

## Infection Prevention and Control and Protocols

### Rationale

Following *standard infection control precautions* can minimise the risk of norovirus outbreaks caused by person-to-person transmission in any institution or group setting or by an infected food handler. This requires basic level of hygiene measures that can be implemented in any setting, regardless of whether a person is infectious or not.

### Aims

- To provide staff with priority information and knowledge to maximise Infection Control
- To implement management protocols for the supervision of Infection Control
- To implement a whole school approach to Infection Control.

### Implementation

- Infection Prevention and Control documentation and protocols will be included within the Workplace Manual and brought to staff attention within the Induction Program in the first term of each school year, and as required for new staff throughout the school year.
- A PL around Infection Prevention and Control including education about Hepatitis infection and vaccination recommendations will be incorporated into the School Calendar, OHS Activities Calendar, and as required for new staff throughout the school year, providing staff with knowledge of the contents of this policy.
- Infection Prevention and Control Protocols and Safe Work Procedures will be clearly displayed in the laundry, student toilets, First Aid Room and Staff Room.

### Infection Prevention and Control

Adequate infection prevention and control **must** be practiced when administering first aid or cleaning up blood or bodily fluids. The following infection control procedures must **always** be adhered to:

- Cuts and abrasions are to be covered with a water proof occlusive dressing to avoid contamination of cuts/abrasions with another person's blood and/or body fluids
- Wear protective gloves when in contact with body fluids (such as blood, faeces, urine, vomit), non-intact skin (such as an open wound, abrasion or dermatitis) and mucous membranes (eyes, nose, mouth)
- Wear gloves, a mask, eye protection, a gown and shoe covers where there is a risk of splashing blood or other body fluids
- Remove any broken glass or sharp material with forceps or tongs and place in sharps container (or carefully and securely wrap in paper, double bag and place in general waste bin)
- Wash hands thoroughly after direct contact with injured person or blood/body fluids with warm soapy water, rinse, dry and sanitise hands using an alcohol-based rub or gel.

Personal Protective Equipment (PPE) will be located in the First Aid Room and high use classrooms. Single use eyewear should be disposed of after one use.

Personal Protective Equipment (PPE) is recommended to be worn as follows:

Direct contact with ill persons	Gloves
Direct contact with faeces, urine, vomit or blood	Gloves, mask, gown, eyewear, shoe covers
Contact with cleaning chemicals (to be selected as appropriate to mode of use, quantity handled and degree of hazard)	Gloves, mask, gown, eyewear

## Cleaning, Sanitising and Personal Protection and Hygiene

### Use of Cleaning Chemicals

All chemicals used in the cleaning and sanitising processes are to be used safely and sensibly:

- Chemicals are to be stored in a secure cupboard in the classroom and are to be used according to the instructions given for each chemical. Some chemicals require dilution. Chemicals must be diluted to the appropriate rate for them to be most effective.
- Chemicals should be diluted preferably immediately before use to be most effective.
- The Lemon Bleach solution should only be used on areas that are not susceptible to damage by bleach, such as hard surfaces. Do not bleach carpets. The solution should be left on the surface for at least 10 minutes to ensure maximum effectiveness.
- The chemicals listed below are not classified as hazardous **except for** the Lemon Bleach, HD Laundry Powder and EUCA Laundry Powder which may cause skin and eye irritations. Depending on mode of use, quantity handled and degree of hazard, select from the following PPE when using these products: protective gloves, eyewear, mask and gown. Keep area well ventilated and avoid breathing the vapours/dust.
- When using any chemical, avoid contact with the skin and eyes. PPE (gloves, eyewear) is to be used to prevent exposure. Chemical exposures should be treated with first aid following guidance from the chemical's Safety Data Sheet located in Hunter Industrials folder in the Laundry.
- Maintain a high level of personal hygiene when using cleaning chemicals. That is wash hands before eating, drinking, smoking or using the toilet.

- Recommended chemical products and dilution rates to be used for:

General cleaning of door handles, taps and tables, hard surfaces	Lemon Disinfectant (10:1 diluted solution) – no rinse off with water required provided the solution is wiped off thoroughly
General cleaning of toilet seats, flush handles, toilet door handles, hand wash basin taps, high usage areas	Lemon Disinfectant (10:1 diluted solution) – no rinse off with water required provided the solution is wiped off thoroughly
Hard surfaces (not carpet) visibly soiled with faeces, urine, vomit or blood	Lemon Bleach (10:1 diluted solution) – leave solution on the surface for 10 minutes to ensure maximum effectiveness. No rinse off with water required provided the solution is wiped off thoroughly EXCEPT the solution should be rinsed off with clean water if on food preparation/eating surfaces.
Contaminated linen, blankets, hammocks	HD Laundry Powder (soaker) EUCA Laundry Powder (machine wash)
Toys	Orange Detergent
Carpet & soft furnishings (do not use bleach)	Orange Detergent Carpet Spotter (only if carpet will not be steam cleaned due to minimal contamination of area)
Play Equipment	Lemon Disinfectant (10:1) <i>or</i> Lemon Bleach (10:1) depending on the type of equipment and area
Air freshener	Odour Neutraliser <i>or</i> Mountain Air

### Cleaning and Sanitising

- To prevent the transmission of disease, door handles, taps and tables should be cleaned more frequently than the routinely recommended daily cleaning.
- Toilet seats, flush handles, hand wash basin taps and toilet door handles and high usage areas must be cleaned daily.

Where a blood/biological spill has occurred the following **must** be adhered to:

- Viruses survive well in the environment. People must be removed immediately from the area and environmental cleaning must occur within rapid cleaning times to reduce the risk of spreading. There must be restricted movement around affected areas managed through signage.
- Contaminated hard surfaces should be mopped up with blue chux wipes or paper towel and cleaned using a lemon bleach solution. Leave the solution for 10 minutes, wipe thoroughly and dry the area (wet areas attract contaminants). If the area treated with the bleach solution is used for food preparation or eating off, then it needs to be rinsed off with clean water before drying thoroughly.

- Carpets and soft furnishings that have been soiled by faeces, urine, vomit or blood are difficult to disinfect. Soiled carpets should be cleaned with orange detergent and warm water by staff and then steam cleaned by the cleaners. The cleaners should use PPE (gown, mask, gloves and shoe covers) to prevent norovirus or other infections. Vacuum cleaning carpets has the potential to recirculate viruses and is not recommended. Note: If the area is very minimal, then cleaning with orange detergent, followed by the use of Carpet Spotter should be sufficient if steam cleaning will not occur.
- School cleaners must be advised by phone and by signage of contaminated carpet areas which are to be steam cleaned within rapid cleaning times to reduce the risk of spreading viruses. Staff are to notify **Orla Smith** who will contact the cleaners.

### Soiled and contaminated student clothing and school property

- Gloves should be worn when handling soiled or contaminated clothing and linen and contact should be kept to a minimum. Additional PPE is required if there is potential for contamination by way of splashing, spraying or splattering of faeces, urine, vomit or blood.
- There should be minimal handling of soiled or contaminated clothing or linen to prevent generating further aerosols.

### Student Clothing

- Clothing soiled with **faeces, urine, and vomit** or contaminated with **blood** should be removed as soon as possible.
- Excess faeces and vomit should be flushed down the toilet and the clothing placed in a sealed, leak proof, double bagged plastic bag and labelled with "BIO-HAZARD".
- The soiled or contaminated clothing is to be sent home with a note written in the student's Communication Book.

### School Property

- Items such as linen, hammocks or blankets that are contaminated with **blood** are to be removed immediately and be placed in a sealed, leak proof, double bagged plastic bag and labelled with "BIO-HAZARD" and disposed of in the general waste bin.
- Items soiled with **faeces, urine or vomit** (not blood) may be laundered in the school laundry facilities following strict laundry protocols. The items should be soaked in a powdered bleach soaking solution as per the laundry protocols, and then washed as usual in powdered laundry detergent with the addition of powdered bleach soaking powder for the maximum washing cycle and the hottest temperature suitable for the item.
- Toys - wash with warm water and orange detergent (pH of 7–9), rinse thoroughly under running water and dry with a lint-free cloth, daily unless otherwise indicated.
- Items such as play equipment that cannot be laundered needs to be quarantined until thoroughly cleaned with either lemon disinfectant or lemon bleach solution depending on the type of material and size of the area to be disinfected.

## Disposal of Contaminated Waste

- Cleaning equipment such as cloths should be disposable.
- All contaminated items to be disposed of should be placed in a sealed, leak proof, double bagged plastic bag and labelled with “BIO-HAZARD” and disposed of in the general waste bin.

## Recording the Administration of First Aid Treatment and Incidents

- Exposure is an injury or incident that involves direct skin contact with a bodily fluid where there is compromised skin integrity (such as an open wound, abrasion or dermatitis) or direct mucous membranes contact (eyes, nose, mouth).
- Blood spills should be treated as if the blood is potentially infectious
- Any direct contact with blood or bodily fluids should be recorded in eduSafe (for staff) or CASES21 (for students).
- All incidents reported as a result of suspected/actual infection should be investigated using the [Hazard and Incident Investigation Template](#).

## Managing Blood Spills

- Blood spills should be treated as if the blood is potentially infectious.
- This table describes how schools must manage blood spills.
- **Note:** all cuts and abrasions should be covered with a water proof occlusive dressing at all times.

Step	Action
1	Put on single-use gloves and other disposable PPE if required and avoid direct contact with blood or other body fluids.
2	Use paper towels to mop up the spill. Place used paper towels in a double bagged plastic bag.
3	Wash the area with warm water and orange detergent, then rinse and dry the area. Note: Take care not to splash. Identify the affected area with a contamination sign. Contact <b>Orla Smith</b> to arrange cleaners who will steam clean the area that evening.
4	Remove disposable PPE and place with the paper towels in a double bagged, leak proof plastic bag labelled with “BIO-HAZARD” and dispose of in the general waste garbage bin.
5	Any clothing soiled with blood is to be double bagged in a leak proof plastic bag, labelled with “Bio-Hazard” and sent home with a note in the student’s Communication Book.
6	Wash hands thoroughly in warm soapy water and rinse thoroughly before pat-drying. Sanitise hands using an alcohol-based rub or gel.
7	If re-usable items were used such as scissors or single-use tweezers, then an assessment must take place to consider how the item was used and determine the appropriate decontamination method. Example: If re-usable items are contaminated with blood or other body substances, they should be disposed of in a sharps or biohazard container. If they are not contaminated, they should be washed and dried. Single use items should be disposed of appropriately and replaced. For further advice contact the Department’s OHS Advisory Service on 1300 074 715.

8	<p>Record any direct contact with blood or bodily fluids in eduSafe for staff and CASES21 for students.</p> <p>All incidents reported as a result of suspected/actual infection should be investigated using the <i>Hazard and Incident Investigation Template</i>.</p>
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## FURTHER INFORMATION AND RESOURCES

- *DET First Aid and Infection Prevention and Control Procedure (June 2018)*
- *First Aid Policy*
- *Health Care Needs Policy (Student Medical Care) – needs review*
- *Hazard and Incident Investigation Template*
- *DET Chemical Management Procedure*
- *Hunter Industrials – Safety Data Sheets*

## EVALUATION

This policy will be reviewed annually or more often if necessary due to changes in regulations or circumstances.

<b>Date Implemented</b>	17.06.2016
<b>Author</b>	Rosemary Hayes
<b>Approved By</b>	Jennings Street School Council
<b>Approval Authority (Signature &amp; Date)</b>	
<b>Date Reviewed</b>	Feb 2020
<b>Responsible for Review</b>	Policy Subcommittee of School Council
<b>Review Date</b>	Feb 2022

24.010 2018 – v2 – date of implementation

3/2/2020 – V3 - review



## Infection Prevention and Control Protocols (reviewed August 2018)

### Guidelines for the management of cleaning:

- Toilet seats, flush handles, wash-hand basin taps and toilet door handles and high usage areas must be cleaned daily.
- Surfaces should be cleaned using lemon disinfectant solution.
- A lemon bleach solution is to be used to disinfect surfaces that are **visibly soiled**.

### Guidelines for use of protective clothing:

- Personal Protective Equipment (PPE) is located in the First Aid Room.
- To minimise infection risks, the table below outlines the recommended use of PPE:

Direct contact will ill person	gloves
Direct contact with faeces, urine, vomit or blood	gloves, mask, disposable gown, eyewear, shoe covers
Handling soiled clothing and linen	Full PPE is required if there is potential contamination by splashing, spraying or splattering of faeces, urine, vomit or blood

### Guidelines for management of contamination:

**ALL CONTAMINATED ITEMS TO BE DISPOSED OF** should be placed in a double bagged, sealed and leak proof plastic bag, labelled “**BIO-HAZARD**” and be placed in the outside general waste bin.

School linen (such as hammocks, blankets) contaminated with faeces, urine or vomit	<ol style="list-style-type: none"> <li>1. CONTAIN in plastic bag immediately</li> <li>2. DISCARD EXCESS faeces or vomit in toilet and return to plastic bag</li> <li>3. SOAK in soaking powder (2 scoops) and warm water for 1-2 hours (use sink for large items)</li> <li>4. RINSE with clean water</li> <li>5. DISINFECT SINK thoroughly if using with bleach solution and rinse with clean water</li> <li>6. LOAD the machine with item/s and select the appropriate PROGRAM</li> <li>7. WASH in machine on <u>maximum hottest cycle recommended for the fabric with BOTH washing powder AND soaking powder</u></li> <li>8. REMOVE items from machine and hang to dry</li> <li>9. DISINFECT MACHINE by running the “Tub Clean” program</li> </ol>
School linen (such as hammocks, blankets) contaminated with <b>blood</b>	<ol style="list-style-type: none"> <li>1. Contain in double bagged, sealed and leak proof plastic bag immediately and label “<b>BIO-HAZARD</b>”</li> <li>2. Place in the outside general waste bin.</li> </ol>
Student Clothing contaminated with blood, faeces, urine or vomit	<ol style="list-style-type: none"> <li>1. Contain in double bagged, leak proof plastic bag immediately and label “<b>BIO-HAZARD</b>”</li> <li>2. Send home with student and write note in Communications Book.</li> </ol>
Hard surfaces (not carpet) visibly contaminated with faeces, urine, vomit or blood	<ol style="list-style-type: none"> <li>1. Access to the area must be restricted through signage until clean up is complete</li> <li>2. Mop up with paper towel or blue chux</li> <li>3. Clean with lemon bleach solution (10:1)</li> <li>4. Leave solution on the surface for 10 minutes to ensure maximum effectiveness</li> <li>5. Rinse off with water is not required provided the solution is wiped off thoroughly EXCEPT that the solution should be rinsed off with clean water if the bleach solution is on food preparation/eating surfaces.</li> <li>6. Contain paper towel or blue chux in in double bagged, sealed and leak proof plastic bag immediately and label “<b>BIO-HAZARD</b>” and dispose of in the outside general waste bin</li> </ol>
Carpet contaminated with faeces, urine, vomit or blood	<ol style="list-style-type: none"> <li>1. Access to the area must be restricted through signage</li> <li>2. The area is cleaned with orange detergent and warm water by staff</li> <li>3. Staff notify <b>xxxx</b> to alert the cleaners to steam clean the carpet that night</li> <li>4. DO NOT vacuum the area</li> <li>5. Note: Carpet Spotter may be used after orange detergent if the affected area is very minimal, and if steam cleaning will not occur.</li> </ol>
Toys / Play equipment contaminated with faeces, urine, vomit or blood	<ol style="list-style-type: none"> <li>1. Remove access to the affected toy</li> <li>2. If toy is contaminated with blood, then contain in a double bagged, sealed and leak proof plastic bag immediately and label “<b>BIO-HAZARD</b>” and dispose of in</li> <li>3. Wash toy with warm water and orange detergent (pH of 7–9)</li> <li>4. Rinse thoroughly under running water</li> <li>5. Dry with a lint-free cloth.</li> <li>6. If item cannot be laundered or access removed such as play equipment, the item needs to be quarantined</li> <li>7. The item is to be thoroughly cleaned with either lemon disinfectant or lemon bleach solution depending on the type of material and size of the area to be disinfected.</li> <li>8. Depending on the item and its location, the solution may need to be rinsed off with clean water after the solution has been left on the surface for at least 10 minutes</li> <li>9. Caution must be taken to avoid student contact with cleaning chemicals.</li> </ol>
Contaminated equipment such as cloths	<ol style="list-style-type: none"> <li>1. Contain in double bagged, sealed and leak proof plastic bag immediately and label “<b>BIO-HAZARD</b>”</li> <li>2. Place in the outside general waste bin.</li> </ol>