes to see it”, this statement is to be placed on the organisation website. An example Infection Prevention Control (IPC) Statement template can be found at [Annex O – Example Infection Control Annual Statement Report](#_Annex_O_–).

## Summary

All staff undertake infection prevention and control training and are committed to maintaining high standards of infection prevention and cleanliness within Sheerwater Health Centre.

Regular training, audit and reviews are key to the prevention of healthcare-associated infection.

# Personal protective equipment

## General

Whilst there has always been a need to provide robust PPE measures in primary care to support infection control principles, during the pandemic there has been a significant emphasis on having greater protection from COVID-19.

Public Health England suggests that *“those most at risk within the UK are professionals working in health and social care sectors. This is because these sectors are responsible for providing essential treatment and care for those who are confirmed to have COVID-19, are symptomatic or are highly vulnerable. They are in prolonged close contact with individuals who are symptomatic or particularly vulnerable to infection”.*

The UK government and devolved administrations have published clear guidance on appropriate PPE for health and social care workers and this has been written and reviewed by all four UK public health bodies and informed by NHS infection prevention control experts.

Governmental information is consistent with World Health Organization (WHO) guidance for protecting health and social care workers from COVID-19 and can be found [here](https://www.gov.uk/government/collections/coronavirus-covid-19-personal-protective-equipment-ppe).

The joint Public Health England and NHS England document titled [COVID-19: Infection prevention and control (IPC)](https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control) provides comprehensive IPC guidance including risk management pathways in the support of COVID-19.

Further reading can be found at [COVID-19 risk assessment - an aide memoire](https://practiceindex.co.uk/gp/forum/resources/covid-19-risk-assessment-an-aide-memoire.1518/?fromcat=106).

## Legal

The regulations require that where the health and safety risks cannot be controlled by other means, PPE is required to be correctly selected and used.

If PPE is required then it will be provided free of charge by the organisation.

## PPE requirements

In accordance with the [COSHH Regulations](http://www.hse.gov.uk/coshh/), the hierarchy of controls that should be applied when assessing the risks are:

* Eliminate
* Substitute
* Segregate
* Ventilate including local exhaust ventilation
* Personal protective equipment

However, it is recognised that in certain situations and environments not all of these controls can be suitably considered such as infection control between person to person.

Employees who have been provided with PPE must ensure it is used and worn in accordance with the instructions provided.

[RCGP](https://www.rcgp.org.uk/about-us/rcgp-blog/covid-19-gp-guide-personal-protective-equipment.aspx) advises that basic PPE protection includes:

* Disposable aprons
* Disposable gloves
* Fluid resistant face mask
* Eye protection. This should be worn when there is a risk of contamination to the eyes from splashing of secretions (including respiratory secretions), blood body fluids or excretions

Face masks for general patient assessment only need to be of a fluid resistant, surgical mask types. Once worn, masks should not be touched and should be changed if they become damp or damaged.

An individual risk assessment should be carried out prior to/at the time of providing care. Eye/face protection can be achieved by the use of any one of the following:

* Surgical mask with integrated visor
* Full face shield/visor
* Polycarbonate safety spectacles or equivalent

Cambridge Hospitals NHS Trust has provided this [Youtube clip](https://youtu.be/j3hfEpjAx0E) detailing PPE requirements and procedures within primary care.

Further reading can be sought from [HSE](https://www.hse.gov.uk/pubns/indg174.pdf).

## Risk assessment and selection of PPE

The completion of a risk assessment will identify if there is a requirement for PPE, such as when preparing COSHH assessments that identify the requirement for gloves when using certain substances.

When selecting the suitability of PPE, the following will be taken into account:

* It is appropriate for the risks involved and the extent of exposure
* It will be used to prevent or adequately control the risks without increasing the overall risk
* It will be adjustable and meet the needs of the user in order to fit correctly and comfortably
* The health and wellbeing of employees required to use it
* The length of time that it is to be worn and the requirements for visibility and communication
* The compatibility when using more than one item of PPE

It is essential that the right type and standard of PPE is identified and provided. Additionally, all new PPE will be “CE” marked to demonstrate certain basic/minimum safety requirements.

Further reading on risk management and risk assessing can be found in both the [Risk and issue guidance document](https://practiceindex.co.uk/gp/forum/resources/risk-and-issues-guidance-document.1568/?fromcat=106) and the [Risk assessment guidance document](https://practiceindex.co.uk/gp/forum/resources/categories/health-safety-and-risk.106/?order=title&direction=asc&page=3#:~:text=Risk%20assessment%20guidance%20document).

## Information, instruction and training

The organisation will ensure that, where PPE is provided, the provision of adequate information, instruction and training on its use are also included. This will cover:

* The types of risk exposure and why PPE is required
* The operation, performance and limitations of the equipment
* Correct methods for usage and storage
* Any testing requirements before use
* User maintenance including hygiene and cleaning procedures
* Factors that may affect the equipment
* How to identify defects in PPE and the methods of reporting them
* Arrangements for PPE replacement

Refresher training will be provided when required.

## Maintenance and storage

Maintenance schedules provided with the PPE from the manufacturer are designed to ensure the equipment continues to give the degree of protection for the required purpose. These schedules can also include recommended replacement periods and expiry dates. When issued with PPE, it is important to follow the procedures with regard to cleaning, examination, replacement, repair and testing of any equipment supplied.

Any costs incurred for the maintenance of PPE will be the responsibility of the organisation and adequate storage facilities for PPE in order to protect it from contamination, damage, damp or sunlight when not in use will be provided.

## Duties of employees regarding PPE

PPE is a fundamental element of safe practice in primary care. At Sheerwater Health Centre, staff must be aware of the requirements for PPE and infection control requirements and associated policies.

The Personal Protective Equipment at Work Regulations place duties on employees to take reasonable steps to ensure that the PPE provided is properly used.

Other requirements include:

* PPE must be worn and used in accordance with the instructions given
* Employees must take all reasonable steps to ensure that PPE is stored correctly and safely when not in use
* PPE must be examined before use
* Any loss or obvious defect must be immediately reported
* Employees must take reasonable care of any PPE provided and not carry out any maintenance unless trained to do so

Furthermore, in accordance with HTM 07-01,[[2]](#footnote-2) the following details the specification for PPE:

* COSHH requires that risks to health be eliminated, prevented or, where this is not reasonably practicable, reduced.

Although the use of PPE should be considered as additional to other control measures, it is likely that even after all reasonably practicable precautions have been taken to reduce the exposure of staff who handle, transfer, transport, treat or dispose of healthcare waste, some PPE will still be required.

In such cases, employers must ensure that these items are provided, used and maintained. They must also make appropriate arrangements for storage and cleaning whilst employees must cooperate with employers to ensure that their legal duties are met.

The [COSHH risk assessment guidance document](https://practiceindex.co.uk/gp/forum/resources/coshh-risk-assessment-guidance-document.1529/?fromcat=106) can be used to support the organisation of the management of COSHH.

Risk assessments might identify the need for PPE, such as:

* Suitable heavy-duty gloves when handling healthcare waste receptacles
* Safety shoes to protect the feet against the risk of receptacles being accidentally dropped. The soles of such shoes or boots may also need to provide additional protection against slippery floors and sharps
* An industrial apron or leg protectors if receptacle handling creates a risk of bodily contact
* Protective face visors, helmets and strong industrial gloves where incinerators or other machines are charged manually

Emergency situations, such as spillages, should also be addressed in any risk assessments. This might include the need for protective equipment to prevent exposure via routes such as skin contact (for example single-use aprons and gloves) or inhalation (for example respiratory protection and/or face visors).

Basic personal hygiene is important in reducing the risk from handling healthcare waste. Employers need to ensure that washing facilities are conveniently located for people handling healthcare waste; this is particularly important at storage and incineration facilities.

Further reading with regard to staff obligations including uniform requirements that support PPE can be found in the [Uniform, dress and appearance policy](https://practiceindex.co.uk/gp/forum/resources/uniforms-dress-and-appearance-policy.874/).

## Guide to donning and doffing PPE

Graphical user interface, application

Description automatically generated

Source: [Public Health England](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/932687/PHE_quick_guide_to_donning_doffing_PPE_standard_health_and_social_care_settings.pdf)

PPE is to be disposed of as infectious clinical waste (orange bag).

## Annex A – Infection Control Biological Substances Protocol

**Introduction**

A biological agent is defined as a micro-organism, cell culture or human endoparasite, whether or not genetically modified, that may cause infection, allergy, toxicity or otherwise create a hazard to human health.[[3]](#footnote-3)

**Overview**

Healthcare workers will come into contact with a number of sources of infection, be it directly or indirectly, such as:

* Blood and bodily fluids
* Faeces, urine and vomit
* Direct skin contact
* Respiratory secretions and excretions

Staff must ensure that they adhere to the guidelines given in this document as well as regional and national guidelines. All staff at Sheerwater Health Centre are given training in IPC at induction and will also receive annual refresher training.

**Spillages**

There may be occasions when exposure occurs despite careful attention to the correct procedures. If such incidents occur within the organisation, a spill kit should be used. At Sheerwater Health Centre, the spill kit is stored within treatment room. Only personnel trained in the use of this kit are authorised to use it.

**Immediate actions**

In the event of a spillage, the following actions are to be taken:

1. The spillage should be dealt with as soon as possible
2. Staff, patients and visitors must be kept away from the spillage and if possible, a warning sign shown while preparation is made to manage the spill
3. Personal protective equipment (PPE), e.g., eye protection, long-cuffed disposable nitrile gloves and a disposable apron, should be used. If the spillage is extensive, disposable plastic overshoes or rubber boots may be necessary.

**Management of spills**

•   Small blood spills onto hard surfaces: Wearing gloves, clean with universal/detergent wipes and dispose as clinical waste.

•   Large blood spills, e.g., spills onto floor (except urine): Wearing gloves and apron, use the blood spillage wipe and follow the instructions on the packet. Wash area with detergent and water.

•   Very large blood spills including smears to walls etc.: Wearing gloves and apron, use spill wipes and leave to absorb for 30 seconds. Wipe, allowing the rest of the spill to be absorbed (if a larger spill), use the wipe contained within the pack to clean the area, place back into the bag, seal and dispose of in clinical waste.

•   Blood-stained urine spills – DO NOT USE blood spillage kit: Wearing gloves and aprons, soak up urine with paper towels then wash areas with detergent followed by chlorine dioxide solution (Tristel).

•   Urine/vomit spills: Wearing gloves and an apron, use the urine/vomit spillage kit and follow the instructions on the packet. Wash with detergent and water. If urine/vomit spillage kit is not available, soak up urine/vomit with disposable towels then wash area with detergent.

•   Spills onto carpets or soft furnishings: Wearing gloves and apron, soak up spillage with paper towels then clean with detergent and water. Then, for carpets, steam clean or, for soft furnishings, launder or dry clean. If item remains soiled it must be disposed of.

**Further actions and guidance**

All incidents are to be reported to Wendy Mayne the Practice Nurse in the first instance. Further guidance and information can be sought by contacting [insert name of local trust IPC lead].

Instructions for using spill wipes are shown overleaf.



## Annex B – Infection Control Inspection Checklist

**Introduction**

The purpose of this document is to enable Sheerwater Health Centre to assess how it meets the standards for a managed environment that minimises the risk of infection to patients, staff and relatives. These standards reflect current legislation, national guidelines and good practice regarding infection control within a healthcare environment.

**Usage**

The checklist overleaf should be used as a guide and in conjunction with national guidelines. Each consulting room/treatment area, etc. should have an independent assessment completed and annotated on a separate form.

**Summary**

This checklist is not exhaustive and will need to be adapted to reflect building modifications, changes in practices, etc. The nominated IPC lead at Sheerwater Health Centre will review this document annually to ensure accuracy and relevance.

**Infection Prevention Control Checklist**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Management of IPC** | **Yes** | **No** | **N/A** | **Comments** |
| Is there a named lead person responsible for infection prevention and control? |  |  |  |  |
| Are these responsibilities detailed in the individual’s job description? |  |  |  |  |
| Are infection prevention and control-related topics agenda items at organisation meetings? |  |  |  |  |
| Is there evidence of a process for reporting incidents in relation to IPC? |  |  |  |  |
| Are there up-to-date local contact telephone numbers available from which to obtain advice pertaining to IPC? |  |  |  |  |
| Is there evidence that audits have been undertaken and practice changed regarding IPC? |  |  |  |  |
| Are there local risk assessments held relating to IPC? |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Staff training pertaining to IPC** | **Yes** | **No** | **N/A** | **Comments** |
| Is IPC included in all staff induction programmes? |  |  |  |  |
| Have staff received mandatory training in IPC? |  |  |  |  |
| Is there a process in place to ensure that all non-attendees at mandatory training are followed up? |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **IPC policy and protocols** | **Yes** | **No** | **N/A** | **Comments** |
| Are policies and protocols available to all staff? |  |  |  |  |
| Are cleaning schedules in place and displayed in all areas? |  |  |  |  |
| Are SLAs monitored and reviewed? |  |  |  |  |
| Is there evidence of reviews of policies and protocols? |  |  |  |  |
| Are audits regularly undertaken to review standards and procedures? |  |  |  |  |

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| --- | --- | --- | --- | --- |
| **General IPC standards** | **Yes** | **No** | **N/A** | **Comments** |
| Is the environment visibly clean and free from any damage? |  |  |  |  |
| Is furniture made of impermeable and washable materials? |  |  |  |  |
| Are all furnishings and fittings visibly clean and in a good state of repair? |  |  |  |  |
| Is the floor visibly clean and in a good state of repair? |  |  |  |  |
| Is the environment generally free from clutter? |  |  |  |  |
| Are items such as telephones and IT equipment clean and in a good state of repair? |  |  |  |  |

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| --- | --- | --- | --- | --- |
| **Toilet IPC standards** | **Yes** | **No** | **N/A** | **Comments** |
| Are the toilet environments visibly clean and free from any damage? |  |  |  |  |
| Are all furnishings and fittings visibly clean and in a good state of repair? |  |  |  |  |
| Are all dispensers clean and in a good state of repair? |  |  |  |  |
| Are paper towels available from an enclosed dispenser? |  |  |  |  |
| Is there a promotional hand hygiene poster displayed? |  |  |  |  |
| Is there a hands-free domestic waste bin available, and is it in a good state of repair, clean and labelled appropriately? |  |  |  |  |
| Are there appropriate facilities for the disposal of sanitary waste? |  |  |  |  |
| Is the flooring in a good state of repair, clean and impervious to moisture? |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Baby-changing facilities IPC standards** | **Yes** | **No** | **N/A** | **Comments** |
| Is the environment visibly clean and free from any damage? |  |  |  |  |
| Are all furnishings and fittings visibly clean, in a good state of repair and made from impermeable, washable materials? |  |  |  |  |
| Is there a dedicated basin for hand washing, and is it clean and in a good state of repair? |  |  |  |  |
| Are all dispensers clean and in a good state of repair? |  |  |  |  |
| Are paper towels available from an enclosed dispenser? |  |  |  |  |
| Is there a promotional hand hygiene poster displayed? |  |  |  |  |
| Is there a hands-free domestic waste bin available, and is it in a good state of repair, clean and labelled appropriately? |  |  |  |  |
| Is there a hands-free waste bin available for the disposal of nappies, and is it in a good state of repair, clean and labelled appropriately? |  |  |  |  |
| Are there instructions for parents displayed on how to clean the facilities after use and are cleaning materials available? |  |  |  |  |
| Are the changing mats in a good state of repair, intact and clean? |  |  |  |  |
| Is the flooring in a good state of repair, clean and impervious to moisture? |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Treatment & consulting room IPC standards** | **Yes** | **No** | **N/A** | **Comments** |
| Is the environment visibly clean and free from any damage? |  |  |  |  |
| Are all furnishings and fittings visibly clean, in a good state of repair and made from impermeable, washable materials? |  |  |  |  |
| Is the flooring in a good state of repair, clean and impervious to moisture? |  |  |  |  |
| Is there a dedicated basin for hand washing, and is it clean and in a good state of repair? |  |  |  |  |
| Are sensor or elbow taps available? |  |  |  |  |
| Are all dispensers clean and in a good state of repair? |  |  |  |  |
| Are paper towels available from an enclosed dispenser? |  |  |  |  |
| Is there a promotional hand hygiene poster displayed? |  |  |  |  |
| Is there a hands-free domestic waste bin available for paper towels, and is it in a good state of repair, clean and labelled appropriately? |  |  |  |  |
| Are alcohol-based hand-rub bottles wall-mounted in treatment rooms? |  |  |  |  |
| Is there a designated work surface/trolley for clinical procedures, and is it clean and in a good state of repair? |  |  |  |  |
| Are all items stored above floor level and are there appropriate storage facilities? |  |  |  |  |
| Are all areas visibly clean (shelving, cupboards, drawers, etc.)? |  |  |  |  |
| Are patient examination couches/chairs clean and in a good state of repair? |  |  |  |  |
| Is the paper roll on couches replaced between patients? |  |  |  |  |
| Are disposable curtains in date and marked with an expiry date? |  |  |  |  |
| Is there a hands-free clinical waste bin available, and is it clean, free from damage and labelled appropriately? |  |  |  |  |
| Is the drug fridge only used for the storage of drugs? |  |  |  |  |
| Is there PPE readily available in the treatment/consulting rooms? |  |  |  |  |
| Are sharps containers correctly assembled, labelled with a date, location and signed? |  |  |  |  |
| Are all sharps bins free from protruding sharps, with contents below the ‘fill’ line? |  |  |  |  |
| Are the lids closed between usage and bins out of the reach of vulnerable patients? |  |  |  |  |
| Are sharps disposed of safely and not re-sheathed? |  |  |  |  |
| Are full/locked sharps bins stored appropriately, away from public access until collected for disposal? |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Storeroom IPC standards** | **Yes** | **No** | **N/A** | **Comments** |
| Is the environment visibly clean and free from any damage? |  |  |  |  |
| Are all furnishings and fittings visibly clean, in a good state of repair and made from impermeable, washable materials? |  |  |  |  |
| Is the flooring in a good state of repair, clean and impervious to moisture? |  |  |  |  |
| Are all items stored appropriately and off the floor? |  |  |  |  |
| Is the environment tidy and free from clutter? |  |  |  |  |

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| --- | --- | --- | --- | --- |
| **Domestic/cleaning cupboard IPC standards** | **Yes** | **No** | **N/A** | **Comments** |
| Is the environment visibly clean and free from any damage? |  |  |  |  |
| Are all furnishings and fittings visibly clean, in a good state of repair and made from impermeable, washable materials? |  |  |  |  |
| Is the flooring in a good state of repair, clean and impervious to moisture? |  |  |  |  |
| Are all items stored appropriately and off the floor? |  |  |  |  |
| Is the environment tidy and free from clutter? |  |  |  |  |
| Is there a dedicated basin for hand washing, and is it clean and in a good state of repair? |  |  |  |  |
| Are sensor or elbow taps available? |  |  |  |  |
| Are all dispensers clean and in a good state of repair? |  |  |  |  |
| Are paper towels available from an enclosed dispenser? |  |  |  |  |
| Is there a promotional hand hygiene poster displayed? |  |  |  |  |
| Is there a hands-free domestic waste bin available for paper towels, and is it in a good state of repair, clean and labelled appropriately? |  |  |  |  |
| Is there a disposal facility for dirty water available, and is it visibly clean, free from damage and in a good state of repair? |  |  |  |  |
| Are mops and buckets stored appropriately and are they clean and dry? |  |  |  |  |
| Is there a colour-coding system in place for cleaning equipment? |  |  |  |  |
| Are all items stored correctly and in accordance with current regulations, i.e. COSHH? |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Staffroom/kitchen IPC standards** | **Yes** | **No** | **N/A** | **Comments** |
| Is the environment visibly clean and free from any damage? |  |  |  |  |
| Are all furnishings and fittings visibly clean, in a good state of repair and made from impermeable, washable materials? |  |  |  |  |
| Is the flooring in a good state of repair, clean and impervious to moisture? |  |  |  |  |
| Are all items stored appropriately and off the floor? |  |  |  |  |
| Is the environment tidy and free from clutter? |  |  |  |  |
| Is staff food placed in the fridge, correctly labelled with names and dates, and with expiry dates? |  |  |  |  |
| Is the fridge free from medicines/drugs? |  |  |  |  |

Date inspection completed: [Insert date]

Inspection completed by: Wendy Mayne (Practice Manager)

This document should be retained as it can be used as evidence in an IPC audit.

## Annex C – Clinical Waste Management Protocol

**Introduction**

NHS England’s framework agreement sets out consistent standards for the collection and disposal of clinical waste from organisations. The framework identifies a number of benefits including quality standards, consistency, management of contracts and value for money. Clinical waste can be defined as any waste produced by, and as a consequence of, healthcare activities[[4]](#footnote-4).

At Sheerwater Health Centre the approved contractor is [insert contractor’s name].

**Overview**

Under the [Environmental Protection Act 1990](http://www.legislation.gov.uk/ukpga/1990/43/contents) it is unlawful to deposit, recover or dispose of controlled (including clinical) waste without a waste management licence, contrary to the conditions of a licence or the terms of an exemption, or in a way that causes pollution of the environment or harm to human health[[5]](#footnote-5).

Hazardous healthcare waste is subject to the requirements of the [Hazardous Waste Regulations 2005](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/218704/haz-waste-regs-guide.pdf).

**Aim**

The aim of this protocol is to minimise the risks associated with clinical waste, particularly handling and disposal at Sheerwater Health Centre. Throughout this protocol, the term clinical waste refers to “hazardous waste” generated by organisations.

This protocol is to be read in conjunction with the references in the footnotes and hyperlinks within the document.

**Waste segregation**

Segregation on-site is vital to ensure that waste is stored, transported and ultimately disposed of in the correct manner to maintain compliance with extant regulations. Clinical waste must be segregated as detailed overleaf.

Refer to the NHS Property Services [poster](https://www.property.nhs.uk/media/2906/disposing-of-clinical-and-non-clinical-waste.pdf) and useful [webinar](https://attendee.gotowebinar.com/recording/1206784791883571983) that further explains the correct disposal of clinical and non-clinical waste and advice upon the following:

* Infectious clinical waste including COVID-19 PPE

You should use the ORANGE bags for infectious clinical waste only. This includes COVID-19 waste and other infectious PPE, dressings and bandages etc.

These orange clinical waste bags should not be placed in non-clinical areas such as corridors, entrances, staff rooms, kitchens and offices etc. so please only place them in infectious clinical waste areas.

* Infectious clinical waste that is also contaminated by medicines and/or chemicals

You must only put waste items that are both infectious and chemically contaminated (for example some samples and diagnostic kits) in the YELLOW bags.

* Non-infectious clinical waste, including face masks in non-infectious areas

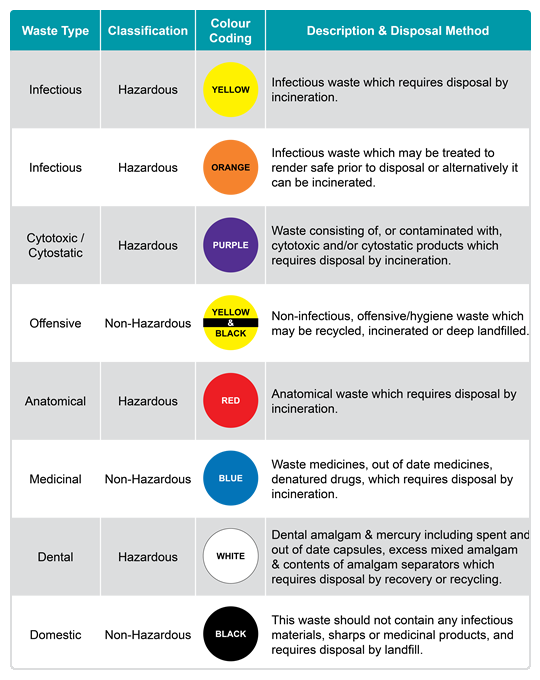
The YELLOW and BLACK striped bags should be used for non-infectious clinical waste, e.g., PPE, couch roll, dressings, plasters, bandages, nappies, feminine hygiene products etc.

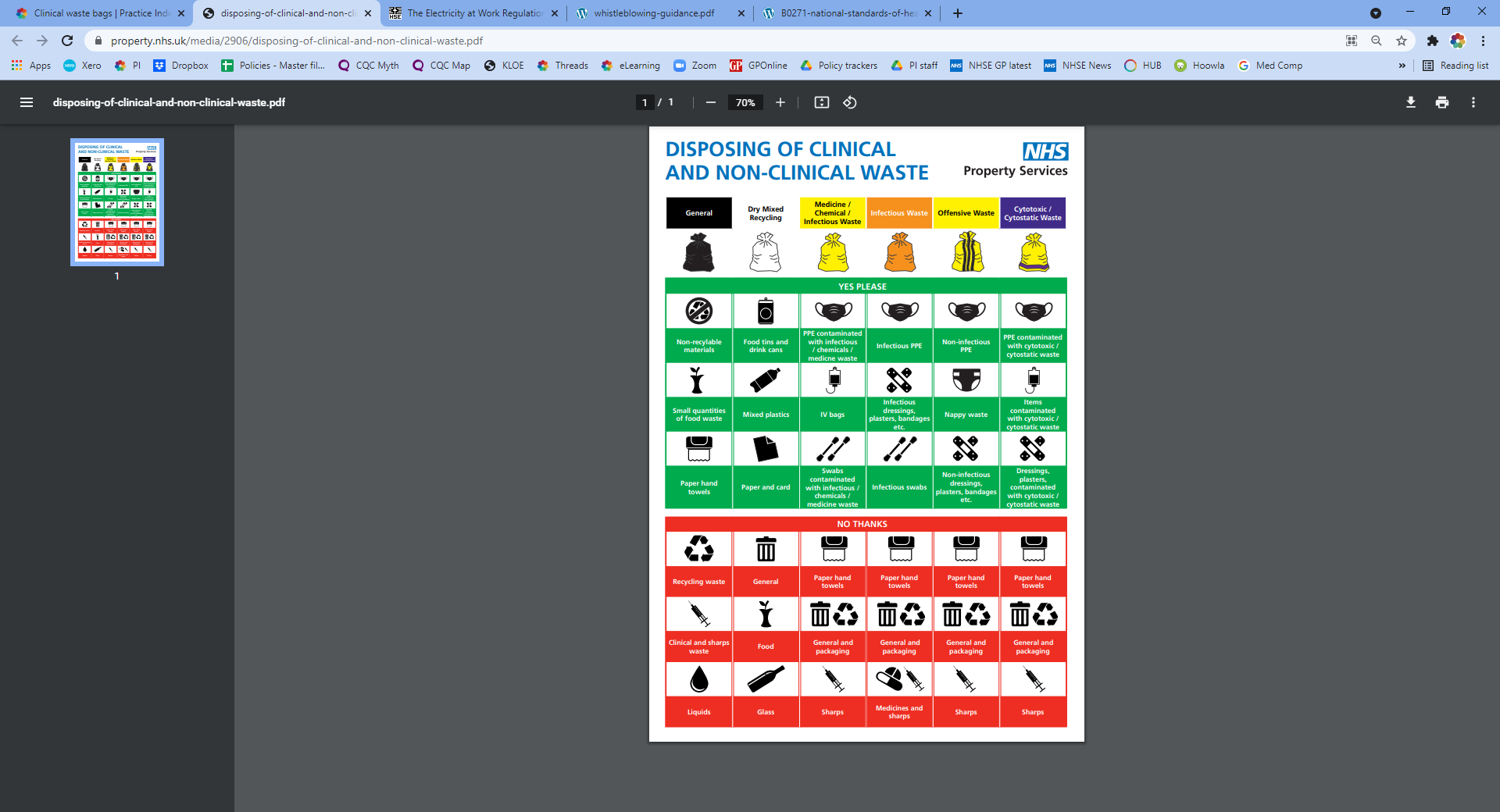
* General waste and recycling

Paper hand towels, packaging, cardboard, plastic bottles, tins and any other waste items that are not clinical or infectious must be disposed of in the BLACK bags (general waste) or CLEAR bags (recycling).

Using the incorrect bag is causing huge issues for the clinical waste industry, resulting in missed collections and costing the NHS substantial amounts of money. Sending waste for incineration is 45% more expensive than sending waste to be recycled.

Further reading can be sought from NHS Property Services [here](https://www.property.nhs.uk/media/3543/nhsps-waste-segregation-update_summer-2021.pdf).





**Handling of waste**

Clinical waste is classed as hazardous material and must therefore be handled and disposed of in a safe manner to ensure that personnel are not injured or exposed to contamination.

All personnel, when involved in the handling of clinical waste, should use the correct PPE; it is essential that staff have received IPC training before handling clinical waste. The minimum PPE requirements when handling clinical waste are gloves and an apron.

Clinical waste bins must be emptied on a daily basis and bags must not be filled more than three quarters full. Waste must be taken to [insert location] and placed in the correct receptacle whilst awaiting collection from [insert approved contractor’s name]. Access to this area is for authorised personnel only; all staff must ensure that they secure the area when leaving. If this area is inaccessible, [insert name and role] is to be informed and alternative arrangements made for the safe storage of the clinical waste.

**Collection**

All clinical waste will be collected by [insert approved contractor’s name] weekly on a [insert day of the week] and is to be supported with a Waste Transfer Note[[6]](#footnote-6) (WTN). Copies are to be retained by the [insert role/name] to evidence the correct and authorised removal of waste from the site. Hazardous waste requires a consignment note[[7]](#footnote-7) (provided by the contractor) which must be retained for audit purposes.

**Summary**

All staff have a duty of care to ensure that waste is correctly segregated. Compliance with this protocol and the references within it will ensure the safe and effective management of waste at Sheerwater Health Centre. Any questions relating to this protocol are to be directed to [insert name/role].

## Annex D – Disposable (Single-Use) Instruments Protocol

**Introduction**

This protocol details the management of single-use items at Sheerwater Health Centre. Single-use items are those items that are to be used on one patient, for a single procedure and then disposed of correctly. Reusing a single-use item could expose both staff and patients to unnecessary risks.

**Overview**

Single-use items are commonly used within the primary care environment. Whilst items held will vary depending on individual preferences, the management of such items remains the same. At Sheerwater Health Centre, Nine Swift (Practice Manager) is responsible for the ordering of medical stores, including single-use items.

**Identifying single-use items**

Single-use items have an identifier that clearly shows they are single-use only. This symbol is usually on the packaging of the item and may not be on the item itself. If there is any doubt, contact the manufacturer for further guidance.

The symbol that indicates single use is shown below:



Any item that displays this symbol can only be used on one individual, for a single procedure. Once used, the item must be disposed of correctly, following Sheerwater Health Centre’s clinical waste protocol.

**Safety implications**

There are a number of safety implications[[8]](#footnote-8) regarding the reuse of single-use items that clearly explain the risks of reusing an item intended for single use.

Such implications are:

* Reprocessing single-use devices may compromise their intended function
* Single-use devices may not be designed to allow thorough decontamination and (if applicable) re-serialisation processes
* Reprocessing a single-use device may alter its characteristics so that it no longer complies with the original manufacturer’s specifications and therefore the performance may be compromised
* Single-use devices have not undergone extensive testing, validation and documentation to ensure the devices are safe to reuse

**Responsibility**

Any individual who reuses an item identified for single use only bears full responsibility for the safety and effectiveness of its function; such actions are against the guidance of the Medicines and Healthcare Products Regulatory Agency (MHRA).

**Summary**

Single-use items are specifically manufactured for the purpose of being used once. The risks associated with reusing such items clearly outweigh the benefits. Reusing items exposes patients and staff to the risk of infection and transfers the responsibility from the manufacturer to the individual.

At Sheerwater Health Centre, training is delivered on a regular basis to ensure that all staff are aware of this protocol and adhere to the single-use policy.

## Annex E – Needle-Stick Injury Protocol

**Introduction**

Sharps injuries are a well-known risk to workers in healthcare and, for those who receive them, they can cause anxiety and distress. For the purpose of this protocol, sharps injuries are defined as injuries sustained from needles, scalpels and other instruments that can cause injury by cutting or pricking the skin. This protocol gives detailed guidance for the management of sharps injuries at Sheerwater Health Centre.

**Overview**

Anyone working at Sheerwater Health Centre is at risk from a sharps injury; this includes healthcare workers or clinicians but also non-clinical members of staff who may be at risk if sharps are not stored or disposed of correctly. All employers are required under existing health and safety law to ensure that risks from sharps injuries are adequately assessed and appropriate control measures are in place.[[9]](#footnote-9)

**Minimising risk**

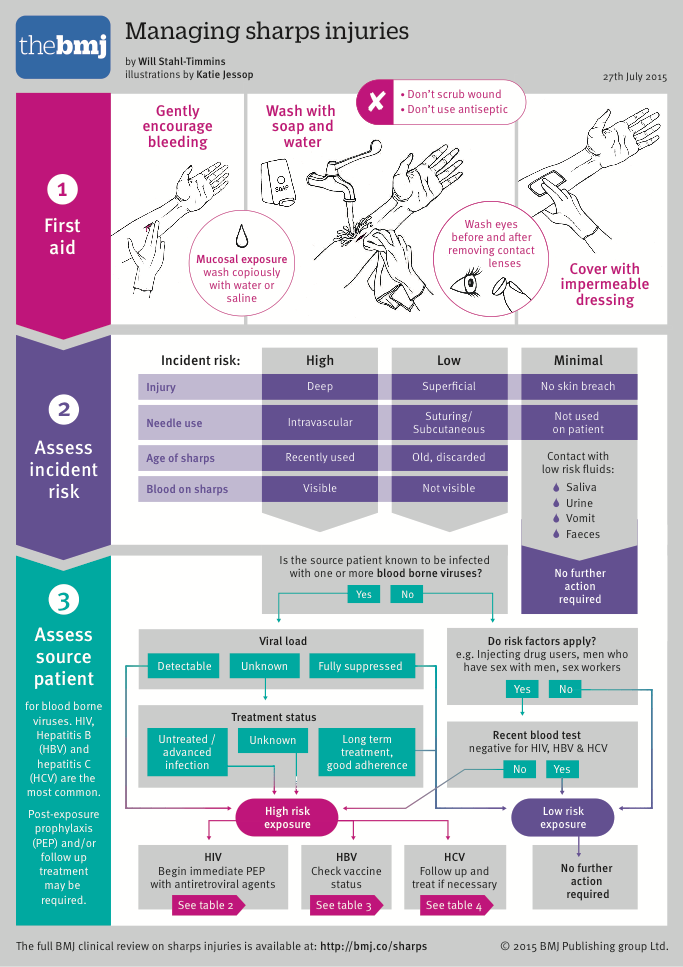
Everyone has a duty of care to minimise the risk of exposure to sharps injuries at Sheerwater Health Centre. The following actions will further reduce the risk of exposure[[10]](#footnote-10):

* No needle recapping or re-sheathing
* Availability of portable sharps containers
* Adequate number and placing of sharps containers within arm’s reach
* Disposing of sharps immediately at the point of use in designated sharps containers
* Sealing and discarding sharps containers when they are three quarters full
* Establishing means for the safe handling and disposal of sharps devices before the beginning of a procedure

Training also reduces the risk of exposure, and at Sheerwater Health Centre training pertaining to sharps injuries is delivered [insert time frame, e.g., annually].

**Management of sharps injuries**

All staff need to be familiar with the immediate management procedure, both for themselves if they become injured and for assisting injured colleagues. The management of sharps injuries is shown in the infographic overleaf.



Source: The BMJ: <http://www.bmj.com/content/bmj/suppl/2015/07/29/bmj.h3733.DC1/sharps_infographic_web_sm3.pdf>

**Reporting sharps injuries**

At Sheerwater Health Centre, all sharps injuries are to be reported to Nine Swift, the Practice Manager. In addition, report the incident to the duty doctor. It may be necessary to gain further advice from [insert name/role/organisation] who can be contacted on [insert telephone number].

Sharps injuries must be [reported to HSE](http://www.hse.gov.uk/riddor/report.htm)[[11]](#footnote-11) under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) if:

* An employee is injured by a sharp known to be contaminated with a blood-borne virus (BBV), e.g., hepatitis B or C or HIV. This is reportable as a dangerous occurrence
* The employee receives a sharps injury and a BBV acquired by this route seroconverts. This is reportable as a disease
* The injury itself is so severe that it must be reported

If the sharp is not contaminated with a BBV, or the source of the sharps injury cannot be traced, it is not reportable to HSE unless the injury itself causes an over-seven-day injury. If the employee develops a disease attributable to the injury, then it must be reported.

**Recording of sharps injuries at Sheerwater Health Centre**

All sharps injuries sustained at Sheerwater Health Centre must be recorded as a significant event and discussed at practice meetings. As part of the SEA, the outcome may be to conduct an audit to ensure that the safest systems are being adopted, training may be one of the outcomes that needs to be considered.

It is the responsibility of the person suffering a sharps injury to ensure that it is reported/recorded appropriately.

If they are unsure, they should discuss the incident with [insert name and role].

**Summary**

Sharps injuries are not uncommon within primary care. Due diligence and adherence to guidance and legislation will reduce the risk to all staff. [Regular] training is delivered at Sheerwater Health Centre to maintain an awareness of the significance of the safe management of sharps.

## Annex F – Safe use and disposal of sharps

**Introduction**

Many sharps injuries can be avoided by adhering to the principles of safe organisation at Sheerwater Health Centre. The incidence of sharps injuries in primary care is surprisingly high. Care is to be taken at all times to ensure the safe use and disposal of sharps.

**Legislation**

There are a number of legislative acts and laws governing the safe use and disposal of sharps:

* C[ontrol of Substances Hazardous to Health (COSHH) 2002](http://www.legislation.gov.uk/uksi/2002/2677/pdfs/uksi_20022677_en.pdf)
* [Management of Health and Safety at Work Regulations 1999](http://www.legislation.gov.uk/uksi/1999/3242/contents/made)
* [The Provision and Use of Work Equipment Regulations 1998](http://www.hse.gov.uk/work-equipment-machinery/puwer.htm)
* [Reporting of Diseases, Injuries and Dangerous Occurrences Regulations 2013 (RIDDOR)](http://www.hse.gov.uk/riddor/)
* [The Personal Protective Equipment Regulations 1992](http://www.hse.gov.uk/pubns/indg174.pdf)
* [Health and Safety (First Aid) Regulations 1981](http://www.hse.gov.uk/firstaid/legislation.htm)
* [Safety Representatives and Safety Committee Regulations 1977](https://www.hse.gov.uk/pUbns/priced/l146.pdf)

**EU directive**

In addition to the above, an EU directive was introduced in 2010 aimed at protecting healthcare workers from sharps injuries ([Directive 2010/32/EU](http://eur-lex.europa.eu/legal-content/EN/TXT/?uri=celex%3A32010L0032)). From this directive a [transposition note](http://www.hse.gov.uk/aboutus/europe/transposition/tn-2010-32-eu.pdf) was produced detailing which aspects of the directive were to be incorporated into [The Health and Safety (Sharp Instruments in Healthcare) Regulations 2013](https://www.hse.gov.uk/pubns/hsis7.htm).

Healthcare workers should adhere to the information detailed in these regulations when searching for guidance/information.

Further reading can be sought from HSE – [Background to the EU Directive](https://www.hse.gov.uk/healthservices/needlesticks/eu-directive.htm#:~:text=Health%20and%20Safety%20(Sharps%20Instruments,the%20hospital%20and%20healthcare%20sector.).

**Safe use principles**

The following principles should be followed at Sheerwater Health Centre:

* Never pass sharps from person to person by hand – use a safe area or receptacle to place them in
* Never walk around the room/organisation with an exposed sharp in your hand
* Never leave sharps lying around – dispose of them appropriately
* Dispose of syringes and needles as a single unit – do not remove the needle first
* Never re-sheathe a needle
* If you are administering care to a confused patient, have help present to minimise the risk of injury to the patient and yourself

**Disposal**

In addition to the above, the safe use of sharps bins is also essential to reduce the risk of exposure. The Sharps Regulations require that clearly marked and secure containers be placed close to the area where sharps are used. Instructions for staff on safe disposal of sharps must also be placed in those areas.[[12]](#footnote-12)

To comply with the regulations, the following guidance is to be adhered to:

* Ensure that sharps bins are of an appropriate size for the clinical activity
* Sharps bins should be available at the point of use of the sharp
* Sharps bins should be located at approximately waist height but out of the reach of children or confused adults
* Between usages, the temporary closure device should be used to prevent accidental exposure if the bin is knocked over
* Only fill the bin to the ‘fill line’
* Used/full sharps bins must be placed in a locked, segregated cupboard or clinical waste bin provided for such a purpose

See overleaf for an image regarding the safe use of sharps bins.

**Correct use of sharps bins**

**Sharps bin management is the responsibility of the clinician using the bin not the cleaning team**

When assembling sharps bins, staff must ensure the following:

* The bin lid and label are a colour match and the bin is of the correct size
* The lid is fully secured and ‘clicked’ into place
* The label is completed legibly, with the name of the individual assembling the bin, the date assembled and the location of the bin

Do ensure that when not in use, the lid window is “temporarily” closed.

Do replace the bin one month after the date of assembly (unless ¾ full prior to this date).

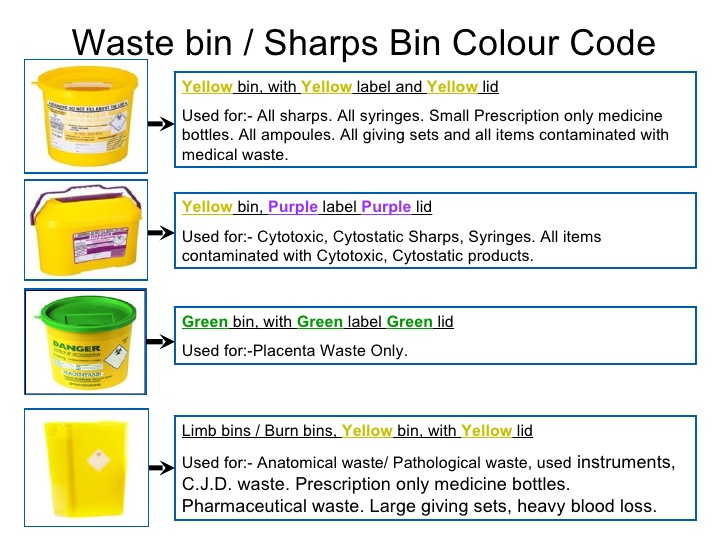
Do not overfill the bin! Once the bin is ¾ full, close the lid securely.

When closing sharps bins, staff are to ensure:

* The lid window is clicked into the closed position
* The date of closure is annotated on the label and signed by the member of staff
* The bin is taken to the clinical waste area

**Colour-coded sharps bins**

The image below illustrates the uses and colours of sharps bins:



**Summary**

The safe use of sharps and their subsequent safe disposal will reduce the risk of injury to all staff and patients at Sheerwater Health Centre. Any queries relating to safe sharps management and disposal should be directed to [insert name and role] in the first instance.

Supplementary guidance can be found by accessing the hyperlinks within this document or the references at the footnotes.

## Annex G – Sample Handling Protocol

**Introduction**

Staff at Sheerwater Health Centre may at times be expected to handle specimens/samples from patients. This protocol details the guidance for the safe handling of specimens for all staff, including non-clinical members\*.

**Overview**

Clinical specimens are often referred to as samples by patients. A clinical specimen can be defined as any substance (solid or liquid) taken from the patient for the purpose of analysis. All staff at Sheerwater Health Centre have received the required training to ensure that specimens are handled safely. It remains the responsibility of all staff to ensure that they adhere to best practice and the guidance provided.

**Handling**

Specimens, if not handled correctly, are a risk of infection to all personnel involved including healthcare workers, transport staff and laboratory personnel. Specimens that are unlabelled, without a completed request form, in incorrect containers or leaking are unlikely to be processed by the laboratory. If in doubt, speak to [insert name/role].

All staff are to ensure the following:

* They are wearing the appropriate PPE, i.e., gloves
* The correct pathology request form has been used
* The correct specimen containers have been used
* The request form and container(s) have been labelled correctly, accurately and legibly
* There is a match between patient, form and container
* The above items are placed into the standard packaging for that container
* The package is placed into the transportation container
* PPE is disposed of and hands are washed
* The receipt of the specimen is annotated in the specimen log

\* MPS[[13]](#footnote-13) recommend that reception staff do not touch patient specimens. Instead, a box should be placed at reception for patients to leave their samples which can then be passed to the clinical team for processing.

**Collection and transportation**

At Sheerwater Health Centre, specimens are collected on [insert day/time] by [insert name of courier] for onward transfer to [insert name and location of laboratory]. If the courier fails to arrive, inform [insert name and role] as this may affect the viability of the specimens.

The packaging of specimens must consist of three components to comply with UN 3373 regulations[[14]](#footnote-14):

1. A primary receptacle – the specimen tube/pot
2. Secondary packaging – the plastic specimen bag
3. An outer packaging – the Verspak bag used to transport specimens to the laboratory

Example of a Verspak bag:



**Compromised specimens**

There may be occasions when concerns are raised either at Sheerwater Health Centre or the laboratory at [insert name and location] regarding the integrity of the sample. In such instances, there may be a requirement to raise a [datafix] incident report, particularly if the specimen has leaked in a public area. However, communication will be maintained between both locations to determine (where possible) the cause.

Any incidents regarding specimens should be recorded as a significant event and discussed at the next organisation meeting. Repeated incidents should indicate the requirement for an audit aimed at improving practice in the future.

**Summary**

It is the responsibility of the sender to collect and package specimens as per the guidance given in this protocol and the associated references. Staff must collect specimens safely and effectively as any undue delay may have a detrimental effect on patient care.

## Annex H – Sterilisation and Decontamination Protocol

**Introduction**

Within the primary care environment, the majority of organisations are opting for single-use items; however there are some items that are reusable and therefore require sterilisation. At Sheerwater Health Centre the following items are used which require sterilisation:

* [Insert items here]

This protocol details the procedure for the sterilisation of instruments at Sheerwater Health Centre whilst also detailing the general cleaning and disinfecting of items within the organisation.

**Overview**

The careful sterilisation of equipment used in primary care is essential to the effective delivery of patient care. This policy will provide guidance that conforms to national and local directives. The effective decontamination of equipment between uses is a fundamental element of infection control practices.

**Decontamination process**

The decontamination process, which ultimately leads to sterilisation, is a multi-faceted process consisting of:

1. Cleaning
2. Disinfecting
3. Sterilising

**Cleaning** involves the removal of dirt, debris, body fluids, etc. from the equipment. Cleaning precedes the disinfection process.

**Disinfecting** reduces the number of micro-organisms but is not a fail-safe method to ensure that all spores are removed; this stage alone consists of many factors:

* Prior cleaning must be effective
* The use of the appropriate disinfectant and in the correct strength
* The disinfectant must be used correctly as per the manufacturer’s instructions

**Sterilising** is the only process that removes all micro-organisms.

**Sterilisation**

For reusable items that require sterilisation, Sheerwater Health Centre outsources this process to [insert name of trust and location]. Items are to be placed in [give description] prior to being transported to the Sterile Services Department (SSD) at [insert trust name]. This procedure is the responsibility of [insert role/name]. Any questions relating to the sterilisation process are to be directed to [insert role/name] in the first instance.

**General decontamination**

The table below details the equipment/items held and used within Sheerwater Health Centre and the associated decontamination requirements:

|  |  |
| --- | --- |
| **Equipment** | **Decontamination method** |
| Airways | Single use |
| Ambu bags | Single use/clean with detergent followed by appropriate disinfectant |
| Auroscope ear pieces | Single use |
| Baby-changing mat | Cover with disposable paper between babies. Clean with detergent at end of the session. If contaminated with blood/body fluids, clean then disinfect before next baby in line with policy |
| Baby weighing scales | Cover with disposable paper between babies. Clean with detergent at end of the session. If contaminated with blood/body fluids, clean then disinfect before next baby in line with policy |
| Bowls (used for cleaning purposes) | Empty, rinse with clear water and store inverted to dry |
| Blood pressure equipment | Wipe cuff and monitor with detergent/detergent wipe, pat dry with paper towel between patient uses. Do not immerse cuff in water.  Disposable single-use cuff/cuff cover for use when a patient has a multi-resistant organism |
| Doppler ultrasound probe | Remove gel, clean with detergent/detergent wipe. Do not immerse in water |
| Ear syringe – Propulse | Follow disinfection procedure in Ear Care Procedure |
| ECG equipment:  Electrodes Straps/leads/machine | Single use Clean with detergent/detergent wipe. Do not immerse in water |
| Examination couches | Cover with disposable paper towel between patients. Clean with detergent at the end of the session. Clean and disinfect with NaDCC if contaminated with blood/blood-stained body fluid |
| Minor surgical instruments | Disposable, single use |
| Nebulisers | Wash mask and chamber with detergent, rinse and leave to dry on disposable paper. Do not wash tubing |
| Peak flow meters/spirometry | Follow manufacturer’s guidance Disposable single-use mouthpieces with one-way valve or filter (change filter as directed by manufacturer)  Clean machine weekly with detergent/detergent wipe |
| Pelvic stimulator electrodes | Single patient use Clean with detergent/detergent wipe to remove any residues Wrap in paper roll and replace in carry case Return to patient for cleaning at home, following manufacturer’s instructions |
| Pillows | All pillows should be protected with plastic (sealed) or vapour-permeable cover Wipe with detergent/detergent wipe in between patients and at end of session  Disinfect with NaDCC if contaminated with blood/blood-stained body fluid |
| Physiotherapy equipment | Clean weekly with detergent/detergent wipe, or disinfect with NaDCC if contaminated with blood/blood-stained body fluid |
| Pulse oximeter | Clean weekly with detergent/detergent wipe and between patients |
| Scissors | Single use  NB: Bandage/dressing scissors – clean between patients with detergent/detergent wipe, and disinfect if required |
| Stethoscope | Clean between each patient use, with detergent wipe |
| Sticks/frames/crutches | Clean with detergent/detergent wipe between users |
| Stitch/staple removers | Single use |
| Suction machines | Follow manufacturer’s guidance. Contact CES if further advice required |
| Thermometer | Disposable sheath for each patient Clean handpiece weekly with detergent/detergent wipes  Do not immerse in water |
| Tourniquet | Wipe with detergent/detergent wipe, pat dry with paper towel between patient use or: Disposable single patient use if appropriate in specific services. If reusable tourniquet grossly contaminated – dispose of. Ensure adequate supply available |
| Treatment chairs | Clean daily with detergent/detergent wipes |
| Trolleys | Clean with detergent/detergent wipe prior to/following use |
| Toys: Hard | Clean weekly with detergent/detergent wipe or after use if used as part of treatment/assessment All hard toys must be made of suitable material to withstand disinfection if required |
| Soft | Not suitable for healthcare facilities |
| Weighing scales | Clean weekly with detergent/detergent wipe |
| Work surfaces | Clean with detergent/detergent wipe at the end of each session |
| Vacutainer needle holder | Single use |
| Vaginal speculum | Disposable, single use |
| Vaginal ultrasound probes | Cover with condom during use, clean with detergent/detergent wipes after removal  Do not immerse in water |

**Summary**

The effective decontamination of equipment and the appropriate use of single-use items are essential to reducing the risk of infection. The clinical environment must be maintained appropriately for the delivery of safe, clean care. All staff at Sheerwater Health Centre have a duty of care to ensure they follow IPC policy and protocols at all times.

## Annex I – Isolation of Patients Protocol

**Introduction**

Control of infection is one of the key elements of safe care in general practice. There may be on occasion a requirement to isolate patients and it is essential that Sheerwater Health Centre is prepared to deal with such occurrences. This protocol will explain the procedure for patient isolation at Sheerwater Health Centre.

**Overview**

Isolation in healthcare is defined as the voluntary or compulsory separation and confinement of those known or suspected to be infected with a contagious disease (whether ill or not) to prevent further infections. The kind of isolation required will depend on the type of disease. All staff must ensure that they understand the isolation protocol at Sheerwater Health Centre.

In accordance with [The Code of Practice](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/449049/Code_of_practice_280715_acc.pdf) detailed in the Health and Social Care Act 2008, adequate isolation facilities must be provided to minimise the spread of infection to both patients and staff.

The isolation of patients must be based on the infection risk. At Sheerwater Health Centre, the lead for IPC is Wendy Mayne, the Practice Nurse and they must be consulted if there is concern regarding an infectious patient. Where doubt exists, caution should be taken and further advice sought from the local trust IPC team who are located at [insert trust/location] and can be contacted on [insert telephone number].

**Recognising the requirement for isolation**

Staff should remain vigilant and if they suspect a patient is contagious and presents with any of the following, they must inform a clinician immediately:

* Cough and/or fever might indicate influenza
* Diarrhoea and/or vomiting might indicate Clostridium difficile, norovirus or food poisoning
* Skin lesion/rash might indicate scabies, chicken pox or measles

This list is not exhaustive but merely indicative of examples of the ways in which an infectious patient may present. Further conditions will be discussed during staff training. It is acknowledged that it may not always be possible for staff to recognise a patient with a contagious illness.

**Isolation protocol**

Sensitivity is key when dealing with patients who may be contagious whilst also considering other patients within the immediate vicinity. Transferring the patient to a single room, which can be decontaminated appropriately before being used again, is an effective way of reducing the spread of infection.

**Transferring the patient** from the waiting area to isolation should be done in such a manner as to limit movement thereby reducing the spread of infection.

The clinician must:

* Ask the patient to follow them to [state location here]
* Explain to the patient why they have been asked to move
* Ensure that the door to the room is closed to further reduce the spread of infection
* Update the team, ensuring that they are aware of the potential risks associated with the infection
* Update the patient’s individual health record

**Assessment** of the patient by additional clinicians must be limited to minimise the transmission of infection. All staff involved in the care of a patient suspected of being contagious must ensure that they adhere strictly to the IPC protocols detailed in this policy.

**Equipment** used in the care of the infectious patient should, where practicable, be single use. However, where this is not possible the subsequent decontamination process should follow the guidance detailed in Appendix H of this policy.

**Effective** IPC precautions will further reduce the risk of transmission. Procedures such as the use of PPE, correct hand hygiene measures and decontamination will greatly reduce the risk of patients and staff becoming infected.

**Room** decontamination must also follow the guidance detailed in Appendix H. The room must not be used until it has been decontaminated. It is advised that the room used for isolation is routinely free from clutter, has appropriate PPE and a clinical waste bin for the disposal of PPE and is easily accessible for all patient groups.

**Further guidance**

The following information is aimed at promoting the risk of transmission. See overleaf for posters on the following:

* Prevent the spread of flu
* Norovirus
* [Pandemic management policy](https://practiceindex.co.uk/gp/forum/resources/pandemic-management-policy.1439/)
* Current [Gov.uk](https://www.gov.uk/) guidance on Infection Control\*

\*Note, due to the regular updating of isolation guidance, including that for COVID-19, no link has been provided. However, the latest information can be sought by searching “Infection control isolation” on the [Gov.uk](https://www.gov.uk/) website.





**Summary**

Isolating a patient who is suspected of having or has a proven contagious disease is the most effective way of minimising the spread of the disease to staff and patients at Sheerwater Health Centre.

Staff must ensure that they adhere to the guidance detailed in this policy and, where they have cause for concern, they are to contact Nine Swift the Practice Manager. Regular training and compliance will ensure that the risk is minimised at Sheerwater Health Centre.

## Annex J – Handwashing

Each year the World Health Organization’s **SAVE LIVES: Clean Your Hands** campaign aims to progress the goal of maintaining a global profile on the importance of hand hygiene in healthcare.

Whilst alcohol hand rub is a quick and easy way to clean your hands, especially when a sink is not easily accessible, there are times when you must wash your hands with soap and water.

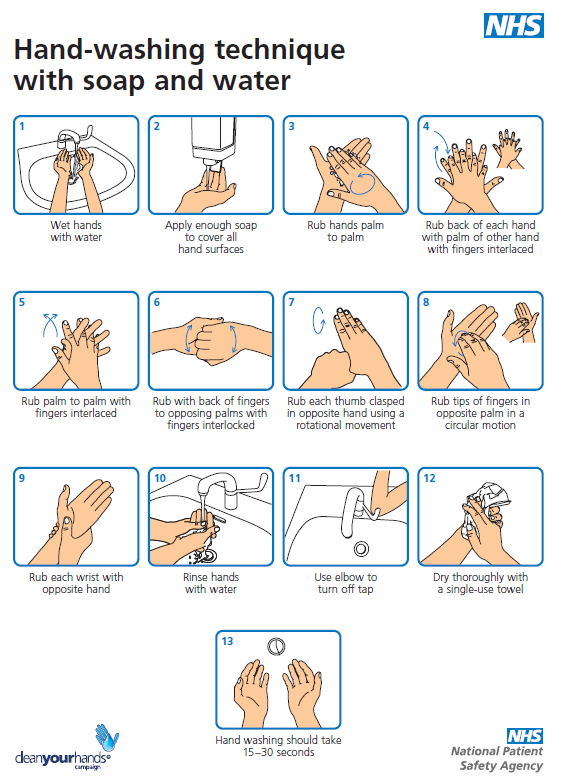
These are:

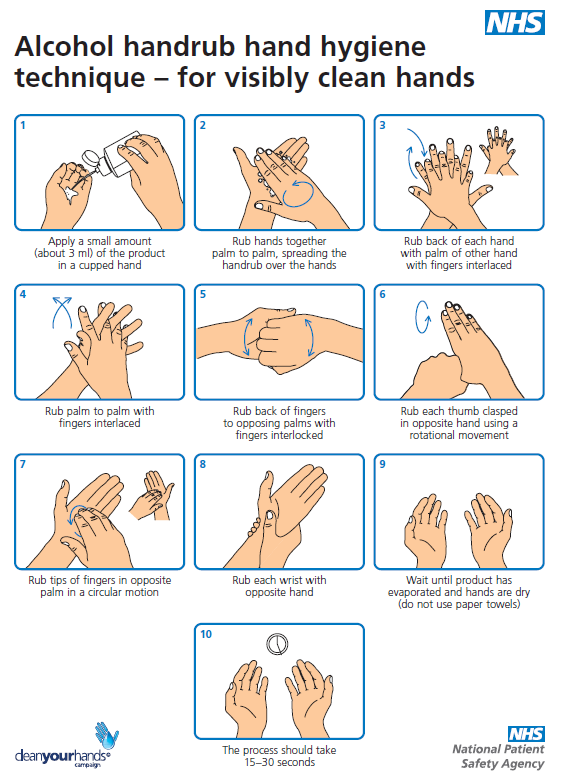
* When hands are visibly soiled. This is because alcohol hand rub kills germs on clean hands but, because it is not soap, it cannot dissolve grease or oil so, if hands are soiled, they need to be washed.
* Hands that have come into contact with body fluids. This is because the mechanical action of washing is important in removing any body fluid material that may be on the hands.
* Cleaning in an area where a patient has diarrhoea and/or vomiting. This is because alcohol hand rub does not kill some of the germs that cause diarrhoea and vomiting.

It should be noted that gloves can move organisms around just as well as hands. Wearing gloves does not replace the need for hand hygiene.

Hand and wrist jewellery can harbour micro-organisms and reduce compliance with hand hygiene. Wristwatches and jewellery should be removed prior to commencing cleaning duties.

An NHS handwashing video clip can be found [here](https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/).





## Annex K – Hand hygiene audit

**Introduction**

This annex explains when hand washing should occur in general practice and provides a useful audit tool to enable Sheerwater Health Centre to conduct hand hygiene audits.

**When to decontaminate hands**

There are five moments (or occasions) when staff should wash their hands:[[15]](#footnote-15)

1. Immediately before every episode of direct patient contact or care including aseptic procedures
2. Immediately after every episode of direct patient contact or care
3. Immediately after any exposure to body fluids
4. Immediately after any other activity or contact with a patient's surroundings that could potentially result in hands becoming contaminated
5. Immediately after removal of gloves

Decontaminate hands, preferably with a hand rub conforming to current British standards (at the time of publication of the recommendations (March 2012): BS EN 1500:1997) except in the following circumstances when liquid soap and water must be used:

* When hands are visibly soiled or potentially contaminated with body fluids **or**
* In clinical situations where there is potential for the spread of alcohol-resistant organisms (such as Clostridium difficile or other organisms that cause diarrhoeal illness)

**Good practice**

In order to facilitate good hand hygiene in a clinical environment, staff should be “bare below the elbows” when delivering direct patient care:

* Where practical, staff should not wear long sleeves. If they do, then sleeves should be rolled up to the elbow
* Watches, wrist bands and other jewellery should be removed (wedding rings are permitted as long as it is a plain band)
* Finger nails should be kept short and clean
* False nails, gel nails, nail jewellery and nail polish is not to be worn
* Any minor cuts or abrasions are to be covered with a waterproof dressing

**Audit**

The audit tool overleaf can be used to determine compliance with hand hygiene within Sheerwater Health Centre. Where non-compliance is identified, risk assessments and action plans should be produced and audits repeated until a satisfactory level of compliance is achieved.

Copies of the audits are to be retained as evidence for CQC and local IPC inspections.

|  |  |  |  |
| --- | --- | --- | --- |
| **Date of audit** |  | **Auditor name and role** |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Observation** | **Staff group i.e., nurse/ paramedic/ GP etc.** | **Did the individual wash their hands at every “moment”?** | **Are those delivering direct patient care “bare below the elbows”?** | **Did the staff member use the correct hand washing techniques?** | **Were any cuts and abrasions covered with an appropriate dressing?** | **Were paper towels disposed of correctly and without hand contact on the bin?** |
| 1 |  | Yes No N/A | Yes No N/A | Yes No N/A | Yes No N/A | Yes No N/A |
| 2 |  | Yes No N/A | Yes No N/A | Yes No N/A | Yes No N/A | Yes No N/A |
| 3 |  | Yes No N/A | Yes No N/A | Yes No N/A | Yes No N/A | Yes No N/A |
| 4 |  | Yes No N/A | Yes No N/A | Yes No N/A | Yes No N/A | Yes No N/A |
| 5 |  | Yes No N/A | Yes No N/A | Yes No N/A | Yes No N/A | Yes No N/A |
| 6 |  | Yes No N/A | Yes No N/A | Yes No N/A | Yes No N/A | Yes No N/A |
| 7 |  | Yes No N/A | Yes No N/A | Yes No N/A | Yes No N/A | Yes No N/A |
| 8 |  | Yes No N/A | Yes No N/A | Yes No N/A | Yes No N/A | Yes No N/A |
| 9 |  | Yes No N/A | Yes No N/A | Yes No N/A | Yes No N/A | Yes No N/A |
| 10 |  | Yes No N/A | Yes No N/A | Yes No N/A | Yes No N/A | Yes No N/A |
| 11 |  | Yes No N/A | Yes No N/A | Yes No N/A | Yes No N/A | Yes No N/A |
| 12 |  | Yes No N/A | Yes No N/A | Yes No N/A | Yes No N/A | Yes No N/A |
| 13 |  | Yes No N/A | Yes No N/A | Yes No N/A | Yes No N/A | Yes No N/A |
| 14 |  | Yes No N/A | Yes No N/A | Yes No N/A | Yes No N/A | Yes No N/A |
| 15 |  | Yes No N/A | Yes No N/A | Yes No N/A | Yes No N/A | Yes No N/A |
| 16 |  | Yes No N/A | Yes No N/A | Yes No N/A | Yes No N/A | Yes No N/A |
| 17 |  | Yes No N/A | Yes No N/A | Yes No N/A | Yes No N/A | Yes No N/A |
| 18 |  | Yes No N/A | Yes No N/A | Yes No N/A | Yes No N/A | Yes No N/A |
| 19 |  | Yes No N/A | Yes No N/A | Yes No N/A | Yes No N/A | Yes No N/A |
| 20 |  | Yes No N/A | Yes No N/A | Yes No N/A | Yes No N/A | Yes No N/A |

|  |
| --- |
| **Findings** |
|  |

|  |
| --- |
| **Recommendations** |
|  |

|  |
| --- |
| **Actions required (and by whom)** |
|  |

|  |
| --- |
| **Review plan (including date)** |
|  |

## Annex L – Notifiable diseases[[16]](#footnote-16)

**Introduction**

GPs at Sheerwater Health Centre have a statutory duty to notify the ‘proper officer’ at their local council or local Health Protection Team (HPT) of suspected cases of certain infectious diseases. Details of the local HPT can be found [here](https://www.gov.uk/health-protection-team).

**Notifiable diseases**

The following are notifiable diseases under the Health Protection (Notification) Regulations 2010:

* Acute encephalitis
* Acute infectious hepatitis
* Acute meningitis
* Acute poliomyelitis
* Anthrax
* Botulism
* Brucellosis
* Cholera
* COVID-19
* Diphtheria
* Enteric fever (typhoid or paratyphoid fever)
* Food poisoning
* Haemolytic uraemic syndrome (HUS)
* Infectious bloody diarrhoea
* Invasive group A streptococcal disease
* Legionnaires’ disease
* Leprosy
* Malaria
* Measles
* Meningococcal septicaemia
* Mumps
* Plague
* Rabies
* Rubella
* Severe Acute Respiratory Syndrome (SARS)
* Scarlet fever
* Smallpox
* Tetanus
* Tuberculosis
* Typhus
* Viral haemorrhagic fever (VHF)
* Whooping cough
* Yellow fever

**Reporting procedure**

GPs are to use the [registered medical practitioner notification form](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/533776/RegisteredMedicalPractitionerForm.docx) to inform the local HPT about suspected notifiable disease cases.

**Summary**

It is essential that clinicians ensure that the notification form is completed and submitted to the proper officer within three days or in the event of urgent cases, within 24 hours by telephone. Where doubt exists, guidance can be sought from [insert details of local HPT].

## Annex M – Toys in reception/waiting areas

**Introduction**

Contrary to popular misconception, toys are permitted in the reception and waiting areas at Sheerwater Health Centre and, just like all areas within the organisation, are to be cleaned in accordance with the information given in the [HSCA 2008](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/449049/Code_of_practice_280715_acc.pdf).

**CQC requirements**

The CQC no longer has any specific guidance that focuses on toys in GP organisations. [Annex H](#_Annex_H_–) of this policy will satisfy CQC requirements.

**Summary**

It is essential that Sheerwater Health Centre conforms to the guidance detailed in the HSCA 2008 to ensure that we “Provide and maintain a clean and appropriate environment in managed premises that facilitates the prevention and control of infections” and all toys should be added to the cleaning schedule.

Refer to the [Cleaning standards and schedule policy](https://practiceindex.co.uk/gp/forum/resources/cleaning-standards-and-schedule-policy.1388/).

## Annex N – Staff exclusion from work

**Introduction**

Control of infection is one of the key elements of safe care in general practice. There may be on occasion a requirement to exclude staff from work and it is essential that Sheerwater Health Centre is prepared to deal with such occurrences.

**Recognising the requirement for exclusion**

Staff must fully understand that there may be occasions when they are not able to work due to illness. It is essential that they advise their line manager if they are suffering from the conditions listed in the table below and adhere to the timescales for exclusion; this will minimise the risk of other staff and patients being exposed to the condition.

|  |  |
| --- | --- |
| **Condition** | **Recommendations** |
| Chickenpox | Exclude staff member until lesions are dry or lesions have scabbed over |
| Conjunctivitis | Exclude staff member for a period of 24 hours once treatment has commenced |
| Dermatitis | If infected or discharging skin lesions, exclude staff member from clinical duties until the lesions have healed. OH to be consulted for advice |
| Diarrhoea and Vomiting (or either condition on its own) | Exclude staff member until they are symptom free for a period of 48 hours |
| Head lice | Exclude staff member until they have had their first treatment |
| Hepatitis A | Exclude staff member for a period of seven days or until fully recovered |
| Hepatitis B & C | Exclude staff member until they have recovered. OH **must** be consulted for advice |
| Herpes Simplex | Staff members with facial Herpes Simplex are to be excluded from giving eye and neonatal care until lesions have healed |
| HIV and AIDS | OH **must** be consulted for advice |
| MRSA | OH to be consulted |
| Pandemic | Refer to current governmental advice |
| Salmonellosis | Exclude staff member until they are symptom free for a period of 48 hours |
| Scabies | Exclude staff member until they have had their first treatment |
| Shingles | Exclude staff member from work until the lesions have scabbed over |
| Tuberculosis | For respiratory TB, exclude staff member for a period of two weeks post treatment or until sputum smear is negative. Consult with OH for advice.  For all other forms of TB, there is no need to exclude the staff member |

In instances where the organisation manager is not the line manager for the staff member concerned, the organisation manager is to be informed of the absence at the earliest opportunity (or the deputy organisation manager in their absence).

Where absence affects clinical delivery or service delivery, the organisation manager is to be informed immediately in line with the organisation’s [Sickness absence management policy](https://practiceindex.co.uk/gp/forum/resources/sickness-absence-management-policy.785/).

Should doubt exist regarding the exclusion period, advice from the occupational health (OH) department must be sought. Occupational health can be contacted on [insert phone number].

NB: The table above is not exhaustive and organisations should amend it as necessary.

## Annex O – Example Infection Control Annual Statement Report

Sheerwater Health Centre

[Insert date]

**Purpose**

This annual statement will be generated each year in [enter month] in accordance with the requirements of the [Health and Social Care Act 2008 Code of Practice](https://www.gov.uk/government/publications/the-health-and-social-care-act-2008-code-of-practice-on-the-prevention-and-control-of-infections-and-related-guidance) on the prevention and control of infections and related guidance. The report will be published on the practice website and will include the following summary:

* Any infection transmission incidents and any action taken (these will have been reported in accordance with our significant event procedure)
* Details of any infection control audits undertaken and actions undertaken
* Details of any risk assessments undertaken for the prevention and control of infection
* Details of staff training
* Any review and update of policies, procedures and guidelines

**Infection Prevention and Control (IPC) lead**

The lead for infection prevention and control at Sheerwater Health Centre is Wendy Mayne, the Practice Nurse.

The IPC lead is supported by Gunjan Sahajwala, the Health Care Assistant.

**a. Infection transmission incidents (significant events)**

Significant events involve examples of good practice as well as challenging events.

Positive events are discussed at meetings to allow all staff to be appraised of areas of best practice.

Negative events are managed by the staff member who either identified or was advised of any potential shortcoming. This person will complete a Significant Event Analysis (SEA) form that commences an investigation process to establish what can be learnt and to indicate changes that might lead to future improvements.

All significant events are reviewed and discussed at several meetings each month. Any learning points are cascaded to all relevant staff where an action plan, including audits or policy review, may follow.

In the past year there have been [xx] significant events raised that related to infection control. There have also been [xx] complaints made regarding cleanliness or infection control.

**b. Infection prevention audit and actions**

Detail information about the organisation and any requirements needed following the CQC inspection.

Input any information regarding any external IPC inspections.

List all internal audits that have been conducted within the previous year. Discuss the implementation of any audit requirements or shortcomings and how staff are involved to promote high standards of IPC.

Detail any projected audit reviews and frequency.

**c. Risk assessments**

Risk assessments are carried out so that any risk is minimised to be as low as reasonably practicable. Additionally, a risk assessment that can identify best practice can be established and then followed.

In the last year, the following risk assessments were carried out/reviewed:

[Detail what assessments have been conducted].

A suggested list, but one that is not exhaustive, could contain the following:

* General IPC risks
* Staffing, new joiners and ongoing training
* COSHH
* Cleaning standards
* Curtain cleaning or changes
* Staff vaccinations
* Infrastructure changes
* Sharps
* Water safety
* Toys
* Assistance dogs

In the next year, the following risk assessment will also be reviewed:

[Detail]

**d. Training**

In addition to staff being involved in risk assessments and significant events, at Sheerwater Health Centre all staff and contractors receive IPC induction training on commencing their post. Thereafter, all staff receive refresher training [annually].

Various elements of IPC training in the previous year have been delivered at the following times: [Detail]

**e. Policies and procedures**

The infection prevention and control related policies and procedures that have been written, updated or reviewed in the last year include, but are not limited, to:

[Detail]

Policies relating to infection prevention and control are available to all staff and are reviewed and updated annually. Additionally, all policies are amended on an ongoing basis as per current advice, guidance and legislation changes.

**f. Responsibility**

It is the responsibility of all staff members at Sheerwater Health Centre to be familiar with this statement and their roles and responsibilities under it.

**g. Review**

The IPC lead and Nine Swift, the Practice Manager are responsible for reviewing and producing the annual statement.

This annual statement will be updated on or before [enter date].

**Signed by**

[Insert name]

For and on behalf of Sheerwater Health Centre

1. [Network DES Contract specification 2021/22](https://www.england.nhs.uk/wp-content/uploads/2021/03/B0431-network-contract-des-specification-pcn-requirements-and-entitlements-21-22.pdf) [↑](#footnote-ref-1)
2. [DoH Environment and sustainability HTM 07-01](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/167976/HTM_07-01_Final.pdf) [↑](#footnote-ref-2)
3. [COSHH 2002](http://www.hse.gov.uk/coshh/index.htm) [↑](#footnote-ref-3)
4. [NICE Guidance](https://www.nice.org.uk/guidance/cg139/chapter/1-guidance) [↑](#footnote-ref-4)
5. [Guidance on the correct disposal of potentially hazardous clinical waste](https://www.gov.uk/guidance/healthcare-waste) [↑](#footnote-ref-5)
6. [Example of a Waste Transfer Note](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/311081/LIT_7932.pdf) [↑](#footnote-ref-6)
7. [Example of a Consignment Note](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/512167/LIT_6872.pdf) [↑](#footnote-ref-7)
8. [Single-use medical items: implications and consequences of reuse](https://www.gov.uk/government/publications/single-use-medical-devices-implications-and-consequences-of-re-use) [↑](#footnote-ref-8)
9. [Health and Safety (Sharp Instruments in Healthcare) Regulations 2013](http://www.hse.gov.uk/pubns/hsis7.pdf) [↑](#footnote-ref-9)
10. [Prevention and management of sharps injuries: Inspection of NHS Organisations(HSE 2016)](https://www.hse.gov.uk/healthservices/needlesticks/prevention-management-sharps-injuries.pdf) [↑](#footnote-ref-10)
11. [HSE Sharps injuries – What you need to do](http://www.hse.gov.uk/healthservices/needlesticks/actions.htm) [↑](#footnote-ref-11)
12. [HSE Health Services Information Sheet 7](http://www.hse.gov.uk/pubns/hsis7.pdf) [↑](#footnote-ref-12)
13. [Medical Protection Society Specimen Handling](https://www.medicalprotection.org/ireland/resources-training/articles/view/infection-prevention-and-control-mitigating-the-key-risks) [↑](#footnote-ref-13)
14. [UN3373 Regulations](https://www.un3373.com/enveloppeninfo/regulations) [↑](#footnote-ref-14)
15. [NICE Prevention and control of healthcare associated infections in primary care](https://pathways.nice.org.uk/pathways/prevention-and-control-of-healthcare-associated-infections#path=view%3A/pathways/prevention-and-control-of-healthcare-associated-infections/prevention-and-control-of-healthcare-associated-infections-in-primary-and-community-care.xml&content=view-node%3Anodes-hand-decontamination) [↑](#footnote-ref-15)
16. [Notifiable diseases and causative organisms: how to report](https://www.gov.uk/guidance/notifiable-diseases-and-causative-organisms-how-to-report#list-of-notifiable-diseases) [↑](#footnote-ref-16)