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GUIDELINES

FOR

THE CLEANING

UP OF BODILY FLUIDS



INVESTOR IN PEOPLE

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INTRODUCTION

This Guidance Note is aimed at employees who may be dealing with or responsible for the cleaning up of bodily fluids as a part of their work or within schools.

As part of the Cleaning contract with NAAFI, they are responsible for “Reactive Cleaning”. This includes, but is not limited to the cleaning up of human and animal faeces, blood and vomit.

However, this service is only available “on demand” if there is a NAAFI cleaner available. If you find yourself in a situation where they are not e.g. during absences, in boarding houses or in schools and SCE Establishments where NAAFI support is not available, then this guidance should be followed. **Bodily fluids should NOT be left for an unreasonable amount of time awaiting arrival of NAAFI cleaners.**

The best way to prevent possible infection is to avoid contact with body fluids. However, as this is not always possible, these hygiene guidelines have been written to help employees deal with bodily fluids safely.

If your work involves dealing with bodily fluids your manager must ensure that a risk assessment has been carried out. This information sheet may form part of the control measures required to ensure your health and safety.

Your Skin

Your first line of defence is your skin - germs cannot get through it unless it is cut or broken.

- Cover cuts/scrapes with a waterproof plaster after washing with soapy water and drying the area thoroughly.
- If the plaster begins to come away at the edges, remove it, wash, dry, and replace it with a new plaster.
- If you develop a skin disease, such as eczema or dermatitis, especially on the hands, immediately consult with your own doctor or your local Medical Centre before accepting an instruction to clean up bodily fluids.

Bodily Fluids Disposal Kits should be available and used as per the instructions. These are available from the Medical Supplies Agency (MSA) at Dulmen, and are the preferred “initial response”. If you do not have one, follow these instructions;

- Before dealing with any body-fluid spillage you must put on a pair of rubber or disposable gloves.
- If you are clearing a large spillage you must also wear a disposable plastic apron.
- If your gloves or apron become cut or torn, dispose of them safely and put on new ones at the earliest opportunity.
- If you are in the middle of clearing up a spillage, STOP, wash and dry your hands before putting on a new pair of gloves.

Disposable gloves and aprons should also be available from the MSA at Dulmen, or may be obtained from your local Medical Centre. Discuss with your First Aider or Line Manager.

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Spillages On A Flat Surface

- Cover the spillage completely with a layer of absorbent material (newspaper, kitchen roll, toilet paper, floor cloth, paper towels).
- Using a suitable disinfectant (if necessary, diluted with water) and clean the area of the spillage.
- Remember to add the disinfectant to the water, not the water to the disinfectant (to avoid splashes).
- If you get disinfectant on your skin, wash it off at once with plenty of fresh running water.
- If the disinfectant is likely to damage the surface, use hot water with plenty of soap or detergent lather and clean as above.
- Dispose of cloths/material used as infected waste. *Discuss this process with your local Medical Centre – see section on “Disposing of Infected Waste” below.*

Extensive Spillages

- If the spillage is very extensive, as for example in a toilet with a lot of urine on the floor, the entire area should be mopped with plenty of very hot water containing soap or detergent.
- Mop up as much of the liquid as possible then clean the area with a suitable disinfectant solution if available.

Surfaces That Are Not Flat

- Dip a handful of absorbent material in the disinfectant solution and wipe up the spillage.
- Dispose of materials used as infected waste. *Discuss this process with your local Medical Centre - see section on “Disposing of Infected Waste” below.*

Dealing With Dried Vomit

- Dried vomit should be soaked with hot water and soap/detergent, left to soften, and disposed of as for infected waste.
- Then the surface should be washed clean as above.

Dealing With Human Faeces

- Where possible faeces may be scraped up (e.g. using a dustpan or shovel) and put down a toilet.
- Diarrhoea should be dealt with as for dried vomit or as a normal spillage.

Splashes Of Bodily Fluids

- If you do get splashed with another person’s body-fluid on an area of unbroken skin, wash it off immediately.
- If you can, use hot soapy running water for three to five minutes and rinse and dry well. If you are allergic to soap use plenty of plain water.
- REMEMBER - tears are not a problem but saliva and phlegm may be.

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Disposing Of Infected Waste

NOTE: It is up to each school to discuss and make arrangements (should they be necessary) with their local Medical Centre. Follow any advice given. Should you be required to follow clinical waste disposal procedures, it is likely to include the following;

- Infected waste must be disposed of as „clinical waste“ in a proper clinical waste sack or container provided for the disposal of infected waste.
- When clinical waste sacks or containers are two thirds full they should be carefully sealed and kept in a safe and secure location until they can be collected.
- Clinical waste sacks are likely to be available through your Medical Centre or the MSA.
- Remember: infected waste must never be put into an ordinary dustbin, or disposed of with other waste.

Disinfecting Equipment

- Thoroughly wash any equipment you have used to clear up body fluids, such as a dustpan or shovel, with hot soapy water.
- If you use a cloth or handful of absorbent material to wash and/or dry your equipment, dispose of them as for infected waste.

Disinfecting Floors, Furniture, Etc.

- After you have disinfected and removed the spillage, you must make safe the surfaces that were covered by the spillage.
- All surfaces should be washed with plenty of hot water and soap/detergent, or approved disinfectant in order to remove any traces of germs which might remain.
- Any floor areas that become wet during cleaning should be clearly marked to warn people of the slipping hazard.
- After cleaning floors and steps must be left dry.

Disinfecting Clothing

- If your clothing becomes soiled with body-fluids, washable items should be washed in a washing machine if available, on as hot a wash and rinse cycle as possible for the fabric.
- If the item is heavily soiled, as much as possible of the spillage should be removed first by sluicing with soapy water while wearing gloves and a disposable apron.

Disposal Of Protective Clothing

- If you have been wearing an apron, take it off whilst still wearing your gloves, and dispose of it, as infected waste.
- Then wash your hands in hot soapy water with your gloves still on, dry with absorbent material available and remove the gloves by peeling them off from inside to out. They should also be disposed of as infected waste.

Dealing With Cuts

- If you cut yourself with a sharp object, such as a used needle or a piece of broken glass, which has already cut someone else, encourage the wound to bleed by pinching and kneading the area - under cold running water, if possible.
- Then wash the wound with hot soapy water.

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- Apply a pad of clean, absorbent material to the wound with firm pressure till bleeding stops.
- Wash off any blood round the wound without disturbing it, dab dry with clean material and apply a waterproof dressing.

Reporting Accidents

It is essential that you report any accident, which involves an injury or possibility of infection to your supervisor/line manager as soon as possible on the day it happens.

- An Accident Report Form must be completed as soon as possible for each person who has been injured or who may have been infected.

Further information on incident reporting is provided in the SCE Guide to SHEF Management, available in every SCE Facility and on the Grid for Learning..

Counselling/Support Following Accidents

- If you are still worried about any risks following any accident which involves an injury or possibility of infection to yourself then you should contact the SCE Occupational Health Adviser at SCE Bielefeld for further advice.