

Forres Sandle Manor (Non-Academic) Policy

Policy Title	Blood and Bodily Fluids
Policy Lead (Appointment (& Initials))	School Nurse (CS)
Date of Last Review	January 2022
Date of Next Review	July 2022

MANAGING BLOOD AND BODILY FLUIDS

Blood and body fluids (e.g. - Faeces, Vomit, Saliva, Urine, Nasal and Eye discharge and Semen) may contain viruses or bacteria capable of causing disease. It is therefore vital to protect both yourself and others from the risk of cross infection. In order to minimise the risk of transmission of infection, both staff and pupils should practice good personal hygiene and be aware of the procedure for dealing with body fluid spillages.

Spills of blood and other body fluids should be cleaned up immediately taking the following precautions.

UNIVERSAL PRECAUTIONS

- A member of staff, from the Matrons' department where possible, should handle all body fluids.
- The immediate area should be cleared of people using hazard signs as necessary.
- Appropriate protective garments should be worn. These include disposable gloves and apron.
- Organic matter should be removed using disposable absorbent cloths.
- The area should then be cleaned using hot water and detergent followed by the appropriate disinfectant taking into account the surface where the incident happened.
- The area should be dried thoroughly.

DISPOSAL AND CLEANING PRECAUTIONS

- All spillages of body fluids and material used during clearing up should be treated as "clinical waste" and be disposed of appropriately.
- Clinical waste should be disposed of in a securely sealed yellow/red bag. This is to distinguish them from other refuse.
- All Clinical Waste (yellow/red bags) should be brought to the Surgery ready for collection by Initial in order that it may be incinerated. There is a designated bin for Clinical Waste behind the Surgery door.
- Non-disposable cleaning equipment, such as mops and buckets should be disinfected and dried after use. It would be advisable to identify a special bucket to be used on these occasions. These will be colour coded (e.g. - Yellow) in order to prevent cross contamination.
- Contaminated clothing should be laundered separately on a hot wash.

- Carpets, soft furnishing and upholstery should be steam cleaned when possible (in cases of excessive spillage, these items should be disposed of as clinical waste through Initial services).

PROCEDURE FOR STAFF

- During the school day all blood and body fluid spills should be notified to the Matrons.
- Outside of school hours a Matron should be notified if available.
- The immediate area should be cleared of all people and hazard signs used if necessary.
- The appropriate casualty should be escorted if safe, to the Matrons' Room.
- During accidents and injuries, disposable gloves should be worn and can be found in all first aid kits. It is recommended that these should be latex free in order to reduce the risk of latex allergies.
- All bleeding wounds should be covered with a sterile dressing found in each first aid kit.
- Any surface upon which a body fluid has spilled should be cleaned and disinfected and dried thoroughly using the guidelines below.
- Designated cleaning equipment should be held in the Matrons' surgery.

CLEANING UP BODY FLUIDS

- Use the appropriate body fluids disposal kit supplied in the above areas.
- Open the bag and put on the protective clothing (gloves and apron).
- Sprinkle the powder supplied over the spillage. This should turn into a gel like substance.
- Using the scraper supplied, scoop up the gel and place in the yellow bag provided.
- In case of small areas of spillage (e.g. - spots of blood) soak up the spillage using absorbent paper towels and place these in the yellow bag provided.
- Wash the area using hot water and detergent with the identified equipment.
- If appropriate for the surface wash thoroughly with disinfectant using the manufacturer's guidelines for correct concentration. For Porous areas use the appropriate disinfectant suggested by the manufacturer.
- Ensure the area is dry.
- Place all disposable items into the yellow bag provided.
- All non-disposable equipment should be washed thoroughly and disinfected.
- The yellow bag should be sealed tightly and taken to the surgery for appropriate disposal.
- Wash hands thoroughly following the attached guidelines.

MANAGING ACCIDENTAL EXPOSURE TO BLOOD

Accidental exposure to blood and other body fluids can occur by:

- Percutaneous injury (e.g. from needles, instruments, bone fragments, significant bites that break the skin).
- Exposure of broken skin (e.g. abrasions, cuts and grazes).
- Exposure of mucous membranes, including the eyes and mouth.

The following action should be taken immediately following accidental exposure:

- Immediately stop what you are doing.
- In case of a wound, encourage bleeding of the wound by applying gentle pressure - do not suck.
- Wash thoroughly under running water.
- Dry and apply a waterproof dressing.
- If blood and body fluids splash into eyes, irrigate with cold water.
- If blood and body fluids splash into your mouth, do not swallow. Rinse out several times with water.
- Report the incident to the school nurse.
- Complete an accident form
- The Health and Safety Officer should carry out a risk assessment in order to reduce further occurrences.
- The School Nurse will seek advice and a risk assessment carried out in consultation with the local health authority on further treatment.

FSM has an obligation to ensure that appropriate cleaning equipment is provided at all sites. It should also ensure this policy is accessible to all staff and guidelines are stored with cleaning equipment.

All Matrons should be trained in disposal of body fluid spills.