

MANOR HOUSE SCHOOL INFECTION CONTROL & BIOHAZARD SPILL POLICY INCL EYFS

Date of Issue: **February 2019**

Date of Review: **February 2020 May 2020 due to Covid-19**

Responsibility: **Paediatric Nurse**

References: Health & Safety at Work Act 1974

Overview

The Governors and staff of Manor House School will strive to achieve and maintain the highest standards of health, safety and welfare for staff, pupils and third parties; and for these to be consistent with our duties under the Education Act and GSA policies.

Aim

The aim of this policy is to decrease the exposure risk to infection, blood-borne and body fluid pathogens. Adherence to this policy is the responsibility of all staff that may come into contact with suspected or confirmed infection or spillages of blood and/or other body fluids. All staff need to be aware of their personal responsibilities in preventing the spread of infection.

Disinfection aims to reduce the number of micro-organisms to a safe level. Whilst a variety of chemical disinfectants are available, high concentration chlorine-releasing compounds provide an effective method of treating body fluid spills with activity against a range of bacteria and viruses.

Legal position

The School has a duty to protect its staff from hazards encountered during their work: this includes microbiological hazards (COSHH). For the purposes of this policy, biohazards are defined as:

- Blood
- Respiratory and Oral Secretions including any coronavirus
- Vomit
- Faeces
- Urine
- Wound Drainage

- Gastric Aspiration

Personal Protective Equipment

All staff dealing with a biohazard spill are to ensure that they:

- Wear a plastic disposable apron.
- Wear disposable gloves
- Protect eyes and mouth with goggles and mask (or full face visor) if splash or spray is anticipated.
- Wear protective footwear when dealing with extensive floor spillages
- Use the biohazard spill kits provided by the school (not “just a cloth or mop”)
- Always dispose of PPE and contaminated waste in a sealed (yellow) disposable bag and then into a yellow biohazard bin.

Any member of staff who locates the biohazard spill is responsible for the following procedure:

- Take precautions so as not to come into contact with blood or body fluids, wet or dry, either on themselves, their clothing or protective equipment. In particular avoid blood or body fluids reaching the eyes or the areas inside the mouth and nose.
- Wear appropriate PPE.
- Use the biohazard spill kits provided by the school.
- Place all soiled paper towel and gloves in a sealed (yellow) disposable bag to be disposed in an approved manner in one of the yellow biohazard waste bins.
- Immediately after **every** clean-up of blood or body fluid, hands including arms to the elbow must be washed with warm water and soap. This should be performed **even** if gloves have been worn.
- Wash all areas that have come into contact with blood.
- All biohazard spills are to be reported to the School Health & Safety Co-ordinator.
- If you use the last of the contents provided in the spill box it is your responsibility to let the school nurse aware so items can be replaced for future use.

For the purposes of any suspected coronavirus infection:

- An unwell pupil or staff member must move to an identified room or stay in the room whilst others are vacated, close doors, open windows and the staff or pupil should remain in the room until next steps are established, supervision must be from an appropriate distance.
- All belongings and waste must stay with the unwell person.
- If unwell person uses toilet, this toilet must be used only for this person and not anyone else until it has been deep cleaned.

- The unwell person must vacate the premises as soon as possible either by collection or staff members, if well enough, can drive themselves. This room should remain out of use until it has been cleaned.
- Cleaning of the room should follow government guidance with regards to PPE, disposal and cleaning and transference should be minimised as much as possible.
- If possible, movements of affected person are to be tracked prior to illness, to ensure thorough cleaning is completed.

Equipment

Biohazard spillage kits are found in the following places –

- Main office
- Pre-Prep Department/ Garden Block
- Early Years Department
- Facilities Workshop
- H.E Room
- Mason Centre
- EGH
- Main Block
- Medical Room
- Junior Department
- All MHS mini buses

Yellow biohazard waste bins are found in the following places:

- Main Office
- Medical Room
- In the main bin area by the gravel car park (locked – requires key from office)
- In the case that a mark is left on carpets following the powder clear up, it is that person's responsibility to make sure that the housekeeper is made aware and appropriate carpet cleaning can be arranged.

Author, Eloise Hime-Knowles

Position, Paediatric Nurse

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