

Body fluid and spillage policy

Blood and body fluids (e.g. faeces, vomit, saliva, urine, nasal and eye discharge) 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 minimize the risk of transmission of infection both staff and children should practice good personal hygiene and be aware of the procedure for dealing with body spillages.

Staff Contact

If there is a Facilities Manager then they are to be contacted initially so that he can arrange for a member of the team to clean the area appropriately. This applies when it is a large spillage and NOT just a minor incident.

The initial clean up of the situation should be carried out by the person(s) who is at the scene of the incident and follow the 'Initial Clean Up Procedure' – see below.

In the event of a member of cleaning staff not being available to, then all Preschool staff should be aware of where the disposable clean up kits are kept in the Preschool.

Initial Clean Up Procedure

The Preschool staff need to:

- Get some disposable gloves from the baby changing area, first aid box, main room
- Place absorbent towels over the affected area and allow the spill to absorb. Wipe up the spill using these and then place in a bin (which has a bin liner).
- Put more absorbent towels over the affected area and then contact the Preschool leader (if necessary) for further help. The bin that has had the soiled paper towels put in needs to be tied up and double bagged and put in the main Preschool bins.
- Any article of clothing that has got contaminated with the spill should be wiped cleaned and then put in a plastic bag and tied up for the parents to take home.
- The area then needs to be cordoned off until cleaned. If a cleaner is not immediately available then a disposable cleaning kit will need to be used. If the spillage has been quite extensive then the area may need to be closed off until the area can be cleaned correctly.

Procedure for Blood and Other Body fluid Spillage

- Gloves to be worn at all times
- Any soiled wipes, tissues, plasters, dressings etc must ideally be disposed of in the 'Yellow' waste bin (Yellow bag) [U.K. Guidance]. If not available then the glove being used needs to be taken off inside out so that the soiled item is contained within and placed in a bin which is regularly emptied.

- When dealing with a spillage, absorbent paper hand towels need to be placed on the affected area so as to absorb the spill.
- If a disposable spillage kit is available then the instructions for use should be followed. If not then contaminated paper towels need to be placed in a bin with a bin liner and tied up and then taken ideally to a yellow bin.
- The area must be cleaned with disinfectant following the manufacturer's instructions. A 'Wet Floor Hazard' sign then needs to be put by the affected area. [U.K. Guidance]. The area should then be ventilated well and left to dry. All reusable cleaning up equipment then needs to be appropriately disinfected according to the manufacturer's instructions.
- Wash hands.

Management of Accidental Exposure to Blood

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

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

Action To Take

If broken skin then encourage bleeding of the wound by applying pressure – do not suck. Wash thoroughly under running water. Dry and apply a waterproof dressing.

If blood and body fluids splash into your mouth – do not swallow. Rinse out mouth several times.

Report the incident to the Preschool leader. If necessary take further medical advice. An accident form will need to be completed and it may need to be reported to RIDDOR. [U.K. Guidance]

Reviewed by:

Vickie Smith, Co-Chair	02/09/2018
Alice Bettoney, Treasurer	02/09/2018
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