

Infection Prevention and Control Policy Manual

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1. Executive Summary

East London NHS Foundation Trust is committed to the prevention and control of healthcare associated infection and the provision of a safe clean environment for care.

The principles of infection prevention and control laid out in The Health and Social Care Act Code of Practice for the Prevention and Control of infection (2015) and Standards for Better Health are embedded within the ethos of the Trust Infection Prevention and Control Policies.

The term Health Care Associated Infection (HCAI) referred to in this policy encompasses any infection by any infectious agent acquired as a consequence of a person's treatment by the NHS or which is acquired by a health care worker in the course of their NHS duties.

The general principles of infection prevention and control are applied during working practices, which protect other patients and staff from infection.

This policy is based on evidence based guidelines from Department of Health and Social Care, best practice evidence in "the Health Act 2009" "Standards for Better Health", Epic 3 guidelines and NICE Guidelines.

The policy will be easily accessible to staff, patients and the public on the Trust intranet.

Information from this policy is included in induction training (Health Act 2006, Health and Social Care Act and related guidance 2015).

Compliance with clinical and environmental practices will be audited and the results of which will be reported to the Trust Board.

2. Roles and Responsibilities

Party/Person	Key Responsibilities
Chief Executive Officer (CEO)	<ul style="list-style-type: none"> Has overall accountability for the Trust policies
The Director of Infection Prevention and Control (IPC)	<ul style="list-style-type: none"> To provide assurance to the board that IPC systems are in place that IPC risks are managed effectively for staff, patients and visitors across the Trust. To ensure that any shortfalls in policy implementation are addressed.
IPC Doctor/ Microbiologist	<ul style="list-style-type: none"> To provide expert IPC advice as required
Infection Prevention & Control Team (IPCT)	<ul style="list-style-type: none"> Act as role model for best IPC practice Update this policy as required following any update on national guidance Provide IPC training for all relevant staff where required Provide any IPC additional advice if and when required Act as an expert resource and support for all staff.
Clinical Directors/ Service Directors/ Lead Nurses/Service Leads/Matrons/Team Managers/Heads of department/services	<ul style="list-style-type: none"> Act as a role model To ensure the implementation of this policy Provide sufficient time for staff to attend IPC training/ link practitioner meetings and sufficient time to undertake IPC audits where required Act upon Infection Control advice and disseminate information accordingly to teams Ensure that staff are aware of the requirement to participate in quarterly IPC audits
Infection Prevention & Control Link Practitioner (IPCLP)	<ul style="list-style-type: none"> Act as role model for best IPC practice Support the IPCT to deliver the IPC agenda Attend IPC link practitioner meetings where appropriate across the Trust Advise and support staff, service users, carer's visitors of any IPC requirements relating to this policy Assist in creating an environment that is IPC safe for the patient, staff and visitors using IPC
Site Managers/Supervisors (where applicable)	<ul style="list-style-type: none"> To support the IPC team and provide feedback of any IPC incidences that occur across sites/health centres Participate in the quarterly IPC audits where applicable Report any related IPC facilities issues to the estates and facilities department promptly
All staff (including bank,/agency or contracted staff)	<ul style="list-style-type: none"> Must demonstrate adherence to all sections included in this policy at all times Complete IPC e-learning for Level 1 (non-clinical) and Level 2 (clinical) as outlined by the Trust Learning and Development teaching matrix

3. Accountability

The Director of Infection Prevention and Control (DIPC) has overall responsibility for the Infection Prevention and Control team within the organisation. The Deputy Director of Infection Prevention and Control has the strategic and operational responsibility of the implementation of IPC policies, challenging inappropriate infection prevention and control practices, undertaking the impact assessment of new and revised policies, together with recommendations for change, integrating infection prevention and control together with clinical governance and patient safety agenda and the production of the an Trust annual Infection Prevention and Control report.

The Trust board receives regular reports on indicators of compliance with the Health and Social Care Act and The infection prevention and control annual work programme and reports from the quarterly Infection prevention and control Committee

The infection prevention and control committee is chaired by the Director of Infection Prevention and Control and is accountable to the Quality Committee.

4. Standard Precautions

4.1 Introduction

Standard precautions are a set of principles to support safe practice, protecting both patients and healthcare workers from micro-organisms that may cause infection. Standard precautions include a group of infection prevention practices that apply to all patients/ service users, regardless of suspected or confirmed infection status, in any setting in which healthcare is delivered.

Standard Precautions are designed to prevent cross transmission from recognised and unrecognised sources of infection. Standard Precautions are based on the principle that all blood, body fluids, secretions, excretions (except sweat), broken skin, and mucous membranes are treated as if infectious.

Standard precautions underpin safe practice, offering protection to both staff and patients from healthcare related infections. Since examination and medical history alone cannot reliably identify all infections, standard precautions represent a standard of care to be used routinely regardless of perceived or known infection risk factors.

Standard infection prevention and control precautions include:

- Effective hand hygiene
- Use of personal protective equipment
- Safe aseptic non-touch technique
- Safe handling and disposal of sharps
- Management of spillages of blood and body fluids
- Safe handling and disposal of clinical waste
- Decontamination of re-usable medical equipment

4.2 Why are Standard Precautions Necessary?

They are necessary to ensure the safety of patients/clients, health/social care workers and those who visit the care environment.

4.3 When Should Standard Precautions be Applied?

Standard Precautions should be applied at all times where care is being provided and must underpin all health and social care activities. The application of standard precautions is determined by:

- The level of interaction between the health/social care worker and the patient/client
- The anticipated level of exposure to blood or other body fluids

5. Hand Hygiene

5.1 Introduction

Hand hygiene is the single most effective measure in the prevention of the spread of infection. Hand hygiene has been shown to play a very important role in the prevention of healthcare associated infections HCAI's (Pratt et al. 2014). With the rising problem of HCAI's it is critical that all health care workers (HCW) understand the importance of good hand hygiene and undertake effective hand hygiene decontamination consistently.

This policy must be read in conjunction with the East London Foundation Trust Dress Code Policy. The purpose of the policy is to minimise the incidences of cross-infection between patients; to minimise the risk of cross infection to all staff and to ensure effective hand decontamination reduces infection rates and to promote 100% compliance of hand hygiene within the Trust.

5.2 Definitions and Terms

Bare Below the Elbow (BBE)	Hands and arms up to the elbow/mid forearm are free from clothing and jewellery (bracelets, stoned ring, watches) nail varnish and acrylic nails (NICE 2012)
Direct Clinical Contact	Direct contact with a service user, this includes face to face consultation. Hands on or face-to-face contact with patients. Any physical aspect of the healthcare of a patient, including treatments, self-care and administration of medication. (NICE 2012)
Hand Hygiene	Generic term that covers the process of removing or destroying loosely attached 'transient' micro-organisms from the surface of the hands, the practice of physically decontaminating the hands using the most appropriate method and product as determined by assessment of risk. Hands are contaminated with both transient and resident flora.
Resident Flora	Micro-organisms that live on the skin and provide a protective function. In the vast majority of instances these flora do not cause cross-infection.
Transient Flora	Micro-organisms that are not resident on the skin but are acquired by day-to-day activity including direct contact with service users, contaminated equipment and environmental surfaces. It is these micro-organisms that our hands come into contact with during the course of daily living. Transient flora are readily removed by the mechanical action of washing, rinsing and drying hands using soap and water and use of alcohol gel hand rub.

Healthcare Associated Infection (HCAI)	A term that applies to infections that develops as a direct result of medical or surgical treatment or contact with a healthcare setting. They can occur in hospitals and health and social care settings in the community.
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Healthcare Worker	Any person whose duties concern the provision of treatment, accommodation or related services to patients and who has access to patients or the patient environment during the course of their work.
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5.3 Hand Hygiene Techniques

Failure to adhere to the Hand Hygiene Policy may compromise patient safety. Effective hand decontamination, including after wearing gloves, results in significant reductions in the carriage of potential pathogens on the hands and decreases the incidence of preventable healthcare associated infections (NICE 2014).

Hand washing techniques are often inadequate, as areas of the hands are often missed. All areas of the hands and wrist must be decontaminated before and after all patient contact. Hand washing should be performed using: liquid soap; warm running water; friction; and thorough drying with disposable paper towels.

All staff must decontaminate their hands following the WHO 5 Moments of hand hygiene:

- Before Patient Contact
- Before an aseptic task
- After exposure body fluid exposure risk
- After patient contact
- After contact with patient surroundings

The WHO 5 moments of hand washing are illustrated in [Appendix 1](#).

Hand decontamination is also necessary prior to surgery or other highly invasive procedures. In these cases, this process is achieved by using an antiseptic hand cleansing preparation, for example a Chlorhexidine (Hibiscrub) based solution. This level of hand decontamination is unlikely to be necessary in a community / mental health setting.

For aseptic techniques, where an invasive procedure is being undertaken such as a wound dressing, hands should be decontaminated by washing with soap and water, and staff should follow Aseptic Non Touch Technique (ANTT).

Hand Washing Techniques	
ACTION	RATIONALE
Hand washing must be carried out when hands are physically dirty. A thorough systematic method of hand washing is required in order to remove transient micro-organisms and dirt from all parts of the hand. Appendix 3 . Particular attention must be paid to the fingernails and thumbs as these areas are often missed. Appendix 2	To avoid contamination, the patient with microbes that may be on your hands.

<p>Thorough drying with a soft absorbent disposable paper towel.</p>	<p>In order to remove moisture from the skin and prevent irritation.</p>
<p>Hand sanitiser is an efficient and effective chemical method of destroying micro-organisms. It is suitable for use when hands are visibly clean and should be provided at the point of use. Effective use of sanitiser is dependent upon application to all surfaces of the hands, including fingertips and thumbs.</p>	<p>70% isopropyl alcohol kills most germs. NB. Alcohol sanitiser has a limited effect against clostridium difficile and small round structured viruses e.g. norovirus. In these circumstances soap and water must be used.</p>
<p>To ensure that all surfaces of the hand are adequately decontaminated regardless of whether soap and water or alcohol sanitisers are being used it is helpful to use a standardised technique. See appendix 3</p>	<p>To ensure that hands are adequately decontaminated thereby preventing transmission of microbes.</p>
<p>The procedure for alcohol hand rub is the same as when performing hand wash. When decontaminating hands using an alcohol hand rub, hands should be free from dirt and organic material. The hand rub solution must come into contact with all the surfaces of the hand. The hands must be rubbed together vigorously, paying particular attention to the tips of fingers, the thumbs and the areas between the fingers, until the solution has evaporated and the hands are dry.</p>	<p>Contact time must at least be 30 seconds for hand rub to be effective.</p>
<p>Apply hand cream regularly to keep skin in good condition. Staff should use hand cream from a wall mounted dispenser or their own hand cream. Staff should not use communal tubs or pots of hand cream.</p>	<p>Hand cream keeps your hands in good condition reducing the risk of drying cracking and dermatitis; this reduces the risk acquiring an infection due to poor skin integrity. Bacterial counts increase when skin is damaged. Staff are known to reduce the frequency of hand washing when hands are sore and chapped. The creams are more effective if left in contact with skin for a longer period of time.</p>
<p>Cover any damaged skin on hands with waterproof, impermeable dressings</p>	<p>Loss of skin integrity increases risk when staff are exposed to blood borne viruses (BBVs) during skin contact with blood and body fluids. Impermeable dressings reduce the risk when exposed to Blood Borne Viruses where skin integrity is compromised.</p>
<p>Always wear disposable gloves when contact with blood and body fluids is anticipated.</p>	<p>Reduces risk of exposure to blood borne pathogens.</p>
<p>Avoid wearing latex gloves.</p>	<p>Reduces risk of latex sensitivity.</p>
<p>Wash hands after gloves are removed.</p>	<p>Gloves do not always provide a complete impermeable barrier; on removing gloves hands can become contaminated (NICE14).</p>

Soap dispensers should be wall mounted with disposable cartridges; bars of soap and refillable dispensers must not be used.	Do not use bars of soap as they provide medium on which bacteria thrive.
Dispensers should be cleaned daily as part of the cleaning schedule.	Reduces the risk of contamination.
A sink with elbow operated mixer or non-touch taps should be available in all clinical areas, off set plug hole and no overflow outlet. In line with HTM 00-10 Sanitary Assemblies.	Reduces risk of contamination, allows adjustment of water temperature for optimal washing.
Where mixer taps are not available, thermostatic controls should be used.	Reduces risk of scalding.
If only hand taps are available these can be turned off using paper towels.	To avoid cross contamination.
Soft paper towels from a wall mounted dispenser with good drying properties should be used.	Wet surfaces transfer microorganisms more effectively than dry ones. Paper towels rub away transient organisms from hands.
Foot operated pedal bins should be used to dispose of paper towels.	Hands will be re-contaminated by lifting the lid of the bin manually.
Staff Health	
If a particular soap or hand hygiene product (including alcohol hand gel/rub) causes skin irritation, expert advice should be sought	Prolonged damage to skin can increase the risk of the hands of staff becoming colonised with microorganisms. Appropriate products should be used to resolve such issues.

5.4 Bare Below the Elbow

Bare Below the Elbows is a Department of Health-led initiative to improve the effectiveness of hand hygiene and reduce the risk of infection to our patients. In line with the Department of Health Guidelines & ELFT Hand Hygiene Policy, all staff having direct contact with patients or in a patient environment are required to be 'bare below the elbow'.

Follow the Bare below the Elbow Flow Chart see [Appendix 9](#)

Hands can only be decontaminated effectively by ensuring that the correct technique is used therefore it is imperative that staff comply with 'Bare Below the Elbow' to facilitate this.

Bare Below The Elbow	
STANDARD	RATIONALE
Keep finger nails short and clean.	Microbes can thrive beneath finger nails.
Do not wear false nails or nail polish.	False nails and nail polish discourage thorough hand washing. Micro-organisms thrive in nail glue and in cracked nail polish.
Do not wear wrist watches, bracelets and rings with stones and ridges. One plain band is permitted.	High numbers of bacteria can be found on skin under rings, wrist watches and bracelets. Wearing these discourages effective hand washing.
Sleeves must be short or rolled up to facilitate effective hand decontamination.	Hand decontamination cannot effectively take place, putting patients at risk.
Any breached skin - cuts, dermatitis or abrasions - must be covered with a waterproof dressing.	To reduce the risk of cross contamination.

5.5 Allergies

Skin allergies can develop; therefore, any member of staff who suspects they have an allergy or signs of irritation must report it to the Occupational Health Department for an assessment.

5.6 Patient Homes and Community/Domestic Environment

When working in areas where hand washing facilities are unavailable or inadequate, individual practitioners should carry their own liquid soap and disposable hand - towels. Alternatively, isopropyl alcohol based hand gel/rubs and/or wipes should be used, until skin is completely dry.

When visiting patients with diarrhoea at home, whether the cause is known or not, staff should use soap and water to wash hands thoroughly. If the washing of hands is felt to be unsatisfactory due to the environment, staff can apply hand sanitiser as a secondary measure, providing hands appear socially clean. A detergent hand wipe may need to be used first.

Patients, relatives, formal and informal carers should be encouraged and supported regarding the importance of hand hygiene. The WHO 5 moments of hand hygiene should be performed to ensure best practice. See [appendix 1](#).

Visitors must also be encouraged to decontaminate their hands on entry and exit to the ward and following any direct assistance given to patients.

5.7 In-Patient Hand Hygiene

Patient hand hygiene must be promoted to assist in reducing the spread of infection. These patients who are able can be directed to hand washing facilities, or be supplied with hand wipes if unable to access them. Confused or incontinent patients may require frequent assistance from staff to support them with hand hygiene.

5.8 Glove Use

The use of gloves should be in line with ELFT - Personal Protective Equipment and Standard Precautions section of this policy Manual. The use of gloves is not a substitute for hand hygiene and appropriate guidance in their use should be observed. Hands should be decontaminated after the removal of gloves (NICE 2014).

5.9 Training

Hand Hygiene training is included in the IPC induction and rolling mandatory programme either online or face to face training Records of all infection prevention & control training are stored with the Learning & Development Department in the training database. This database is regularly reviewed. Disciplinary actions may ensue against a member of staff who persists in not attending the training.

6. Personal Protective Equipment (PPE)

6.1 Introduction

The aim of personal protective equipment (PPE) is to prevent the transmission of blood borne viruses and other pathogens and offers protection to Health Care Workers (HCW) and patients.

Personal Protective Equipment (PPE) is defined by the National Institute for Health and Care Excellence (NICE) (2012) as “equipment that is intended to be worn or held by a person to protect them from risks to their health and safety while at work. Examples include gloves, aprons, and eye and face protection”.

The selection of PPE must be based on an assessment of the risk of transmission of microorganisms to the patient, carer and healthcare worker (HCW).

Healthcare workers (HCW) who come into contact with blood and body fluids may be at risk of acquiring blood borne viral infections such as Hepatitis B, C and Human Immunodeficiency Virus (HIV).

The purpose of the PPE policy is to prevent the transmission of micro-organisms and in doing so reduce the risk of infection to patients, visitors and staff. It is also to ensure that HCW's that come into contact with blood and body fluids understand the importance and rationale for using PPE. All staff must be aware of the procedures for using PPE.

6.2 Definitions and Terms

Blood and Body Fluids	Includes amongst others, sputum, urine, vomit, faeces, wound drainage and saliva.
Healthcare Worker (HCW)	Any person whose duties concern the provision of treatment, accommodation or related services to patients and who has access to patients or the patient environment during the course of their work.

6.3 Procedure for the Use of Personal Protective Equipment

PPE use is an element of standard precautions and is essential in reducing the risk of the spread of infection.

6.3.1 Risk Assessment

The selection of personal protective equipment must be based on an assessment of the:

- Risk of transmission of microorganisms to the patient or HCW;
- Risk of contamination to the HCW's clothing and skin by patients' blood or body fluids, secretions or excretions,
- Suitability of the equipment for the proposed task. (NICE 2012, Epic 3).

(See [Appendix 10](#) for an example of a risk assessment.)

6.3.2 Resources Needed

All Healthcare facilities and bases must have the following available:

- Powder-free disposable gloves (vinyl, nitrile) which conform to European Standards (CE).
- Disposable plastic aprons
- Sharps containers and clinical waste bags if applicable
- Domestic waste bags
- Cleaning, disinfectant agents and spillage kits
- Protective eye wear, glasses and /or face visors
- Fluid and splash resistant face masks

6.3.3 Gloves

The aim of wearing gloves:

- To reduce the risk of contamination of healthcare workers hands with blood and other body fluids
- Gloves do not provide complete protection against hand hygiene, therefore it is essential that hand decontamination occurs after gloves are removed.

Gloves used for direct patient care:

- Must conform to current EU legislation (CE marked as medical gloves for single use)
- Should be appropriate for the task.

Sterile gloves are normally worn when carrying out aseptic (non-touch) procedures where touching 'critical parts' cannot be avoided. Refer to the Aseptic Non-Touch Technique (ANTT) section of the IPC Policy Manual for details.

Non-sterile gloves should be worn in all other situations, primarily when there is a risk of exposure to body fluids. This should be established through a process of risk assessment.

See [Appendix 12](#) for personal protective equipment glove types. See [Appendix 11](#) for the order for putting on and removing gloves.

Glove types

Gloves used in healthcare are made of a number of different materials. However, it should be emphasised that only nitrile gloves should be worn when there is a risk of exposure to blood.

Gloves must be worn

- For invasive procedures
- For contact with sterile sites and non-intact skin or mucous membranes (sterile gloves)
- For activities assessed as carrying a risk of exposure to blood, body fluids, secretions, excretions, sharp or contaminated instruments
- If the HCW has non intact skin (cover with waterproof plaster)
- When decontaminating equipment and handling chemicals.

See [Appendix 13](#) for the World Health Organisation (WHO) Glove Pyramid aid to decision making on when to wear (and not to wear) gloves.

WHO Summary of the indications for gloving and glove removal:

Gloves On	<p>Before a sterile procedure</p> <p>When anticipating contact with blood or another body fluid, regardless of the existence of sterile conditions and including contact with non-intact skin and mucus membrane.</p> <p>Contact with a patient (and his/her immediate surroundings) during contact precautions.</p>
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Gloves Off	<p>As soon as gloves are damaged (or non-integrity suspected)</p> <p>When contact with blood, another body fluid, non-intact skin and mucus membrane has occurred and has ended.</p> <p>When contact with a single patient and his/her surroundings, or a contaminated body site on a patient has ended.</p> <p>When there is an indication for hand hygiene.</p>
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When using gloves remember:

- Disposable gloves are for single use only.
- Put on immediately before patient contact, a procedure or treatment.
- Remove immediately after use and discard as clinical waste
- After removing gloves decontaminate hands by washing with soap and water or using alcohol gel.
- Wearing gloves should never be considered as a substitute for hand hygiene.
- Change gloves between caring for different patients
- Change gloves between different care or treatment activities for the same patient.

Powdered gloves

As powdered gloves are now recognised to be associated with occupational asthma, cause granuloma formation following surgery and can interfere with wound healing and promote bacterial growth all gloves used in ELFT should be powder free.

Reusable gloves

Heavy duty 'domestic' reusable gloves are normally much more suitable for cleaning purposes. These should be used for environmental cleaning. In spite of being reusable, these gloves should be replaced as soon as they develop any tears or punctures or sooner, according to manufacture recommendations.

6.4 Medical Devices

Single use examination gloves are classed as a medical device. The Medical Devices Directive (93/42/EEC) is designed to regulate the safety and marketing of medical devices throughout the European Union (EU). The CE mark demonstrates compliance with this legislation. NHS purchasers and users are required to report any adverse incidents relating to medical devices to the Medical Devices Agency (MDA). Staff in ELFT should report this via the incident reporting system.

6.5 Procurement

All orders for non-sterile examination gloves. All gloves should:

- Conform to European Standard EN 455.
- Be CE marked as medical gloves for single use.
- Be low in extractable latex proteins (<50 µg/g) and residual chemicals.
- Be Powder free.

6.6 Storage

Most gloves have a shelf life of 3-5 years; however, incorrect storage may lead to rapid degradation of rubber and synthetics. Details on all gloves purchased should show the expiry date and stock rotation should be maintained.

Gloves should be stored away from heat, direct sunlight, dust, sources of ozone e.g., x-ray machines, and excessive humidity. Gloves should not be used if the expiry date is exceeded as this will compromise quality, effectiveness and performance. Gloves should be stored where the temperature does not exceed 400 - 500 C.

6.7 Aprons

Disposable plastic aprons should be worn to protect clothing from possible contamination with blood, body fluids, secretions or excretions with the exception of sweat.

Hands should be decontaminated prior to putting on aprons. They must be single use, removed after the task has been completed and disposed of as clinical waste.

Disposable plastic aprons are worn in the following circumstances:

- When there is a risk of contamination with blood or body fluids
- For direct contact with a patient when providing personal or clinical care
- During invasive procedures and minor surgery
- For cleaning activities
- Whenever gloves are worn

One disposable apron should not come into contact with more than one patient.

Micro-organisms will survive for a sufficient time to allow cross infection to occur if the apron is worn caring for more than one patient.

The apron must be disposed of prior to leaving the clinical area or the patient's home.

Full body fluid repellent gowns must be worn where there is a risk of extensive splashing of blood, body fluids, secretions or excretions.

See [Appendix 11](#) for the procedure for putting on and removing an apron.

6.8 Face and Eye Protection

Facial protection may be required if there is a high risk of splashing with blood or body fluids, for example when cleaning contaminated equipment or treating patients with an upper respiratory condition. The eyes, nose and the mouth should be protected using one of the options below:

- A surgical mask with disposable/reusable goggles
- A combined disposable mask with visor
- A full-face disposable/reusable visor.

A risk assessment should determine the most appropriate item of facial protection or a combination of these required. See [Appendix 11](#) for the procedure for putting on and removing face and eye protection and when to use a face mask or respirator.

6.9 Masks and Respirators

When looking after a patient with untreated pulmonary tuberculosis or a 'new' respiratory virus considered to be a significant public health risk, a particulate filter mask or respirator will need to be worn, especially if an aerosol generating procedure is to be carried out.

This is unlikely to be required in ELFT, however, see [Appendix 14 and 15](#) for additional guidance and consult the Infection Prevention and Control Team for further advice when required. **(When this is indicated the Trust will follow national guidance issued by Public Health England.)**

6.10 Splash and Fluid Resistant Masks

Splash and fluid resistant masks must be worn:

- During procedures likely to cause splashing of body substances into the mouth or nose of the HCW
- Following risk assessment when caring for patients with a suspected or confirmed respiratory virus. See [Appendix 10](#)

If the mask becomes contaminated with body fluids, then it must be changed immediately. Masks should be handled as little as possible, and be handled by their strings.

6.11 Respiratory Hygiene/Cough Etiquette

Educate staff patients and visitors on the importance of basic cough hygiene measures to contain respiratory secretions to prevent droplet transmission of respiratory pathogens, especially during seasonal outbreaks of viral respiratory tract infections. This includes the provision of tissues and hand hygiene facilities.

7. Aseptic Non-Touch Technique (ANTT)

7.1 Introduction

ANTT is a technique to prevent micro-organisms from being introduced to sterile/susceptible body sites during any invasive procedure, e.g. wound care or when handling or manipulating devices: urinary catheters, peripheral and central venous cannula.

ANTT aims to prevent the contamination of wounds and other susceptible sites, by ensuring that only uncontaminated equipment, referred to as 'key parts' come into contact with susceptible or sterile body sites during clinical procedures.

The aim of ANTT is asepsis, not sterility. Asepsis is supported by standard precautions the necessary infection control measures to prevent pathogenic micro-organisms on hands, surfaces or equipment from being introduced to susceptible sites during clinical practice.

ANTT should be undertaken when performing any aseptic procedure i.e. cannulation, venepuncture, IV medication, wound care, urinary catheterisation and central and peripheral line management. See [appendices 4 – 8](#)

7.2 Definitions and Terms

Decontamination	A process which removes or destroys contamination so that infectious agents cannot reach a susceptible site in sufficient quantities to initiate infection response. Differing levels of decontamination are used depending on the device and the procedure The levels of decontamination are: cleaning, cleaning followed by disinfection and cleaning followed by sterilization.
Aseptic Technique	Method by which precautions are taken during invasive clinical procedures to prevent the transfer of potentially pathogenic organisms: from the healthcare worker, procedure equipment or the immediate environment to the patient. An aseptic technique must be used during any procedure, which breaches the body's natural defences.
Aseptic Field	(Traditionally termed 'sterile field'). A designated aseptic working space that contains and protects the procedure equipment.
Aseptic Non Touch Technique (ANTT)	A specific type of aseptic technique with a unique Theoretical and Clinical Practice Framework based upon the original concept of Key-Part and Key-Site Protection (Rowley 2001).
Surgical or Sterile Aseptic Technique	Aims to eliminate micro-organisms from a body site, equipment or the environment, and is only achievable in a specialised area such as an operating theatre or treatment area which has strict environmental controls.

Key-Site	Can be a wound, insertion and access sites for a medical device.
Key-Part	The critical part of procedural equipment that comes into contact with the patient a Key-Site or other procedural equipment i.e. liquid infusion during the procedure.
General Aseptic Field	Is used to promote asepsis rather than ensure it; this may be through the use of a clean tray or trolley Equipment asepsis is maintained by protecting Key-Parts individually with micro critical aseptic fields.
Micro critical aseptic field (MCAF)	A small critical aseptic field used to protect a specific Key-Part, e.g. a syringe cap or needle cover, other examples may include 'backing' to dressings.
Healthcare associated infection (HCAI)	Any infection acquired by a person as a consequence of healthcare interventions regardless of where care is delivered

7.3 Principles of ANTT

The following principles must be observed when a clinical procedure requiring ANTT is performed:

Always decontaminate hands

Never contaminate 'key parts' or sites

Touch non 'key parts' with confidence

Take appropriate infection prevention and control precautions

The flowchart below should be used in deciding whether to use sterile or non-sterile clean gloves in performing aseptic procedure.

Can the procedure be performed without touching the key/critical parts? (e.g. cannula/catheter material, needle, introducer, hubs, access ports, dressings etc.)	
↓	↓
YES	NO
↓	↓
Use Non-sterile Clean Gloves	Use Sterile Gloves

7.3.1 Never Contaminate ‘Key Parts’ and Touch ‘Non Key Parts’ with Confidence

A core component of ANTT is maintaining asepsis during invasive procedures. Key parts are those parts of equipment that if contaminated by infectious material increase the risk of infection, not touching them either directly or indirectly is perhaps the single most important component of achieving asepsis.

7.3.2 Maintain an Aseptic Field at All Times

Determine the need for **Standard-ANTT**: required when the procedure is technically simple, short in duration, involve a minimal number of Key-Parts and Key-Sites or **Surgical-ANTT** required when procedures are technically complex, and involve an extended procedure time, involve large open Key-Sites and large or numerous Key-Parts. (Surgical-ANTT is unlikely to be used in community/ mental health settings).

A clean working environment and an aseptic field are essential precautions for all clinical procedures.

When carrying out procedures in a patient’s home adaptations and creativity are often required to ensure the procedure performed following the principles of ANTT and the equipment remains sterile or clean.

For the majority of aseptic procedures carried out across ELFT, the clinician is maintaining the asepsis of only one or two small key-parts. This can be achieved effectively by a non-touch method and a basic aseptic field such as a well cleaned plastic tray

Plastic (treatment) trays used during ANTT must be thoroughly cleaned before and after use. If the plastic tray is visibly clean and dust free it can be disinfected using an alcohol wipe. If the tray is dirty, or has been stored in an area where dust can collect e.g. patient’s home or the boot of a car, it must be cleaned first with soap & water or a detergent wipe, dried and then it can be disinfected with an alcohol wipe or a wipe that cleans and disinfects (e.g. Clinell Universal Wipes)

In between uses, unless it becomes visibly soiled, the tray can be disinfected with an alcohol wipe.

7.3.3 Ensure Only Sterile Items Come into Contact with Susceptible Sites

This can be achieved by ensuring the following during each procedure requiring ANTT:

- Use Standard Precautions
- Use single use items wherever possible and dispose of immediately after use
- Decontaminate re-usable items according to local policy and manufacturer’s instructions
- Store sterile equipment in clean, dry conditions, off of the floor and away from potential damage
- Dispose of waste as per local policy
- Minimise interventions e.g. handling of urinary catheters
- Where relevant, sterile fluids should be used for all wound cleaning. In the case of chronic wounds being cared for in the community, it is acceptable to use tap water for cleaning (this is deemed as non-contaminated), as long as the receptacle being used to store the fluid is clean e.g. lined buckets for leg ulcers
- For pictorial guidance on ANTT procedure please see [here.](https://www.antt.org/)) <https://www.antt.org/> (http://antt.org/ANTT_Site/ANTT-Approach.html)

7.4 Training

Only staff that have been assessed as competent should perform an aseptic technique. It is the responsibility of the health care worker to maintain this competency, accessing further training if required.

It is the responsibility of the Service manager to ensure that all staff undertaking any clinical procedure where an aseptic technique is required are adequately trained in the correct application of the technique.

8. Safe Use and Disposal of Sharps

8.1 Introduction

Needle stick and sharp injuries account for 400,000 injuries to NHS staff each year. Many go unreported. Contaminated needles can transmit more than 20 blood-borne pathogens, including hepatitis B, hepatitis C and human immunodeficiency virus (HIV). Injuries from contaminated sharps pose a significant risk to the physical and mental wellbeing of healthcare workers (HCW's). It costs the NHS time and resources, and has the potential to result in costly litigation.

8.2 Definition and Terms

Medical Sharps Injury	<p>An object or instrument necessary for the exercise of specific health care activities which is able to cut, prick or cause injury. This includes equipment such as needles and scalpels. Injuries presenting a higher risk are sharps that are contaminated with blood, where there is the potential of transmitting infectious pathogens such as hepatitis B or C and HIV. Most sharps injuries can be prevented. Injury can occur with a wide range of items, but those with a higher risk of injury include:</p> <ul style="list-style-type: none"> • Hollow bore hypodermic needles • IV cannulae • Winged steel needles (butterfly) • Phlebotomy needles
Sharps Incident	<p>A sharps incident is defined as an injury where a needle or other sharps contaminated with blood or other high risk body fluid penetrates percutaneous (through the skin). This includes cuts, pinches, scratches, nicks, bites and needles which break the skin.</p>

8.3 The Law and Sharps Injuries

There are a number of existing and new laws that require employers to protect HCW's from sharps injuries. A European directive was implemented in the United Kingdom (UK) in May 2013. It requires all member states, to introduce further protection for HCW's exposed to the risk of sharps injuries. The overarching law is the Health and Safety at Work Act 1974. The act requires employers to provide a safe working environment in relation to sharps injuries, together with safe equipment, training, and information and instructions on safe systems of work.

8.4 Five Steps to Risk Assessment and Sharps Injuries

Step 1: Identify the Hazards

Organisations must familiarise themselves with the requirements of the directive, regulations, good practice and any supplementary information to support risk assessment to minimise sharps injuries.

In most hospital and health care environments there will be varying degrees of exposure to blood-borne viruses (BBVs). The main BBVs of concern are hepatitis B and C and HIV. While the risks of contracting a BBV are variable, the anxiety of having to go through blood tests and possible treatment can cause the worker a great deal of stress.

Step 2: Decide Who Might Be Harmed and How

The directive and existing regulations cover all workers that are under the managerial authority and supervision of health care employer/ organisations. This extends not only to staff that are directly employed, but also some self-employed workers. This might be agency and bank clinical staff, any workers employed by ELFT contracted to provide services for health care organisations such as cleaners and other ancillary staff. The agreement also covers any students while they are under the supervision of any health care provider.

There are many types of health care and hospital work that can expose individuals to the risk of sharps injuries. They include:

- Clinical work - clinical procedures such as phlebotomy, cannulation, vaccination, acupuncture and surgical procedures
- Ancillary services – cleaning, portering, hospital laundry and sterile supplies
- Diagnostic and laboratory work
- Mortuary work

Step 3: Evaluate the Risk and Decide on Precautions

The law requires employers to do everything reasonably practicable to protect people from harm. The easiest way to start step three is to compare what you are doing now with the requirements of the directive and good practice.

To help prioritise actions the steering group (health and safety) must review written arrangements and policies, identify what hazardous sharps equipment is being used and what presents the highest risk. The group should consider whether the hazard can be removed altogether, and if not how the risks can be controlled so that harm is minimised.

Elimination of Hazard

Complete removal of a hazard from the workplace is the most effective way to control hazards; this approach should be used whenever possible. Examples include:

- Removing sharps and needles when possible e.g. using needleless intravenous systems/ needle free connectors
- Eliminating all unnecessary injections
- Eliminating unnecessary sharps such as towel clips

Engineering Controls

These are used to isolate or remove a hazard from a workplace. Examples include:

- Adequate numbers of easily accessible sharps disposal containers
- Environmental factors including good lighting and adequate space to carry out the procedure
- Use of safety-engineered devices for all procedures (devices with needles that retract, sheath or blunt immediately after use)

Administrative Controls

These are policies and practices that aim to limit exposure to the hazard. Examples include:

- Health and safety responsibilities of all staff are clear, well-co-ordinated and adequately resourced
- NSI's to be addressed at all health and safety, Divisional Subgroups and at the IPC committees

- Removal of all unsafe devices
- Consistent information and training that includes: safe systems of work; correct use and disposal of sharps; the use of safety-engineered medical devices incorporating sharps protection mechanisms; measures to be taken in the event of a sharps injury; and how to use personal protective equipment provided
- Complete an incident form in the event of a NSI, undertake an investigation, give feedback to staff and share lessons learnt

Work Practice Controls - General Principles for Safe Handling and Disposal of Sharps

These controls aim to change the behaviour of workers to reduce exposure to occupational hazards. Examples include:

- Do not recap or re-sheath needles
- Ensure that needles are not protruding from the box
- Apply safe assembly of sharps containers (Appendix 11)
- Place sharps containers at waist level and within arms' reach
- Establish means for the safe handling and disposal of sharps devices before the beginning of the procedure
- When disposing of sharps do not insert fingers/hands into the box
- Ensure that all clinical sharps are single use only
- Keep handling of sharps to a minimum Do not pass sharps from hand to hand
- Discard sharps directly into sharps container immediately after use and at the point of use
- Take the box to the sharp, and not the sharp to the box
- Obtain assistance if patient/service user has identified needs
- It is the individuals' responsibility to dispose of the sharps – "You use it You dispose of it"
- Place sharps container wherever sharps are handled, in a safe position off the floor away from patient/service user access. Do not place sharps containers on the floor when in public places i.e. clinics, treatment rooms, GP surgeries, patients' homes or the community care environment
- Close the aperture to the sharps container when carrying or if left unsupervised to prevent spillage. Carry the sharps bin by the handle and away from the body
- Patients should be advised on temporary locking and safe storage
- Do not put sharps containers in waste bags
- All bins must conform to UN3291 and BS 7320

Community Sharps Disposal

- If a sharps container is to be placed in an individual patient's home the practitioner must ensure safe storage
- Where a single sharp is used in a patient's residence, the HCW must dispose of the sharp in an approved container, and transported to the closest point of safe collection (i.e. a Health Centre). Sharps bins in staff cars must be kept out of public sight and compliant with Safe Management of Healthcare Waste (HTM 01-07)
- Sharps must only be disposed of into sharps bins and must never be disposed of in containers used for storage of other waste

Personal Protective Equipment (PPE)

PPE provides protection for staff and patients or hazard. Used properly it can prevent exposure to blood splashes, but will not prevent NSI's. Examples of PPE include:

- Eye goggles
- Masks
- Gloves

Step 4: Record Your Findings

The findings of the risk assessment should be documented and form part of the action plan to reduce the risks of injury. The action plans should be time sensitive. The results of the risk assessment should be shared with all workers identified as being at risk.

Step 5: Review Your Assessment and Update if Necessary

Audits are undertaken by the IPC team to review the effectiveness of the risk assessment and control measures in place to minimise sharps injuries. Occupational Health monitor all NSI's across the Trust.

8.5 Selection of Safety-Engineered Devices in ELFT

Safety-engineered devices are also known generically as safer needle devices or safety devices. These devices have a built-in safety feature to reduce the risk of a sharps injury before, during or after use. Devices can be passive or active. For example, passive devices have an automatic safety mechanism that is activated after use, such as when a cannula is withdrawn from a patient's vein. An active device needs to be manually activated by the member of staff. In ELFT safer needles are available for ordering through the procurement department [Appendix 20](#)

8.6 Note

There may be areas in the Trust that clinical practice is not conducive to using safer devices such as areas like Tuberculosis service. In this event an agreed that safer devices will not be used in a risk assessment must be undertaken, the rationale explained and recorded.

See the intranet for contact details for occupational health department. Further details can be found on trust Occupational health intranet

9. Safe Handling and Disposal of Clinical Waste

9.1 Introduction

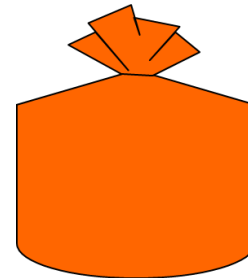
Health care waste is produced on ward, clinics or in a person’s own home where healthcare is provided. It is the responsibility of the person generating the waste to carry out waste risk assessment. This assessment must be done on a patient-specific basis. This should be classified as infectious waste and should be packaged and disposed appropriately.

The following clinical waste streams are used across ELFT:

Offensive Waste:



Infectious Waste:



Offensive Waste	Includes nappies, incontinence pads, and bandages not contaminated with any known infections.
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Infectious Waste	Includes bandages, swabs, and incontinence pads arises from a patient known or suspected to have an infection, whether the infectious agent is known or not and where the waste may contain the pathogen; or where an infection is not known or suspected, but a potential risk of infection is considered to exist. All contaminated waste must be disposed of in infectious waste bags as appropriate. Refer to ELFT Waste Policy here
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9.2 Management of Clinical Waste in Community/Domestic Settings

It is the responsibility of the healthcare worker to provide information about where and the number to contact for clinical waste set up and collection. The healthcare worker should make sure that waste is discarded in the correct manner during home visits and also set up waste collection if the patient is not in a position to do this by themselves. It is advice to contact the Trust Waste Lead [here](#) for further information.

10. Collection and Management of Microbiological Specimens

10.1 Introduction

Diagnostic tests are essential for the management of patients with infection. Accurate and rapid identification of significant micro-organisms is vital for guiding optimal anti-microbial therapy, and improving outcome from infectious disease.

The results are crucial for identification of appropriate therapy, application of isolation protocols, and indication for choice of wound dressing, and guidance in appropriate decontamination.

The results have a considerable impact on patient care, they must be collected at the appropriate time, using the correct collection technique and patient identification and transported in a timely manner.

All specimens are potentially infectious and should be handled with the utmost care. Identification labelling, i.e., danger of infection is not routinely required, as all specimens are handled as high risk of infection by laboratory personnel.

10.2 Definitions and Terms

Microbiology	Study of bacteria, protozoa parasites, viruses and fungi.
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Microbiology	Study of bacteria, protozoa parasites, viruses and fungi.
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Specimen Material	Sample of tissue or bodily fluid collected by healthcare staff when laboratory investigation is required to aid diagnosis.
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10.3 Procedure for Collection of Specimens

Wash hands with soap and water or use gel if hands are visibly clean before and after collection in line with standard precautions, appropriate personal protective equipment i.e. non-sterile gloves, aprons and, where splashing is possible or expected, goggles or visors; should be worn when collecting or handling specimens.

10.3.1 Preparation

Before undertaking collection consideration should be given to if the tests are appropriate to patient's clinical presentation.

Consent Clinical staff must ensure that all tests are fully explained to the patient/service user so that they are able to give fully informed consent. Valid consent must be obtained before starting treatment or physical investigation. Refer to ELFT Consent Policy.

10.3.2 Collection

Specimens should be collected before the start of antibiotic treatment however essential treatment should not be delayed.

When collecting certain specimens, e.g. catheter urine, an appropriate aseptic non-touch technique should be used. All pathological specimens must be treated as potentially infectious and local written laboratory protocols should be followed for the safe handling and transportation of specimens.

Specimens should be collected in sterile containers (with the exception of faeces and sputum) that are no more than three quarters full, and have close fitting lids to avoid contamination and spillage.

Collection should be co-ordinated in conjunction with transportation to ensure specimen is promptly dispatched to the laboratory.

Guidance for specific collection methodology may be located in **The Royal Marsden Manual** [here](#)

10.3.3 Documentation

All specimens must be clearly labelled to identify their source. (Unlabelled specimens will not be processed).

Do not pre-label specimen containers, as this increases the risk of errors therefore label the specimen as close to the time when the sample is taken.

- A laboratory request form with the following information must accompany the specimen. This aids interpretation of results and reduces the risk of errors:
- Patient's name, date of birth NHS number ward/department number.
- Type of specimen and site of collection.
- Date and time collected.
- Diagnosis with relevant history and reason for request include: any travel history if presenting with vomiting and diarrhoea, rash pyrexia and the presence of invasive device
- The name of professional requesting the investigation: urgent telephone as conveyance of the result may be required.
- Other relevant details may include Antibiotic Therapy: foreign travel, immunosuppression, occupation, which will determine additional investigations.

10.3.4 Storage and Specimens Awaiting Collection

Specimens should be as fresh as possible for optimal isolation of microbes therefore should be sent to the laboratory without delay (**ideally urine and sputum specimens should be examined within 2 hours of collection, and stool samples within 12 hours**). See **Appendix 16** for further details

Where this is not possible *with the exception of blood culture and any specimens collected for *Neisseria Gonorrhoeae* specimens*, must be stored within a designated specimen fridge (but only for a **maximum of 24 hours**, at 4-8°C).

Specimens should be contained within a double sided self-sealing bag to prevent contamination of the fridge.

Designated specimen fridge: ***Under no circumstances should the ward drug or food fridge be used to store specimens:***

- Specimen fridges should be maintained at 4-8°C kept locked and away from public access (minimum and maximum temperature to be checked and recorded daily).

The specimen refrigerator is cleaned on a weekly basis, defrosted regularly, and cleaned and disinfected after any spillage or leakage.

10.3.5 Transportation

All staff has an obligation to protect themselves and others, e.g. the public, from inadvertent contamination from hazardous substances Health and Safety at Work Act (1974). Therefore, staff must be aware of how to deal safely with clinical specimens and how to avoid/deal with spillage or leakage of body fluids.

All specimens should be placed in a double-sided sealed plastic pouch, and must be collected by porter / transport staff in a secure, robust, leak proof container with a biohazard label. These containers must be cleaned and disinfected weekly and after any visible spillage.

All clinical staff transporting specimens from a patient's own home to healthcare premises, clinic or health centre must be provided with a secure, robust, leak proof container identified by the biohazard label Class 6.2 infectious substances and UN3373 code.

This container must be identified with a contact telephone number in case the box is lost.

Clinical staff must not transport specimens unless such a container is used. Specimens should not be transported in pockets or by hand to minimise risk in case of leakage or breakage.

Containers designated for the transport of clinical specimens must never be used for the transportation of any other items.

10.3.6 Leaked Specimens

Accidental spillage or leakage should be cleaned immediately in accordance with the management of spillage section of the IPC policy. Broken specimens should be discarded.

Any incident during transportation that may affect the quality of the specimen or the safety of personnel must be reported via Datix.

All vehicles transporting specimens should contain spillage kits and instructions for use.

Transportation of specimens by vehicle is usually by a courier service or Trust transport to the appropriate laboratory.

11. Decontamination of Equipment

11.1 Introduction

Decontamination is a term used to describe a range of processes, including cleaning, disinfection and/or sterilisation.

Inadequate decontamination has been responsible for outbreaks of infection in healthcare establishments, and can result in the transmission of a range of micro-organisms from blood-borne viruses such as HIV or hepatitis B, to fungal and common bacterial infections. This section of the IPC policy describes the decontamination procedures that must be followed to minimise these risks.

All medical devices and equipment may become contaminated with micro-organisms and present a risk to patients, and those subsequently handling or using them. Safe and effective decontamination of all re-usable equipment between uses is therefore an essential part of routine infection control practice.

11.2 Definitions and Terms

Cleaning	Cleaning is a process that physically removes contaminants, e.g. dust, dirt, grease and body fluids using general-purpose neutral detergent.
Decontamination	A combination of processes which may include cleaning, disinfection and sterilisation, dependent on the device, to ensure a re-usable device is safe for further use.
Disinfection	Disinfection is a process which reduces the number of micro-organisms to a level at which they are not harmful. It will not, however, destroy all bacterial spores.
EBME Equipment	Electro Biomedical Device that requires maintenance and servicing.
Medical Device	Any instrument, apparatus, appliance, material or other article whether used alone or in combination, to be used by human beings for the purpose of: Diagnosis, prevention, monitoring, treatment or alleviation of disease.
Medical Equipment	Term often interchangeable with Medical Device: Any item, used in the course of the working day, when delivering clinical care or treatment. This can range from a fairly complex device such as a defibrillator or ECG machine (electro cardiogram) to basic items such as a bed, bath hoist or therapists' devices.
Reusable	The practice where a medical device is used repeatedly that requires decontamination after each use.

Single Patient Use	The practice where a medical device is used several times over the course of a treatment episode by one patient only and then disposed of e.g. nebulisers, oxygen masks and tubing.
Single Use	The practice where a medical device is used once and then disposed of e.g. needles, syringes and disposable thermometers.
Sterilisation	Sterilisation is a process that destroys all micro-organisms, including bacterial spores. This is normally achieved through a combination of pressurised steam at high temperature.

11.3 Decontamination

This section provides guidance on the decontamination of medical devices and other patient care equipment. It is the responsibility of all staff who use or are involved in the care of patients using medical devices to comply with this guidance and the Trust's Medical Devices and decontamination policy. Please look on Trust Intranet for this policy.

All devices must be decontaminated according to the manufacturers' guidance if this is not possible please contact the Medical Devices Lead. Devices should be built into a regular cleaning schedule following manufacturer's recommendations for cleaning.

Decontamination of the environment will depend on assessment of the clinical activities undertaken within the area. Environmental cleaning schedules should be posted in all areas.

Medical devices and equipment can be divided into 3 categories:

- (i) **Single use**- Those that are used only once and are then disposed of: Single use equipment must not be re-processed or re-used. They are clearly marked with this symbol



- (i) **Single patient use** -Those that are used for a single patient only during a course of their treatment or an episode of care and are then disposed of: They may also be used repeatedly for that same patient e.g. nebulisers. In this case they must be cleaned between each use and allow to dry.
- (ii) **Re-usable** - Those that are used repeatedly and on different patients (multi-patient use) but are decontaminated between each use:

11.4 Levels of Decontamination

Depending on the risk the item poses in transmitting micro-organisms. Devices can be categorised into one of three levels of risk: High, Medium & Low. There are also 3 levels of decontamination:

- Cleaning
- Disinfection
- Sterilisation

The table below summarises the level of decontamination required for each category of risk:

Risk Rating	Application of Item	Recommended Level of Decontamination
HIGH	<ul style="list-style-type: none"> • Penetrates skin or mucous membranes • In contact with 'broken' skin or mucous membranes • In contact with 'intact' mucous membrane (e.g. vagina) • Enters sterile body areas 	CLEANING FOLLOWED BY STERILISATION (Not routinely used across ELFT services)
MEDIUM	<ul style="list-style-type: none"> • In contact with intact skin or mucous membranes (except vagina) • Contaminated with blood or body fluid • Used on a patient with known carrier status with an alert organism or with any active infection. 	CLEANING FOLLOWED BY DISINFECTION
LOW	<ul style="list-style-type: none"> • In contact with intact skin • Not in direct contact with patient skin 	CLEANING ONLY

In Mental Health and community settings, all high risk and medium risk medical devices will be single use only items. All re-useable medical devices/ equipment must only apply to the Low Risk category and although not exhaustive many of these are listed in [Appendix 23](#)

11.4.1 Cleaning

Cleaning is a process that removes visible contaminants, e.g. dust, dirt, grease and body fluids using detergent but does not necessarily destroy micro-organisms, although it should reduce their numbers.

Cleaning is important for two reasons as: a method of decontaminating low risk items and as an essential pre-requisite to any disinfection or sterilisation process. Organic matter must first be removed in order for heat or chemicals to be able to penetrate and therefore disinfect or sterilise effectively.

Detergent is essential for breaking down grease and dirt. It therefore improves the ability of water to remove soiling. Approximately 80% of micro-organisms will be removed by thorough cleaning. Careful drying is also essential to prevent any remaining bacteria from multiplying. Protective clothing must be worn for all cleaning procedures, i.e. gloves and aprons as a minimum, and where there is a significant risk of splashing, goggles/face visors must be worn. [Appendix 23](#) provides further information on cleaning and products.

11.4.2 Disinfection

Disinfection is a process which reduces the number of micro-organisms to a level at which they are not harmful. It will not, however, destroy all bacterial spores. Disinfection can be achieved either by heat or by chemical means. Heat disinfection is preferable, as this is a more reliable method.

In order to achieve heat disinfection, the item must be heated to 81°C for at least 1 minute, 71°C for at least 3 minutes, or 65°C for at least 10 minutes. Where heat disinfection is used, the process must be regularly monitored to ensure that the correct parameters of temperature and time are being met.

Where heat is not appropriate, the use of chemical disinfectants will be required.

The following points should be remembered when using chemical disinfectants.

- The item must be cleaned before disinfection
- Manufacturer's instructions and any additional guidance provided by the ELFT Infection Prevention and Control Team should be followed in the first instance
- Choose the appropriate disinfectant relevant for the device
- Ensure correct concentration and exposure time.

Direction of Cleaning: To minimise recontamination of an area and transfer of micro-organisms, cleaning must be carried out from:

- top to bottom
- clean to dirty

[Appendix 23](#) provides further information on disinfectant products.

11.4.3 Sterilisation

Sterilisation is a process that destroys all micro-organisms, including bacterial spores. This is normally achieved through a combination of pressurised steam and high temperature, for example 134°C for 3 minutes.

Choosing the appropriate method is central to ensuring correct decontamination of medical devices. The manufacturer of a medical device / equipment is required to provide advice on how that item should be decontaminated. Their guidance and that of any Medical Device Alert relating to risks associated with decontamination must always be followed. [Appendix 23](#) provides examples of required methods of decontamination for reusable medical devices.

11.5 Decontamination of Equipment Prior to Service or Repair

Anyone who inspects, services, repairs or transports medical, dental or laboratory equipment, either on hospital premises or elsewhere, has a right to expect that medical devices and other equipment have been appropriately treated so as to remove or minimise the risk of infection or other hazards.

Appropriate documentation must be provided to indicate the contamination status of the item

In order to ensure safe systems of work for the protection of all staff, including those not employed in the NHS, documentation is required declaring the contamination status of equipment.

If items are dispatched to suppliers, or presented for service or inspection on hospital premises without a declaration of contamination status (*Appendix 24*) and without prior agreement, suppliers may refuse to handle such items until they have been decontaminated and a declaration provided.

11.6 Management of Electro-Convulsive (ECT) Equipment

ECT should be performed in a dedicated area, to ensure that the environment is maintained to reduce the risk of cross infection. A written cleaning schedule should be devised for cleaning clinical equipment specifying the persons responsible for cleaning, the frequency of cleaning, the methods to be used, and the expected outcomes.

Manufacturer's guidelines for management of inter surgical respiratory systems should be strictly adhered to. All items where possible should be single use. If single use systems are used, these must be disposed of as clinical waste between each patient treatment. For respiratory systems that are recommended by the manufacturer for use for a group of patients, a new single use bacterial filter, single use catheter mount, and single use mask must be used for each patient. Packaging must not be removed until the point of use. The total system must be disposed of at the end of each session as clinical waste. The manufacturer's protocol for the re-use of these systems should be displayed.

11.7 Decontamination of the Environment (Environmental Cleanliness)

The healthcare environment must be visibly clean, free from dust and soilage and acceptable to patients, their visitors and staff.

All healthcare workers need to be aware of their individual responsibility for maintaining a safe care environment for patients and staff. Every healthcare worker needs to be clear about their specific responsibilities for cleaning equipment and clinical areas (especially those areas in close proximity to patients). They must be educated about the importance of ensuring that the hospital environment is clean and that opportunities for microbial contamination are minimised.

The clinical environment cleanliness is monitored by the facilities in line with the NHS National Standards for Cleanliness. There is an annual PLACE inspection and relevant action plans developed from that.

In order for the environment to be kept clean areas must be kept tidy and free of clutter. A cleaning schedule should be available on the ward with daily and weekly cleaning tasks. Periodic schedules are also required. Items in this schedule need to be planned with the input of ward staff.

Cleaning of the environment is covered in depth in the Trust policy for Cleaning (Please see Trust net for further details). A schedule should also be available for the regular cleaning of equipment with clear guidance on responsibilities.

11.8 Decontamination and Care of Macerators/Bed Pan Washers

Bedpan washers disinfectors should have daily records of temperature cycles and be on a planned maintenance programme in accordance with manufacturers' instructions. This should be arranged through the Estates and Facilities Team and maintained according to HTM 01 -01 with weekly, quarterly and annual checks by a competent person in place.

- Macerators and bedpan washers not in use are a potential Legionella risk.
- Macerators that are not used on a regular basis must be put through a cycle daily.

12. Care in isolation

12.1 Introduction

The aim of any form of isolation is to prevent the spread of pathogenic organisms and to protect both service users and staff from cross infection. Standard precautions must be observed at all times with all patients, including those in isolation.

When a service user is found or suspected to be suffering from an infection, it is necessary to consider the mode of transmission and to initiate appropriate measures to ensure that other service users, staff and visitors do not acquire an infection.

The need for isolation must be explained to the service user/s and relatives and confidentiality must be maintained.

12.2 Definition and Terms

<p>Direct Contact</p>	<p>The physical transfer from body surface to body surface between an infected or colonised person and a susceptible host. This can be between Service user/s or from staff to Service user/s when performing Service user/s care activities.</p>
<p>Indirect Contact</p>	<p>Involves the susceptible host having contact with an intermediate object, such as contaminated instruments or the environment. Droplets are generated from the source service user/s through coughing, sneezing, talking or singing. Transmission occurs when droplets containing microorganisms generated from the infected person are propelled a short distance through the air and deposited on the host's conjunctivae, nasal mucosa or mouth.</p>
<p>Airborne Transmission</p>	<p>Occurs by dissemination of either aerosol (small particle residue of evaporated droplets containing microorganisms that remain suspended in the air for long periods of time).</p>
<p>Source Isolation</p>	<p>Used for patients who are infected with, or are colonized by, infectious agents that require additional precautions over and above the standard precautions used with every patient in order to minimise the risk of transmission of that agent to other vulnerable persons, whether patients or staff.</p>
<p>Protective Isolation</p>	<p>Precautions may be required if a service user is severely immunocompromised to provide protection from microorganisms harboured in the environment or by other service users, staff or visitors.</p>

Cohort Isolation	Grouping of infectious patients and nursing them within an area of a hospital ward.
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12.3 Patient Placement

12.3.1 Single Room

The most effective form of isolation is a single room with en-suite facilities. Appropriate signage should be placed on the door to indicate protocols and behaviours required in the isolation room. In areas where overt signage will cause distress to the service user alternative methods should be found to convey information to relevant personnel including domestic staff. These could be information on the office whiteboard and also in the cleaners' room.

Ensure that doors are kept closed at all times. If the door is to be kept open, a risk assessment must be undertaken and documented.

Where the doors are closed frequent checks to the service user must be undertaken by staff to ensure that both the physical and psychological needs are being considered at all times.

Variables to consider are:

- Site of micro-organism
- Capacity of the micro-organism to cause serious harm
- Transmissibility of the disease/micro-organism
- Immune status and vulnerability of other patients in bay
- Capacity and mental state of the affected patient.
- Optimal bed spacing

12.3.2 Cohort Isolation

In the event of Outbreaks and periods of increased incidence e.g. Meticillin Resistant Staphylococcus Aureus (MRSA), or other multi-resistant organism infections or diarrhoeal outbreaks including Clostridium difficile (C. diff) and Norovirus it may be preferable to temporarily designate a ward area to accommodate patients with same organism, or displaying similar signs or symptoms.

Co-horted patients should be cared for by designated staff. Consideration should be given to utilising a bay for cohort nursing if no single rooms available, bays should have doors that can be closed to provide physical separation from other patients.

12.3.3 Isolation within a Bay (Non-Cohort)

This is an option of last resort if efforts have been made to locate a single room with adjacent wards. This option may be considered for certain microorganisms (diseases) that are spread by direct contact and not associated with high levels of antibiotic resistance. There must be prior discussion with the IPCT. Stringent standard precautions would apply.

12.3.4 Negative Pressure Ventilation

Currently this facility is not available for ELFT inpatients; arrangements will be made to transfer to an Acute Trust, through Clinician to Clinician referral, with support of IPCT.

12.4 Isolation Procedure

The decision to isolate a patient should be based on the infection risk, and taken preferably after discussion with the Infection prevention and control Team.

A risk analysis approach should be carried out. An assessment must be made of the physical and psychological safety of patients prior to placement in isolation. For patients who may be at risk in isolation due to their mental health state, and where isolation is a high priority to prevent an outbreak of an infectious disease, additional supervision will be needed. All cases will need to be assessed individually and discussed with the Infection Prevention & Control team.

Most service user/s requiring isolation may be cared for in single rooms on the ward; however, there may be cases when the service user/s may require specialist treatment at a general hospital. In all cases the Infection prevention and control team will advise. The isolation room must have its own en-suite toilet facilities or a designated toilet close to the room and a clinical waste bin.

12.4.1 Care of Infected Service User

Isolation of service user/s is a potentially distressing/frightening experience and all attempts must be made to minimise this. An assessment must be made of the physical and psychological safety of Service user/s prior to placement in isolation. A Service user/ will require a single room with own toilet if they:

- Have severe or uncontrollable diarrhoea;
- Are suffering from, or suspected to be suffering from, an airborne infection (e.g. Tuberculosis, chickenpox)
- Are more susceptible to infection e.g. requires protective isolation;
- Ensure patient is aware of need for isolation and responsibilities. If the patient does not speak English or has difficulty understanding what they are being told, then appropriate translation services should be used.

12.4.2 Use of Bath/Shower Facilities

There is no restriction on the Service user/s having a bath, but if he/she has an infection they should use it after other Service user/s. The bath must always be correctly cleaned after use so as not to become a source of cross infection.

12.5 Daily Isolation Cleaning Procedure (Side Room or Bed Space)

- Some infections can survive indefinitely in the environment. To prevent further spread, complete thorough environmental cleaning on a daily basis.
- Give special attention to ensuring that the environment is maintained in a clean state and is in line with good housekeeping practices. Be explicit about who is responsible for each aspect of cleaning and when/how often it must be done.
- The domestic should check with the nurse in charge that it is appropriate to enter the room or bed space to do the clean.
- Assemble all the appropriate cleaning materials that are to be used for the task; this includes a 1,000ppm hypochlorite solution. You must ensure that you have all the appropriate equipment and materials before entering the area to be cleaned; this includes the correct colour coded cloths, wipes, gloves and bag. Collect and put on a disposable apron and gloves (and other protective clothing as indicated).

- Pick up any items of rubbish on the floor and put into a yellow clinical waste bag. Empty the room bin and replace the waste bag.
- Increase the cleaning of horizontal surfaces to twice daily with chlorine containing cleaning agents such as Chlor-clean (A 1,000ppm hypochlorite solution)
- All structural surfaces must be damp dusted, using Chlor-clean starting with the door handles. Particular attention must be paid to all patient contact areas such as table, lockers, chairs, door handles, taps, walking aids etc.
- Wash all furnishings starting with the locker and finishing at the waste bin. Follow this up by drying all surfaces with the disposable cloths. If organic matter/dirt is present, then use detergent and water first followed by Chlor-clean.
- Clean the toilets and bathroom areas thoroughly with Chlor-clean after each use, paying attention to all dispensers around the sink. The equipment for this task should be kept separate from rest of the cleaning equipment.
- Damp mop the floor (colour coded mop and bucket), working from the furthest point towards the door, using Chlor-clean.
- Check all cleaning procedures have been completed and that all disposables are topped up and replenished.
- Place all disposable cloths into a yellow clinical waste bag.
- Leave the area/room taking all equipment, cleaning materials, and clinical waste sacks.
- Empty all buckets into the butler sink in the cleaners' room. Thoroughly clean and dry all equipment. Mop heads should be dedicated for that bed area/ side room.
- Bags for mop heads to be taken to the laundry.
- Remove disposable gloves and aprons and discard as clinical waste.
- Wash and dry hands thoroughly.

12.6 Waste Bins

There should be an infectious waste (orange colour) bin inside the room.

12.7 Terminal Cleaning Procedure for Side Room or Bed Space

- In addition to the steps highlighted during a daily isolation cleaning procedure:
- Isolation precautions will be terminated on the advice of the Infection Prevention & Control team when it is clear that the patient is no longer infectious to others or if he/she has been discharged or transferred to another hospital.
- Nursing staffs are responsible for ensuring that all reusable equipment has been decontaminated in line with decontamination guidelines and bed linen disposed of prior to terminal cleaning by domestic staff of the environment.
- The room or ward should be terminally cleaned with Chlor-clean and curtains changed.
- All surfaces and walls to hand height should be washed thoroughly with Chlor-clean.
- Launder all bed linen and cubicle curtains.
- Inspect pillows and mattress internally and externally. If internally damaged/contaminated discard and replace. Wipe the covers of bed mattresses and pillows with CHLOR-CLEAN and dry thoroughly.
- Terminal cleaning of the patients' rooms must also be carried out at the discharge of the patient / before admitting another patient.

12.8 Patient Movement

Transfer and movement of patients should be kept to a minimum, to reduce the risk of infection spreading and should only be undertaken for clinical reasons.

If a transfer is necessary the receiving area must be informed, so effective IPC measures can be put in place, consult with IPCT for advice.

Hand Hygiene, PPE procedures should be closely followed when transferring the patient. Equipment used to transfer the patient i.e. trolleys, should be decontaminated after use.

13. Diarrhoea and Vomiting

13.1 Introduction

This policy describes the procedures to be followed to control and minimise the spread of gastrointestinal infections including Norovirus.

Gastroenteritis is a transient disorder due to enteric infection with viruses, bacteria or parasites (NICE 2014).

- Viruses include- Norovirus, Rotavirus, Adenovirus
- Bacteria include- Campylobacter, Escherichia coli, Salmonella (non-typhoidal), Shigella, Yersinia enterocolitica (rare)

In some cases, the symptoms are caused by the toxins produced by the bacteria rather than the bacteria itself.

Viral gastroenteritis is highly infectious and it is easily transmitted from person to person by direct contact, consuming contaminated food or water or by contact with contaminated surfaces or objects.

Spread from person to person is by the faecal –oral route and by vomiting which leads to widespread aerosol dissemination of viral particles, causing contamination of the environment.

Viral gastroenteritis

- Generally characterised by vomiting- often projectile. This vomiting may not be preceded by any other symptoms and is therefore difficult to anticipate in anticipation of occurrence.
- Norovirus and Rotavirus are the most common cause of outbreaks of gastroenteritis in healthcare settings.

Norovirus

Norovirus is highly infectious & is characterised by acute onset of non-bloody, watery diarrhoea with or without vomiting, but if present is often projectile. Other symptoms may include:

- Abdominal cramps, myalgia, headache, malaise and low grade fever.
- The incubation period is usually 24-48 hours.
- Norovirus is highly transmissible requiring the ingestion of as few as 10-100 viral particles to cause illness.

Mode of transmission

- Can be via the faecal –oral route or ingested via inhalation of aerosolised contaminated food & water. Viral particles may settle in the environment via any of these routes and be spread from person to person by hands that are contaminated from the environment (The virus can survive on any surface for at least a week, and in a refrigerator on food for up to 10 days; freezing indefinitely).
- Norovirus can enter a healthcare environment by an infectious (symptomatic or recovering) patient/visitor or member of staff.

13.2 Definitions and Terms

Contact Precautions	Hand hygiene with soap and water before and after patient contact and wear gloves and apron for contact with patient or their nearby surroundings.
Cohort	Refers to the grouping of patients with the same clinical diagnosis, suspected symptoms or clinical risk category in relation to known or suspected transmissible infection.
Diarrhoea	3 or more episodes of loose stool a day, for less than 14 days, and stool takes the shape of a container (Bristol Stool chart type 5-7) (PHE 2015).
Outbreak	Localised group infected with the same disease in the same space at the same time. – <u>2</u> or more epidemiologically linked cases of a similar disease.
Personal Protective Equipment (PPE)	Refers primarily to disposable gloves, aprons, masks, eye protection and other face protection to protect the user from contamination from pathogens that could subsequently be transferred to other people, from patient/resident to practitioner or vice versa.
Period of Increased Incidence	Clusters of yet undiagnosed diarrhoea and or vomiting.
Source Isolation	Placing a patient considered to be infectious in a single room to prevent transmission to other patients.
Standard Precautions	A set of activities which must be used for all patients cared for within all healthcare settings. They are designed to prevent the transmission of microorganisms between patients. They include; hand hygiene, personal protective equipment, sharps management, management of waste, and decontamination of equipment.

13.3 Management of Patients with Gastroenteritis/Norovirus Infection

13.3.1 Single/Sporadic Cases of Diarrhoea and Vomiting

Patients admitted from the community with symptoms suggestive of viral gastroenteritis (including Norovirus) or who develop diarrhoea/vomiting which is unrelated to their treatment should be reported to the Infection Prevention & Control Team and have the following infection prevention & control measures implemented:

If an outbreak is suspected the procedure in the Outbreak Management section of the IPC manual must be followed.

13.3.2 Management of Patients with Loose Stool/Diarrhoea/Vomiting in Inpatient Settings

- Immediate isolation in a single room with an en-suite bathroom. Patients who do not have access to en-suite facilities must have a dedicated toilet for their use.
- Patients who are moved from a bay to a side room for isolation must have their previous bed space cleaned with Chlorine Releasing Agent and the curtains changed prior to occupation by the next patient. The associated bathroom/toilet will also require deep cleaning if the patient used the toilet whilst symptomatic. Those patients who have been exposed but who are asymptomatic should not be transferred without consultation with the Infection Prevention & Control IPC team.
- Isolation signage and PPE should be immediately available outside the room (in physical health inpatient wards)
- Room doors should be closed unless risk assessment indicates that other risks negate this. If this is the case, then a risk assessment must be done.
- Sample/s of stool/s and/or vomit/s should be sent for Virology and Microbiology.
- Staff must wear appropriate PPE; aprons and gloves for any direct contact with the patient or when exposure to body fluids is anticipated. All staff entering the patient's room must wash their hands with soap and water prior to leaving. This must be done following removal of protective clothing. The use of alcohol hand disinfectant alone is not advised for inactivating Norovirus as this is ineffective
- Strict hand hygiene must be observed
- Decontamination of the environment or equipment- should be undertaken with a freshly prepared Chlorine based disinfectant (1000ppm available chlorine).
- A Bristol stool chart must be implemented and updated following every bowel action or any episodes of vomiting. Stool charts must also be recorded daily if a patient does not have their bowels open. – see Appendix 20
- Commence the patient on a fluid balance chart and at least twice daily observations or as their clinical condition indicates.
- Review of medication by the clinical team, especially the use of laxatives.
- Any spillage of vomit/faeces must be cleared up with paper towels, disposed of in clinical waste and the area cleaned with a Chlorine releasing agent (1000ppm available chlorine). Refer to Management of Body Fluid Spillage section of IPC manual.
- The room (and any associated patient equipment e.g. commode) must be cleaned thoroughly after use and on a daily basis using Chlorine Releasing Agent. Remove all food and non- essential possessions for the affected patient's room to facilitate cleaning.
- Linen should be placed as per policy in an inner biodegradable bag and then double bagged.
- All waste should be placed in a clinical waste bag.
- Contact the Infection Prevention & Control Team for further advice.

- All patients with symptoms should remain isolated until asymptomatic for 48 hours.
- Following patient discharge, the patient's room and bathroom must be thoroughly cleaned with Chlorine Releasing Agent (1000ppm available chlorine) and the curtains changed (in required), prior to reoccupation.

13.3.3 Outpatient Settings/ GP Settings/ Outpatient Clinics

If the patient is known to have symptoms of diarrhoea and vomiting, where possible they should be discouraged from attending a Health Centre/surgery or Outpatient Clinic. If this is unavoidable then an appointment should be made late in the day to minimise the risk of potential risk of cross infection to other patients and staff.

Decontamination and Cleaning- If a patient has attended the clinic and has known symptoms of viral gastroenteritis the environment and any reusable equipment should be cleaned with a detergent followed by a Chlorine Releasing Agent (1000ppm available chlorine) or a combined detergent/disinfectant product diluted to 1000 ppm available chlorine.

Staff visiting a patient with known diarrhoea in their home should if possible make this the last visit of the day. Appropriate PPE and conscientious hand washing is essential in this scenario.

13.4 Period of Increased Incidence (PII)

A 'period of increased incidence' can be used for clusters of as yet undiagnosed vomiting and/or diarrhoea (PHE 2012).

13.5 Norovirus

An outbreak of Norovirus is defined as an occurrence of two or more similar illnesses resulting from common exposure that is either suspected or laboratory confirmed to be caused by Norovirus.

Case definition of Norovirus - A patient or staff who within a 24-hour period has 3 or more episodes of non-bloody diarrhoea (does not include loose stools induced by laxatives or enemas), AND/OR 2 or more episodes of vomiting without any obvious cause for symptoms. (HPS 2013)

Management of increased number of patient cases;

- Two or more cases of unexplained diarrhoea and/or vomiting.
- Periods of increased incidence.

Careful clinical assessment of the causes of vomiting and diarrhoea is important as even when an outbreak is suspected there will be patients who have underlying pathologies.

Infection prevention & control measures (as point 13) should be implemented immediately and the local infection control team informed. Medical and nursing staff should also consider *Clostridium difficile* in all cases and refer to *Clostridium difficile* section of the IPC Policy.

Senior nursing and medical staff in conjunction with the IPC Team should make the decision based on the information available as to whether Norovirus is the likely cause of the diarrhoea and vomiting.

- Affected patients must be cared for using isolation (single room or cohort), using standard infection prevention & control precautions- **Refer to care in isolation section of IPC manual**
- In areas where symptomatic and non- symptomatic patients can be physically and safely separated, it may not be necessary for full closure of the ward/area.
- Where single rooms are unavailable and co-horting is necessary, PPE should be worn and changed in between caring for each patient and hands decontaminated with soap and water. PPE should be removed and hands decontaminated prior to leaving the cohort area or single room.
- A line listing tracker form- See Outbreak Management section of IPC policy manual [Appendix 26](#) – should be compiled and updated daily stating symptoms, time and date. This should include patients, visitors and staff. This is required by the IPC Team to be used as part of the risk assessment in managing the patients.
- When new cases occur the IPC Team should be informed immediately so that an updated risk assessment can be undertaken as this may indicate the need to progress to full closure of the unit.

13.5.1 Closure or Restricted Access to Area – Management

- In some cases, an outbreak will be declared and full or part closure of the ward/unit may be necessary. – refer to Outbreak Management section of IPC policy manual
- The definition of ‘closure/restricted access’ refers to the restriction of incoming and outgoing personnel, patients, equipment and materials to an unavoidable minimum. All non-essential personnel including visitors should be discouraged from entering a closed area.
- During an outbreak the affected area will be closed to admissions and transfers until 72 hours after the last episode of Norovirus – associated vomiting and diarrhoea.
- The decision to admit patients to an area that is closed during an outbreak or a period of increased incidence must not be undertaken without discussion between the clinical team and the ICT/Microbiologist & on call manager/Senior Duty nurse.
- During a Norovirus outbreak a patient may still be discharged to their own home, irrespective of the stage of the patients Norovirus illness.
- Discharge to nursing/residential homes and other hospitals or community- based institutions should be delayed until the patient has been asymptomatic for at least 48 hours. Urgent transfers require an individual risk assessment and input from the ICT.
- Notices to limit staff and visitor traffic to the affected area should be placed at the entrance to the unit. – Refer to Outbreak Management section of IPC policy manual.

13.5.2 Clinical Treatment of Norovirus

- Dehydration- It is important to correct and avoid further dehydration through standard oral rehydration regimes. Intravenous rehydration therapy should only be used where oral rehydration is not appropriate.
- Anti-emetic- These are useful but not recommended routinely. Side effects may be contraindicated with some groups of patients such as the elderly and children.
- Anti- diarrheal medication- these are generally not recommended but can be used if needed.
- There is a risk of compromising IPC measures through masking the infectivity of patients when both antiemetic and anti-diarrhoeal drugs are used.

13.5.3 Preventing Spread to Other Areas

- Clinical visiting staff such as Physiotherapists, Occupational Therapists and phlebotomists should still continue to service the area, however the affected area should be the last to be visited. Only essential procedures should be carried for symptomatic patients.
- Staff working in affected areas should not work in other areas unless deemed unavoidable by risk assessment for the necessary care for patients.
- Staff working in affected areas must not work in unaffected areas for 48 hours - (This includes bank and agency staff).
- Symptomatic patients should not be sent to other departments for investigation or treatment unless unavoidable. These should be postponed until the patient is no longer symptomatic and the outbreak has been declared over.
- If this is not possible due to clinical need a risk assessment should be completed and arrangements should be made so the patient spends limited time in the receiving department, no contact with other service users and decontamination of the area must be carried out afterwards with a Chlorine Releasing agent- 1000 ppm.

A patients treatment must not be compromised whilst the area is restricted due to viral gastroenteritis, (including Norovirus).

13.5.4 Environment & Equipment

- Use single use equipment wherever possible. Follow guidance below for decontamination of reusable equipment.
- Any open food should be discarded.
- Staff should not consume food or drink in the clinical area. Any exposed food or drink is likely to be contaminated.

13.5.5 Decontamination of the Area and Equipment

- Additional cleaning should be arranged with the local cleaning team for a Chlorine Releasing Agent to be used. (1000ppm).
- Reusable equipment should be cleaned with a detergent followed by a Chlorine Releasing Agent (1000ppm available chlorine) or a combined detergent/disinfectant product diluted to 1000 ppm available chlorine.

13.5.6 Management of Body Fluid Spills

- Refer to Management of Blood and Body Fluids Spillage section of IPC policy manual
- Wear personal protective equipment; gloves, apron (goggles and mask if there is significant risk of splashing).

13.5.7 Laundry

- All laundry during an outbreak/PII should be considered contaminated. It should be discarded directly into alginate bags and the subsequently bagged as hazardous waste.

13.5.8 Terminal Cleaning

Norovirus has the ability to remain viable in the environment for up to 12 days and it is therefore imperative that the environment following an outbreak or PII is decontaminated effectively follow local cleaning guidelines- Chlorine Releasing Agent- 1000ppm

13.6 Protocol for Staff with Gastrointestinal Illness

The following protocol applies to all staff but particularly to members of staff who have direct patient contact and/or are designated food handlers:

- Any member of staff who has diarrhoea (Three or more loose stools in 24-hour period) and/or vomiting (more than 2 occasions), which cannot be related to other factors e.g. alcohol excess, normal bowel pattern, pregnancy etc. should report their illness to their manager or person in charge of the service.
- If a staff member becomes ill on duty they must be sent off duty immediately and must remain off duty until they have been 48-hours symptom free for from both diarrhoea and vomiting.

13.6.1 Stool Samples from Members of Staff – Occupational Health/Staff Screening

In some circumstances it is important that a stool sample from a member of staff is obtained, to determine the cause of symptoms. Staff should contact Occupational Health for further advice.

14. Management of Clostridioides Difficile Infection

14.1 Introduction

Clostridioides difficile (*C. difficile*) is a bacterium that's found in people's intestines. It can be found in healthy people, where it causes no symptoms (up to 3% of adults and 66% of babies).

C. difficile causes disease when the normal bacteria in the gut are disadvantaged, usually by someone taking antibiotics. This allows *C. difficile* to grow to unusually high levels. It also allows the toxin that some strains of *C. difficile* produce to reach levels where it attacks the intestines and causes mild to severe diarrhoea.

C. difficile can lead to more serious infections of the intestines with severe inflammation of the bowel (pseudomembranous colitis). *C. difficile* is the biggest cause of infectious diarrhoea in hospitalised patients.

You can become infected with *C. difficile* if you ingest the bacterium (through contact with a contaminated environment or person). People who become infected with *C. difficile* are usually those who've taken antibiotics, particularly the elderly and people whose immune systems are compromised.

14.2 Transmission

Although some people can be healthy carriers of *C. difficile*, in most cases the disease develops after cross-infection from another patient, either through direct patient-to-patient contact, via healthcare staff, or via a contaminated environment.

A patient who has *C. difficile* diarrhoea (CDAD) excretes large numbers of the spores in their liquid faeces. These can contaminate the general environment around the patient's bed (including surfaces, keypads, and equipment), the toilet areas, sluices, commodes, bedpan washers etc. They can survive for a long time and be a source of hand-to-mouth infection for others. If these others have also been given antibiotics, they are at risk of *C. difficile* disease.

14.3 Prevention

Five main factors have been identified as being necessary to reduce the incidence of CDAD (according to: *Saving Lives: reducing infection, delivering clean and safe care High Impact Intervention No 7 Care bundle to reduce the risk from C. Difficile*).

14.4 Prudent Antibiotic Prescribing

Prescribe antibiotics according to national guidance* and local policy; minimise use of broad-spectrum antimicrobials. Review antimicrobial medication daily. Include stop dates in antimicrobial prescriptions.

14.5 Correct Hand Hygiene

Clostridioides difficile is able to produce a form of cell that is highly resistant to chemicals (spores), hand washing using soap and water rather than alcohol is recommended after

contact with a patient with *C.difficile*. Soap and water will remove the microorganisms (including spores) from the hands, whilst alcohol hand rubs will not destroy the spores.

14.6 Environmental Decontamination

Implement enhanced cleaning in areas with CDAD patients. Use chlorine-based disinfectants (Chlor-Clean) to reduce environmental contamination with *Clostridoides difficile* spores. Ensure deep clean and decontamination of rooms after discharge of CDAD patients.

14.7 Personal Protective Equipment (PPE)

Always use disposable gloves and aprons when handling body fluids and when caring for patients with diarrhoea.

14.8 Care in Isolation/Cohort Nursing

Always use a single room. Cohort care for CDAD patients should be used if a single room is not available. Please discuss with the Infection Prevention and Control team.

14.9 Diagnosis

If you suspect infection, there is a simple diagnostic test that can be done on a sample of diarrhoeal faeces to see if *C.difficile* toxins are present.

Stool samples should be taken and sent to the microbiology laboratory for *C. difficile* toxin testing. Please refer to Specimen collection of the IPC policy manual.

In outbreaks, or for surveillance of the different strains circulating in the population, *C.difficile* can be cultured from faeces and the isolates sent for typing.

14.10 Management of Patients with Diarrhoea

- Clinicians (doctors and nurses) should apply the following mnemonic protocol (SIGHT) when managing suspected potentially infectious diarrhoea as per UKSHA guidance below:

S	Suspect that a case may be infective where there is no clear alternative cause for diarrhoea
I	Isolate the patient and consult with the infection prevention and control team while determining the cause of the diarrhoea
G	Gloves and apron must be used for all contacts with the patient & their environment
H	Hand washing with soap and water should be carried out before and after each contact with the patient and the patient’s environment
T	Test the stool using a 2-step testing system, sending a specimen immediately.

- All patients with diarrhoea should be treated as potentially infectious in all inpatient wards until microbiological confirmation of stool specimen results.
- *Clostridioides difficile* infections are rare in mental Health. Service users who are clinically unwell should be transferred to the acute general hospital upon discussion with the medics.
- Patients with mild infection/minor symptoms should be isolated in their own room with an en-suite or a bathroom dedicated to their use only.
- Inform the Nurse in Charge and the duty doctor of patients with diarrhoea
- Review the use of laxatives - are these the cause of the diarrhoea and is their use necessary? Patients suspected of having *C.difficile* should not have anti-diarrhoeal prescribed.
- Patients should be monitored daily for frequency and severity of diarrhoea using the Bristol Stool Chart.
- All antibiotics that are clearly not required should be stopped, as should other drugs that might cause diarrhoea. Consideration should be given to stopping/reviewing the need for Proton Pump Inhibitors in patients with or at high risk of CDI.
- Two stool samples should be obtained one sent for Microscopy, sensitivity and culture, *C.difficile* and the second for Virology testing.
- Contact the Infection prevention and control Team on elft.infectioncontrol@nhs.net
- The Infection prevention and control team must be contacted immediately if result positive or reason for suspicion.

The patient should remain isolated until there has been no episodes of diarrhoea (types 5–7 on the Bristol Stool Chart) for at least 48 hours, and a formed stool has been achieved (types 1–4).

During Out of Hours

- The doctor should contact the on call microbiologist at the local service hospital via the hospital switchboard
- Patient should be safely transferred to a single room with own toilet and wash facilities.
- If they have been moved their area should be deep cleaned.
- Movement should be reduced as much as possible to reduce transmission.
- Cleaning Service Provider should be informed as soon as possible as increased levels of cleaning might be required.
- Environments should be kept clean at all times. Where there are cases of *C. difficile* infection, a disinfectant containing chlorine (Chlor-clean) should be used to reduce environmental contamination with the spores e.g. (Chlor-clean). Equipment should not be shared.
- Patient should be cared for in a Side room/their own room with an en suite or bathroom dedicated to their use only using enteric precautions.

14.11 Clinical Management

In Mental Health inpatients, a service user with suspected *Clostridioides difficile* infection should be admitted to the acute hospital for management unless the service user is well or has minimal symptoms.

Advice should be taken from the microbiologist for the management.

- Treatment of a case of infection from *C. difficile* includes the stopping of any current course of antibiotics where possible, and replacing it with different antibiotics to which the bacteria are susceptible.
- Monitor fluid balance on a fluid balance chart and correct dehydration due to diarrhoea.

- Monitor diarrhoea using a stool chart.

Using the National Early Warning System (NEWS) to identify deterioration. (Record temperature, pulse, respiratory rate and blood pressure). Report any signs of deteriorating condition - escalate accordingly to the duty doctor & transfer to the acute hospital. The receiving hospital must be informed of the patients *C.Diff* status prior to transfer.

14.12 Transfer/Discharge of Patients with Diarrhoea

Patients with *C. difficile* infection should not be transferred to other areas without discussion with the IPC Team. Patients can be discharged/transferred providing they have been 48-72 hours free of symptoms. (Discuss with the IPC Team any concerns).

Visits to other departments should be kept to a minimum. Where visits are necessary, for investigation and treatment, prior arrangements should be made and the following principles adhered to:

- Infected patients should be seen at the end of the working session and only sent for when the department is ready to deal with them. Patients should not be left in waiting areas with other patients.
- Ensure the wheelchair is thoroughly cleaned after use.
- If transport involved give infectious condition information at the time of booking and additional precaution advice

15. Outbreak Management of Communicable Infections

15.1 Introduction

The principles supporting these guidelines are that potential adverse impacts of outbreaks are reduced through their early identification and prompt initiation of infection prevention and control measures. The protocol aims to provide infection prevention and control guidance and reduce operational disruption through:

- Outlining what constitutes an outbreak
- Describing the action should staff take if an outbreak is suspected
- The membership and role of the outbreak control team
- Internal and external communications

This guideline starts with a brief overview on the basic principles of Healthcare Acquired Infections (HCAI) and the chain of infection and how to break the chain to prevent on-ward transmission. The process to follow includes actions before and during the outbreak meeting/outbreak management, standard and transmission-based precautions, including decontamination of the environment

Infection prevention and control is everyone's responsibility and all healthcare workers have an important role to play.

Infection prevention and control is the application of microbiology in clinical practice. Infection can be caused by bacteria, fungi, viruses or prions and can affect almost all body systems.

Not all infections are transmissible but some, such as Covid-19, *Clostridium difficile*, influenza and norovirus have the potential to spread from one patient to another. This has significant implications for healthcare organisations, facilities or nursing homes. Understanding how infections occur and how different micro-organisms spread is crucial to preventing infection. Healthcare-associated infections (HCAIs) can occur in any healthcare setting. While the specific risks may differ, the basic principles of infection prevention and control apply regardless of the setting. Although infections can spread easily, controlling the risk is relatively straightforward and simple measures can be effective.

This protocol forms the basis for the safe management and action in the event of an outbreak of communicable disease. It outlines how outbreaks of infection will be identified and managed in a timely efficient manner to prevent disruption to service and minimize the impact on quality of patient care. The effective management of an outbreak of infectious disease is a mandatory requirement for the Trust under the Health and Social Care Act (2015).

The management of all outbreaks involves a responsive team of healthcare and ancillary professionals and as such, communication and co-operation are essential. Historically, most of the outbreaks of infectious diseases have been with viral agents such as Norovirus therefore, the focus will be on addressing this. However, this protocol can also be adapted to ensure that the organisation can respond to a variety of incidents such as the emergence of novel pathogens (such as COVID-19) or deliberate release of agents associated with bioterrorism

15.2 The Chain of Infection

The process of infection can be represented as a chain, along which microorganisms are passed from a source to a vulnerable person.

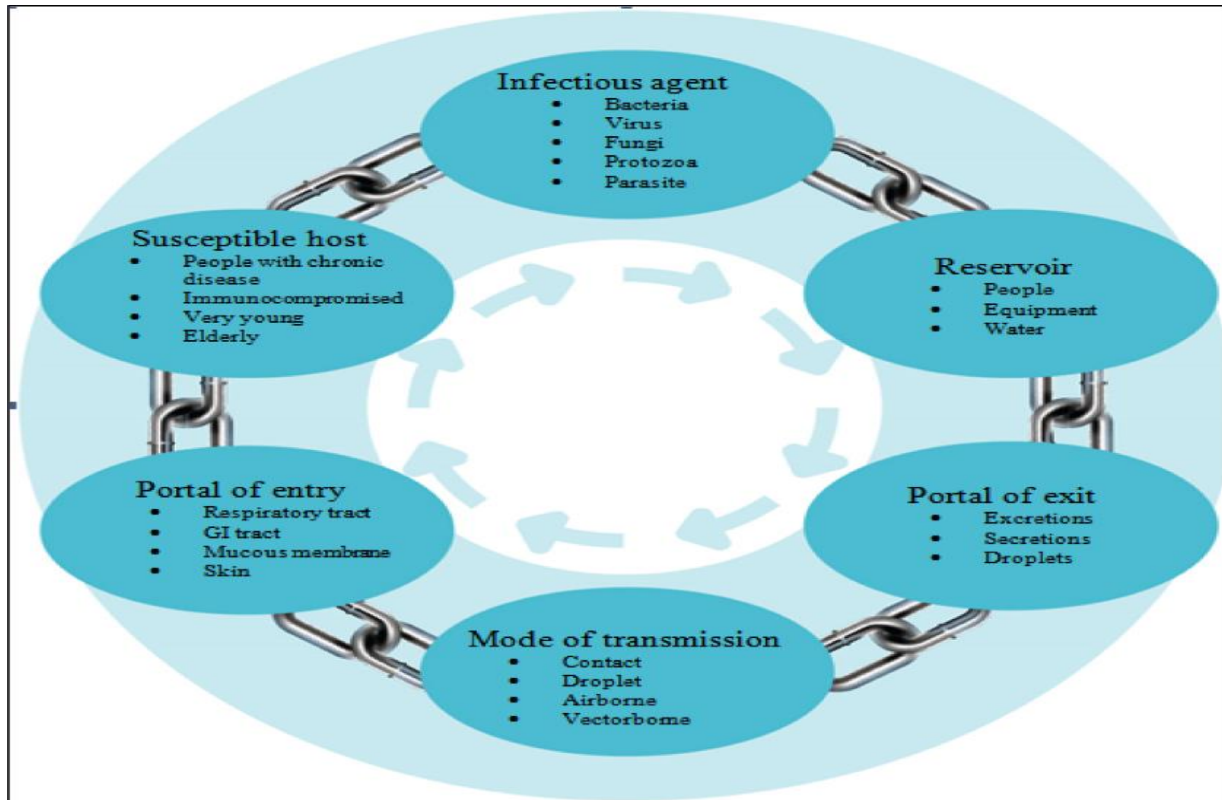


Figure 1 Breaking a link at any point in the chain will control the risk of infection by preventing the onward transmission of microorganisms.

15.3 Opportunities to Break the Chain of Infection

Transmission may be interrupted when:

- The infectious agent is eliminated, inactivated or cannot survive in the reservoir (E.g. rapid identification and management of organisms, cleaning and disinfecting of the environment)
- The portal of exit is managed through good infection prevention and control practices (E.g. Hand Hygiene, appropriate use of PPE, safe packaging and disposal of waste)
- Transmission does not occur due to good infection prevention and control practices (E.g. Hand Hygiene, isolation of infected patients, air flow control where appropriate)The portal of entry is protected (E.g. Aseptic non-touch technique, safe catheter care, wound care)
- Reducing the susceptibility of patients receiving healthcare (E.g. Treatment of underlying disease, recognising high risk patients)

15.4 The Difference Between Colonisation and Infection

- *Colonisation:* Colonisation is when microorganisms, including those that are pathogenic, are present at a body site (E.g. on the skin, mouth, intestines or airway) but are doing no harm and are not causing symptoms of infection. The person colonised is also called 'a carrier'. Whilst the microorganisms cause no harm if they remain on the skin, if transferred to another site e.g. a wound, or another person it can cause an infection.
- *Infection:* Infection is the process where an infectious agent (microorganism) invades and multiplies in the body tissues of the host resulting in the person developing clinical signs and symptoms of infection (E.g. Increased temperature, rigors, rash).
- *Healthcare Associated Infection:* Healthcare associated infections (HCAI's) are infections that develop in a patient, as a direct result of receiving healthcare, either in hospital or in a community setting. The most commonly reported HCAI's are urinary tract infections, wound infections and infections that cause vomiting and/or diarrhoea.

15.5 Principles of Outbreak Management

Outbreaks in care settings present life-threatening risks to people. Whether in hospitals, care homes or any other care facility, the detection of an outbreak means something has gone wrong. The objectives of these guidelines are to ensure prompt action in the event of a possible outbreak of a communicable disease. These include:

- Recognition of an outbreak of infection
- Reporting of a suspected outbreak or infection control concern
- Initial control measures for patients, health care workers and visitors
- Contact Tracing patients, staff and visitors
- Initial investigation of an outbreak or an area of concern
- Management of an outbreak

15.6 Recognition of an Outbreak of Infection

- An outbreak of infection is an unusual increase in cases with the same symptoms or the same micro-organisms isolated, which share a common exposure to a potential source. The cases are likely to be associated in time and/or place.
- Any outbreak will depend on the infectious nature of the pathogen, the expected rate for that area and time, and the severity of the illness of the cases.
- In some outbreaks this may be immediately obvious (for example, outbreaks of viral diarrhoea and vomiting), but for infections with long incubation periods (such as tuberculosis) this may go unrecognised for some time. As another example, COVID-19 has an incubation period of 14 days.

15.7 Reporting of a Suspected Outbreak or Infection Control Concern

Early reporting means early action and potentially fewer affected cases.

- The nurse in charge of the area must contact the infection control team as soon as possible if an outbreak is suspected
- If a record of patients affected is requested, then this must be recorded on outbreak data record.
- The National Healthcare Care Outbreak Checklist should be used to alert for the presence of an outbreak and its management ([appendix 52](#))
- The completed form must be emailed to the infection control nurses elft.infectioncontrol@nhs.net
- The nurse in charge of the affected area must notify the duty nurses and service leads if informed that an outbreak is occurring
- Outside working hours the duty nurse must inform the on call manager.
- A flow chart on how to investigate and manage an outbreak can be found in [appendix 53](#)

15.8 Contact Numbers for the Infection Control Team and Team Prevent OH Service

Working hours:

Monday to Friday between 09:00 am to 17:00 pm

On call queries at the weekend will be via the on call manager and escalated to Director on call

For staff Covid-19 outbreaks/ issues please contact Team Prevent Occupational Health Service as below

Please send STAFF contact tracing forms to Team prevent as instructed to tpukl.elftteamprevent@nhs.net

15.9 Initial Control Measures for Patients, Healthcare Workers and Visitors

- *Let everyone in the clinical area know.* Letting everyone know is listed as a control measure as that is what it is. By letting HCWs know that sub-optimal IPC has been detected is likely to have a positive effect on both personal IPC practices and in the promoting of optimal IPC practices by others. There is ongoing transmission on the ward with an X organism which is being spread via contact between people and the environment. Hand hygiene as per the five moments is vital. The environment requires decontamination which includes disinfection in addition to cleaning. The disinfectant method, i.e., application, contact time and removal, must be sufficient to kill the organism and be clear to those using it.

- *Hand hygiene as per the five moments is vital.*
- *Standard and Transmission based precautions.* The standard precautions apply in all cases, however the transmission based precautions will need to be applied to the specific organism and the procedures that are being undertaken.
- Preparing the staff to *communicate* with the patients and their families about what is happening. The cooperation with control measures by patients and their families is vital and this action done well will aid compliance. e.g.; PPE, track and trace etc.
- Separating and *isolating/co-horting* patients who are colonised from those who are not, is important to prevent further transmission. However, if the ward is full this will not be possible as a one-step procedure. Also, for every patient movement there will need to be effective environmental decontamination.
- *Considering stopping admissions.*
- *Providing dedicated equipment* for colonised and unaffected patients. Ensuring that correct decontamination products are used to both clean and disinfect the environment.

Further control measures would need to be added as the outbreak progresses and more information on modes of transmission or sources of contamination is revealed. Throughout the outbreak management meetings, the IPCT must monitor to ensure that all advocated control measures are being effectively applied. Having put in place these initial control measures the outbreak Management process can begin.

15.10 Contact Tracing Patients, Staff and Visitors

As well as counting those who are known to be infected or in the case of Covid-19 and other infections, it needs to be supplemented with active screening of staff, patients and visitors people who may have been exposed. Apart from individuals who may acquire infection, screening decisions need to consider how likely a failure to screen all those at risk might result in the outbreak re-emerging within the hospital/community because of the ongoing transmission.

Contact Tracing forms for staff and patients need completion and analysis in terms of significant exposure. Please use ELFT Contact Tracing forms for patients and staff. The latter need to be sent to Team Prevent encrypted email for follow up and to ensure privacy and confidentiality ([appendix 55](#))

15.11 Initial Investigation of an Outbreak or an Area of Concern

The IPC team, under the direction of the Director of Infection Prevention & Control (DIPC), are responsible for investigating outbreaks within the hospital.

Initial investigations will focus on:

- Establishing a case definition
- Determining if an outbreak exists
- If an outbreak exists, then reviewing its severity
- Establishing appropriate infection control measures

An initial assessment will be made by the IPC team to determine if the outbreak/concern is confined to the Unit, Ward, and Hospital and whether there are implications for the wider community. This will determine the size of the Outbreak Control Group (OCG), however, in some cases, the outbreaks/concerns can be dealt with by the IPC nurse liaising with the relevant teams and clinicians

The local team/ward in collaboration with the IPC team will be responsible for initiating action to manage any outbreak. Action to contain the outbreak/incident, including:

- Isolation arrangements including closure of wards/departments to new admissions
- Diagnostic and screening tests
- Suspension/re-provision of services;
- Contact tracing of patients and others;
- Continued surveillance;
- Support services implications/requirements (housekeeping, catering, supplies, laboratories, etc.);
- Implications/requirements for other clinical services;
- Internal and external communications requirements;
- Notification requirements;

15.12 Action to be taken by the Ward / Unit Manager

- Immediately initiate relevant infection prevention and control measures <https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control> to prevent further transmission and ensure minimum disruption to services.
- Inform all relevant senior managers.
- Following the advice of the IPC Team and Microbiologist obtain appropriate specimens for laboratory investigation providing relevant clinical information and ensure that samples are transported to the laboratory without delay.
- Record a timeline of events that includes admission dates of cases, clinical symptoms, date of onset, laboratory specimen results that are pending and those that have already been reported.
- Movement of patients to different locations in the healthcare facility should also be summarised.
- Where appropriate, refer staff to Occupational Health for advice and support.

15.13 The Infection Prevention Control Team (IPCT) will Advise on the Following

- Staff and patient movement will need to be restricted during an outbreak. If an outbreak has been declared, the rotation of staff or the discharge/ transfer of patients should be discussed with the IPC Team and lead nurse
- In outbreak situations it may be necessary to close a ward or unit. This recommendation will be guided by a risk assessment carried out by the Infection Prevention Control Team in The Trust with the Lead Nurse /Service or Clinical Director.
- It is essential that communication with service users, visitors, relatives and staff are clear and that messages are consistent. Clear lines of communication need to take place between the clinical area, the microbiology department and other relevant areas.
- Extra cleaning and domestic staff will be required during and immediately following the outbreak. Guidance on the decontamination of affected area/s will be determined by the IPCT and the facilities Team.
- It will be essential to ensure there is adequate PPE. If specialist respiratory equipment is required, then access to fit-testing and training will also be necessary e.g. Aerosol generating procedures
- Visiting may need to be restricted and visitors should receive information regarding any risks to them of being exposed to potentially pathogenic micro-organisms.
- It will be necessary to record the details of contacts of cases.
- Additional work is created during an outbreak and increased staff numbers will probably be necessary to cope with additional pressures.

15.14 Management of an Outbreak

The IPC team is responsible for communicating the presence of a suspected outbreak and the infection control measures required.

The IPC team will notify, including but not limited to:

- Ward management team
- Lead Nurses
- Duty Nurses/operations management at the appropriate site
- I Clinical Director
- Service Director
- Health Protection Team (if relevant and notifiable)
- DDIPC (or deputy) (Chair)
- Infection Control Nurse with designated responsibility for area
- Appropriate representation from the clinical service affected
- Service lead or representative
- Facilities representative
- Microbiologist/Infection Control Doctor (if appropriate)
- Health Protection Team (if appropriate)
- Additional members may be co-opted as appropriate.

15.15 Responsibilities of the Members of the Outbreak Control Team

- Confirm that there is an outbreak (after discussion with the DIPC/deputy/Infection Control Doctor)
- Decide whether or not to institute the outbreak plan
- Convene an Outbreak Control Meeting
- Notify UK Security Health Agency (UKSHA)
- Chair Outbreak Control meetings unless it has been delegated as appropriate and required.
- Direct and co-ordinate the management of the Outbreak
- Reduce the number of patients in the affected ward or area as appropriate
- Ensure each member of the Outbreak Control Team understands their responsibilities
- Ensure they are available for consultation throughout the Outbreak
- Be responsible for communication of the Outbreak Team to relevant agencies.
- Be responsible for declaring the conclusion of the Outbreak
- Liaise with other Health Agencies e.g. NHS England, Neighbouring Trusts
- Ensure resources and facilities are adequate for the appropriate investigation of the Outbreak. Educate staff in relation to infection and required precautions
- Implement infection control precautions
- Liaise between ward staff and Outbreak Control Team
- Implement special cleaning/disinfection procedures, through the Domestic Manager
- Monitor effectiveness of actions
- Collate Outbreak data
- Support staff

15.16 The Purpose of the Meeting

The purpose will be to:

- The nurse in charge of the affected area must ensure that an up to date outbreak data record is brought to the meeting for discussion
- The ICN leading the meeting will be responsible for obtaining the minutes and circulating these to all the members of the OCG and other relevant Trust Members.
- The report should use name and hospital number to help identify those individuals affected. Please note if this report is to be shared with any external agencies (including the HPA) it must be fully anonymised.

15.16.1 The Format of the Meeting

Although the precise format of meetings will be determined by the nature of the incident/outbreak, the following constitutes a general template of matters to be covered:

- 1 Background information
- 2 Actions to date
- 3 Current situation
- 4 Recommended control measures
- 5 Implications of control measures and available resources

- 6 Agree action plan
- 7 Clarify individual responsibilities
- 8 Communication strategy
- 9 Any other business
- 10 Next meeting

In discharging its responsibilities, the team will be mindful of the need to work within Trust management policies and procedures and of the need to refer certain decisions elsewhere for ratification.

15.16.2 Meeting Minutes

- Meetings will be minuted with action points, timescales and responsibilities clearly noted.
- These will be distributed to all core members and additional members as agreed in the meeting
- The meeting minutes will be circulated as soon as possible after the meeting.

15.17 Declaring an Outbreak Over

- The decision that an outbreak is over and that special management arrangements are no longer required should be taken as soon as it is safe to do so.
- Ideally this should be taken at a meeting of the OCG, but if this would cause unnecessary delay in returning services to normal working then the decision can be taken by the DIPC or nominated deputy.
- Outbreaks will not be officially deemed to be over until deep cleaning has taken place
- The declaration that an outbreak is over will be circulated to the members of the OCG, and any other additional members agreed at the meeting

If the incident is declared an SI, it will be managed using the Trust Incident process and findings fed back via the Infection Prevention Control Committee .

16. Screening and the Management of Methicillin Staphylococcus Aureus

16.1 Introduction

The purpose of the policy is to provide recommendations for practice to reduce the risk of acquiring MRSA in the hospital and community or developing MRSA infections. This section of the policy intended to provide guidance for all health care workers within East London NHS Foundation Trust on the measures required to control and prevent Healthcare Associated Infections and the measures required in relation to patients presenting with Methicillin Resistant *Staphylococcus aureus* (MRSA).

Staphylococcus aureus is a common germ that is found on the skin and in the nostrils of about a third of healthy people. MRSA stands for Methicillin-resistant *Staphylococcus aureus*. MRSA is a variety of *S. aureus* that has developed resistance to Methicillin (a type of penicillin) and some other antibiotics that are used to treat infections.

MRSA can cause infection, particularly when there is an opportunity for the bacteria to enter the body, for example accidental cuts and grazes or deliberate wounds/invasive procedures performed in healthcare. It may spread further into the body and cause serious disease such as bloodstream infections (bacteraemia).

16.2 Definitions and Terms

MRSA Bacteraemia	When an infection spreads further into the body and MRSA/ <i>S. aureus</i> is present in the blood. This can occur either from the patient's/client's own resident MRSA (if they are an asymptomatic carrier), from a local infection or by cross-infection from another person.
MRSA	Colonisation is when a person carries <i>S. aureus</i> (including MRSA) on areas of their body such as the nose and the skin, and occasionally in folds such as the axilla (armpit) or groin.
Routes of Spread – Direct Contact	<p>Hands provide the most common form of contact between people and their potential contamination with MRSA. This emphasises the need to maintain good hand hygiene before and after all patient contact.</p> <p>Contaminated equipment can be another route of spread therefore all equipment should be routinely and effectively decontaminated between patients.</p>

16.3 Basic Principles of Prevention and Management

These standards are consistent with standard infection prevention and control precautions:

Alert organism surveillance on MRSA cases is performed by the Infection prevention and control team and fed back to clinical areas. MRSA bacteraemia surveillance is performed and data sent to the Department of Health mandatory surveillance unit. This would be done by the hospital/laboratory which process the sample.

- Correctly perform hand hygiene before and after every patient contact as per Trust hand hygiene policy.
- Wearing disposable gloves and plastic aprons for contact with all body fluids, lesions and contaminated materials.
- Appropriate isolation of patients with, or suspected of having, a communicable infection.
- Adherence to the ELFT Antibiotic Guidelines.
- High standards of aseptic technique.
- High standards of ward cleaning.
- Careful handling of used linen and its transport in sealed bags of the appropriate colour. (See the Laundry policy).
- Segregation of all waste, careful handling of clinical waste and its transport in a sealed bag of appropriate strength and colour.
- Avoiding overcrowding of patients.
- Reviewing the need for and minimising where possible intra and inter ward transfers of patients.
- Maintaining adequate and appropriately skilled nursing and other staff levels.
- Regular monitoring of compliance with the infection prevention and control policies through effective audits.

16.4 Risk Assessment

MRSA infection is rare in Mental Health and therefore each patient/case should be risk assessed individually.

See risk assessment table below:

RISK	LOCATION	SCREENING FREQUENCY	Care in ISOLATION	NOTES
HIGH RISK	East Ham Care Centre (Fothergill ward)	All patients on admission	Side Room	The patient may come out of the room for meals, therapy and socializing based on risk assessment.
MODERATE RISK	Mother and Baby Unit	As required	On risk assessment	Babies who previously had MRSA positive results and transfers from other hospital or Mum who is MRSA positive.

LOW RISK	All other Mental Health Inpatient Wards	At risk patients	Not required	Service users with: <ul style="list-style-type: none"> • Chronic Wounds • Admitted directly from acute hospital with a surgical wound • Intravenous Drug • User self-harms
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16.5 MRSA Admission Screening

16.5.1 Admissions Screening Criteria

In East Ham Care Centre (Fothergill ward) all patients should have screening on admission. The screen must be taken by the nurse in-charge of the ward admitting the patient within 24 hours of admission. This is monitored on a weekly basis by the IPC team to provide support and guidance where needed.

Mental Health service users may have other clinical conditions that may put them at risk of MRSA infection and they should be screened for that reason:

- Those who are admitted to mental health units from acute hospitals following surgical procedures
- Intravenous drug users
- Self-harmers
- People with chronic wounds (e.g. leg ulcers, or with indwelling devices such as urinary catheters)

16.5.2 Screening Sites

- Nose
- Throat
- Groin
- Wounds (this would include any skin lesions e.g. eczema, psoriasis, boils, abscesses)
- IV lines (if present)
- Catheter Stream Urine (if catheter present)
- Sputum (if being produced)

See [Appendix 34](#) for further pictorial guide on MRSA specimen collection.

16.5.3 How to Screen

All identified service users will only be screened, by having a nasal and groin swab specimen. If service users have indwelling devices or chronic wounds identified as risk factors these will require a separate swab from these sites.

The following procedure should be followed:

- Swabs with transport medium should be used for MRSA screens. These are usually DRY swabs with a red cap.
- Charcoal swabs (black lid and black medium) can be used in place of dry swabs when swabbing a wound for MRSA.
- Wash hands.
- Explain the procedure to the patient.
- Record the patient's details on the transportation tube.
- The tip of the swab should be moistened with sterile saline or the medium from the swab.
- Do **not** tip saline/water into the swab tube.
- Place the swab on the area to be swabbed and gently wipe.
- In the nose ensure it is placed inside the tip of each nostril ensuring it comes into contact with the nasal mucosa.
- Place the swab in the tube and close.
- Place with completed path lab form in a sealed specimen bag.
- Send as for other specimens to the pathology laboratory for MRSA SCREEN.
- Label the sample with the location the swab has been taken from EG nose or groin
- Store and transport at room temperature
- Turnaround time for MRSA Results: Negative: 1 - 2 days, Positive: 2 - 4 days

16.6 Action to be Taken on the Identification of a Case of MRSA

16.6.1 Mental Health Inpatients

- Use standard infection control precautions in the care of all patients to minimise the risk of MRSA transmission
- Isolation should be risk assessed by the IPC team.
- For patients known to be colonised/infected with MRSA, use contact precautions (gloves and plastic aprons) for direct contact with the patient or their bed space.
- Gloves and aprons must be changed between care procedures and hand hygiene must be performed
- Where service users are nursed in shared bays risk assessment should be carried out.
- Cover lesions from which MRSA has been isolated with an impermeable dressing.
- Decolonisation protocol should be for 5 days.
- Decolonisation should be stopped for 2 days before swabbing the patient for MRSA.
- The other patients on the ward do not need to be routinely screened.
- For patients who are identified as MRSA positive, provide consistent and appropriate information about; How MRSA is acquired and transmitted, How MRSA is treated, The reasons for contact precautions or isolation
- On discharge provide consistent and appropriate information about the risks to household members, friends, and family, persons who need to be notified about their MRSA colonisation status, decolonisation regimen instructions if applicable

16.6.2 Physical Health Wards (East Ham Care Centre)

- Basic control measure should be followed.
- The index case should be isolated on contact precautions and cared for in a single room
- The patient should be started on decolonisation protocol (see below) and screened weekly.

- Screening of other patients on the unit is not necessary unless advised by the infection prevention and control team.

Decolonisation Protocol	
The following should be used for 5 days only	
Mupirocin 2% nasally three times a day	Mupirocin Nasal Ointment should be applied to the anterior nares two to three times a day as follows: A small amount of the ointment about the size of a match head is placed on the little finger and applied to the inside of each nostril. The nostrils are closed by pressing the sides of the nose together; this will spread the ointment throughout the nares.
4% Chlorhexidine to be used as daily soap (applied neat to the body)	Follow manufacturers' guidance when using suppression/decolonisation products. Always check BNF for contraindications before commencing treatment. Chlorhexidine should be used undiluted as a liquid soap. Apply it directly to wet skin with hands or a cloth. Leave it in contact with skin for 1 to 3 minutes before rinsing. Apply Chlorhexidine all over the body. Pay particular attention to known MRSA carriage sites. These are the areas around the nose (nostrils), between legs (genitals and anus), under arms and feet. After the first application repeat the steps outlined above this, time using Chlorhexidine as a shampoo to wash hair. Hair should be rinsed well afterwards. Whenever possible hair should be washed on two occasions during a week. Wash off the Chlorhexidine in a bath or by showering. After each wash, dry with a clean towel, apply clean clothes and ensure fresh bedding is in place.

If patients develop any reactions or dry skin that is controlled by the use emollients, then the infection prevention and control team should be contacted for advice to discuss alternative treatment options.

16.7 Re-Screening for MRSA

- Decolonisation should only be used for five days
- Stop for two days
- Rescreen on the 7th Day
- If screen is still positive, consider recommencing treatment protocol (no more than 2 attempts)
- If a patient remains positive, please discuss with the IPCT before recommencing a protocol.

16.8 Carriage in Patients' Throats

Carriage in patients' throat can be difficult to eradicate. If the organism is doing the patient no harm and the patient's clinical management is not affected by the carriage of the organism, it may not be necessary to look at eradication.

If eradication is indicated the National Guidelines suggest that systemic treatment is nearly always required. We advise our patients to gargle with Corsodyl® (contains 1% chlorhexidine) mouth wash, three times a day for the duration of protocol.

16.9 Treatment of MRSA Blood Infections

All cases MUST be discussed with the microbiologists.

16.10 Bed Management/Admission

MRSA is not a reason to exclude a person from a shared-living environment, as the standard precautions employed within the home/unit will protect other patients/clients.

When a patient/client has been identified as colonised or infected with MRSA, the infection prevention and control team must be contacted for further advice.

16.11 Cleaning

All cleaning is carried out by the domestic staff and details are available in the environment and isolation Room section of this policy

The implications of MRSA colonisation, infection and treatment, should be carefully explained to the patient, and their relatives, by the named nurse for that patient or, the infection prevention and control nurse.

Patients confirmed to be colonised with MRSA are able to attend therapy groups and socialise, providing any wounds infected are covered and the patient does not remove the dressing and scratch the wound.

In most instances, these patients are able to move freely in public areas and go for walks outside. If there are concerns about the restrictions necessary or particular cases, please contact the infection prevention and control nurse.

Environmental screening/sampling for MRSA should only be considered as part of targeted investigation of an outbreak. Routine screening of the environment is not required.

16.12 Washing or Bathing Patients Known to be Infected with MRSA

When assisting to wash or bathe a patient known to have an infection with MRSA, staff should wear a disposable clean plastic apron to protect their clothing/uniform from contamination. This reduces the opportunity of cross infection to other patients.

Following use, the bath must be disinfected and a disposable cloth prior to use by another patient.

16.13 Staff Screening

Staff are not routinely screened for MRSA. If an outbreak of MRSA develops on a ward or unit, the decision to screen staff will be made in consultation with the infection prevention and control team.

16.14 Management of MRSA Positive Healthcare Workers

On identification of a MRSA positive health care worker (HCW) the IPC nurse will liaise with the Occupational health department. Occupational health will be responsible for the follow up of the member of staff; this will assist in maintaining the HCW's confidentiality.

For staff who test positive, consider additionally screening throat, hairline, and groin/perineum as these if positive, increase the risk of shedding into the environment and transmission

For staff members with nasal carriage: offer decolonisation therapy, exclusion is not required. For staff with infected hand lesion/skin rash: offer decolonisation therapy AND re-deploy to low risk areas or exclude from work, this will be in discussion with occupational health.

16.15 Transfer of Patients Colonised or Infected with MRSA

If the patient is to be transferred to another hospital, care home, or has an appointment in a unit within the acute hospital (e.g. X-Ray, Outpatient Department etc.), the receiving hospital/home must be informed of the patient/service user's MRSA status, if known. Lesions should be covered if possible with an impermeable dressing.

MRSA colonisation should not be a barrier to discharging patients to another health care setting, their home or residential care.

16.16 Transfer of service-user by Ambulance

The fact that a resident has MRSA must never delay or prevent clinical attention, such as investigations, or treatment.

Patients/ Service users with MRSA do not present a hazard to ambulance staff or their families if a known MRSA positive resident has to travel by ambulance, the ambulance trust should be informed in advance.

16.17 MRSA in the Community

Staff caring for people in the community must always practice contact precautions. There is no need to isolate or barrier nurse MRSA positive patients within the community. Staff must seek advice from the Infection prevention and Control team in cases where patient has signs and symptoms of infection, such as wound discharge, discharge from indwelling devices, etc.

16.18 Handling the Deceased

Please refer to Section 25- Care of Deceased Patient with an Infection.

17. Transmissible spongiform encephalopathy (TSE) Creutzfeld- Jacob Disease (CJD) and Variant CJD (vCJD)

17.1 Introduction

Transmissible Spongiform Encephalopathies (TSE"s), sometimes known as prion diseases, are fatal, degenerative brain diseases that occur in humans and certain other animal species.

17.2 Patient Classification

Patients are classified as follows:

- Symptomatic
- Symptomatic patients are classified according to verified WHO clinical and pathological criteria for:
- Sporadic CJD
- Iatrogenic (accidentally transmitted) TSE □ Genetic TSE (familial CJD, GSS and FFI)
- Variant CJD (vCJD)

17.3 Asymptomatic Patients at Risk of Familial Forms of CJD

- A patient should be considered to be at risk from familial forms of CJD linked to genetic mutations if they have or have had:
- Genetic testing that has indicated that they are at significant risk of developing CJD or other prion disease.
- A blood relative known to have a genetic mutation indicative of familial CJD. Two or more blood relatives affected by CJD or other prion disease.

17.4 Notification of CJD

All information on CJD and national guidance is available from Government website www.gov.uk/government/publications/guidance-from-the-acdp-tse-risk-management-subgroup-formerly-tse-working-group.

All service users who have a possible diagnosis of a TSE (CJD or vCJD), or in whom TSE is considered amongst the differential diagnosis must be referred to the NCJDSU.

<http://www.cjd.ed.ac.uk/surveillance.html>

Notification to NCJDSU is the responsibility of the neurologist, neurosurgeon or other clinician responsible for the service user, but notifications are also made from other health professionals and via death certificates.

When notified, a neurologist from the NCJDSU will arrange to review the service user to assess likelihood of CJD and to collect samples and data.

The NCJDSU will then ask the referring team to inform the CCDC (Health Protection Agency) of all cases of possible, probable or definite CJD.

The guidance on CJD is updated at very regular basis. For information on infection prevention and control please refer to the link below:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/427854/Infection_controlv3.0.pdf

18. Management of patients with Carbapenemase-Producing Enterobacteriaceae infections

18.1 Introduction

Carbapenemase-Producing Enterobacteriaceae (CPE/CROs) Carbapenemase-producing Enterobacteriaceae (CPE) are a type of bacteria which has become resistant to carbapenems, a group of powerful antibiotics. This resistance is helped by enzymes called carbapenemases, which are made by some strains of the bacteria and allows them to destroy carbapenem antibiotics.

This means that the bacteria can cause infections that are resistant to carbapenem antibiotics and many other antibiotics. Carbapenem antibiotics are used to successfully treat certain complicated infections when other antibiotics have failed. This is similar to MRSA and other multi-drug resistant organisms. The spread of these resistant bacteria can cause problems to immunosuppressed/compromised patients in hospitals or other settings including the community, because there are so few antibiotics available to treat the infections they cause.

18.2 Risk Factors for Carbapenemase-Producing Enterobacteriaceae Infections

The persons at risk of acquiring CPE are individuals who have been an inpatient in a UK hospital known to have had problems with the spread of CPE or those who have been an inpatient in a hospital abroad. Patient's positive or carrier status is determined through laboratory testing and this must be communicated to all staff involved in their care to ensure cross infection. Patients within the Trust may be tested elsewhere and the results communicated to staff through the inter-healthcare transfer form and or verbally.

18.3 Management of Carbapenemase-Producing Enterobacteriaceae Infections

Carriers do not require treatment unless they have infection however, standard precautions must be applied always when providing close contact care Standard precautions include gloves and aprons.

The risk of spread within mental health and community setting is low. People with positive carrier status do not generally need to be isolated although isolation may be necessary on risk assessment; in cases where the patient is at high risk of infecting others. For example, patient has diarrhoea, discharging wound, long term ventilation, confusion/dementia, device(s) in situ such as tracheostomy tube or urinary catheter, undergoing invasive procedures, smearing or "dirty protests": contact Infection Control Infection prevention and control Nurse for advice. The risk assessment and advice given will be based on the guidance provided by Public Health England-Framework of Actions to contain CPE:

[Framework of actions to contain carbapenemase-producing Enterobacteriales \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/612222/framework-of-actions-to-contain-carbapenemase-producing-enterobacteriales.pdf)

To maintain a low level of risk, effective hygiene practices should be maintained by all service users and staff; particular attention should be paid by staff when assisting positive individuals with toileting, undertaking dressings, and managing or changing urinary catheters and other devices. Staff should apply contact (transmission based) precautions and on a risk assessment basis outside acute settings for patients infected or colonised with CPE, particularly where there is a presence of diarrhoea or faecal incontinence.

Positive individual should be encouraged or assisted to practice good hand hygiene after visiting the toilet and follow the guidance on management of diarrhoea and leaking wounds. This will allow staff to plan the care for that individual and those around them in a safe and effective manner.

If there is reason to suspect a patient to be at risk of infecting others then:

- Discuss management with Infection Prevention and Control team, GP/clinician in charge, for advice
- Consider the mental and physical health and wellbeing of the individual
- Consider if the individual requires one-to-one supervision
- Consider options to facilitate infectious cleaning and disinfection and minimise the risk of spread of infection where possible by:
 - Giving individuals an end of list appointment
 - Using mobile equipment away from others.

18.4 Non Acute Care Settings:

Non-acute settings should not refuse admission or readmission of service users on the grounds that they are colonised with CPE. Furthermore, discharge should not be delayed until an infection has resolved if the patient is well enough to be discharged. Good communication will prevent unnecessary anxiety, misunderstanding or confusion for the family or healthcare facility receiving the patient.

In a shared care environment, a CPE carrier who is not at high risk of spreading CPE to others does not need to be isolated and should be allowed to use communal facilities. If possible, the individual should be accommodated in a single room with en-suite facilities. If not possible, they should not share a room with an immunocompromised individual or those with other risk factors such as chronic wounds.

Those at high risk of infecting others e.g. those with uncontrolled faecal incontinence should have their care activities undertaken in a single room with en-suite facilities. If an en-suite room is not available, the individual should be placed in a single room with a designated commode with easy access to hand washing facilities.

In outpatient settings, faecally continent patients with CPE who have no other risk factors present a very low risk of transmission and therefore isolation or co-horting are not routinely required. In contrast, CPE colonised patients with diarrhoea pose a greater risk of transmission; environmental and equipment decontamination will be required following their visit.

Determining if someone is a high risk of infecting others is based on a risk assessment and will be completed by the IPC team.

For any further advice, please contact the Infection Prevention and Control team as soon as possible. The Infection Prevention and Control Team will support with conducting a CPE risk assessment in a non-clinical area using:

Appendix D: How to conduct a risk CPE assessment in non-acute settings

Found: [Framework of actions to contain carbapenemase-producing Enterobacterales \(publishing.service.gov.uk\)](https://publishing.service.gov.uk)

18.4 Care in Isolation

Patients who have been screened for or have confirmed CPE should be managed in a single room with en-suite facilities, where possible. If the single room does not have en-suite facilities, a dedicated toilet should be assigned to the patient. Reusable bedpans, commode pots and bedpan holders should be decontaminated in an automatic washer disinfect or. If single rooms are not available for every screened or known CPE-positive patient a risk assessment should be undertaken by the IPC and clinical teams to determine where to care for patients. Single rooms should be discussed with IPC and prioritised based on:

- Patient characteristics, particularly those presenting an increased risk of secondary transmission, such as patients who have diarrhoea, or are incontinent, have wounds with uncontrolled drainage, or are colonised in their respiratory tract and who are coughing
- Patient's level of self-care and type of stay (pre-operative/day case/admission/intensive care)

Tool to be used to support IPC when assessing isolation of patients with CPE.

Appendix F: Risk assessment tool for isolating CPE-positive patients (when isolation room capacity is limited) can be found: [Framework of actions to contain carbapenemase-producing Enterobacterales \(publishing.service.gov.uk\)](https://publishing.service.gov.uk)

18.5 Decontamination following discharge/transfer

Environmental decontamination is critical following the transfer, discharge or death of a colonised or infected patient and requires coordination between cleaning services, ward/area staff and the IPC Team.

Scrupulous cleaning and disinfection of all surfaces is required with particular attention to frequent hand touch surfaces. An Infectious clean should therefore be requested.

19 Viral Haemorrhagic Fevers

19.1 Introduction

Viral haemorrhagic fever is a term used to describe a severe, multi-organ disease in which the overall vascular system is damaged and the body's ability to regulate itself is impaired. Disease is often accompanied by varying degrees of haemorrhage which can add greatly to the difficulties of patient management and be life-threatening for the patient.

Ebola is transmitted through direct contact with bodily fluids – such as blood, vomit or faeces – of an infected person while they are showing symptoms. The risk of Ebola being passed from an individual before they developed symptoms is extremely low.

It remains unlikely, but not impossible, that travellers infected in Guinea, Liberia, Sierra Leone or Nigeria could arrive in the UK while incubating the disease and develop symptoms after their return.

The UK has well-established and practiced infection control procedures for dealing with cases of imported infectious disease, and these will be strictly followed. Risks of patients presenting to Trust services remain low.

19.2 Key Ebola Symptoms

- Patient has fever >37.5 degrees
- Patient has returned from affected area (Guinea, Liberia, Sierra Leone or Nigeria or within last 21 days or has cared for a person with Ebola or high risk of Ebola

OR

- the patient has a fever >37.5 degrees or history of fever in past 24 hours, AND has cared with someone with Ebola

Should a person present to any of our services with any of the above profiles, you need to immediately move the person to a side room to isolate them from others.

Then call the on-call microbiologist/ virologist/infection control doctor for your area:

Royal London Hospital	020 7377 7000
Homerton University Hospital	020 8510 5555
Newham University Hospital	020 7476 4000
Bedford Hospital	01234 355 122
Luton and Dunstable University Hospital	01582 491 166

Call the Infection Prevention and Control Team as soon as possible.

19.3 Standard Universal Precautions

Standard Universal Precautions should be in use by clinical staff in all their interactions with patients when carrying out procedures or interventions involving body fluids. See Appendix X for donning on and off PPE.

This includes good hand hygiene and appropriate use of gloves and aprons, waste management and the management of blood and body fluids reduce the risk of transmission of infection.

19.4 Walk-in Centres and Health Centres

Individuals who telephone surgeries/walk-in centres and report that they are unwell and have visited an affected area in the past 21 days AND report a fever of >38°C or fever within the past 24 hours, should be advised NOT to visit the surgery or walk-in centre.

The call should be passed to the primary care clinician who is responsible for ensuring they are referred appropriately to the local acute trust for review. (Ask your manager who this is for your service.)

The primary care clinician should take a more detailed risk assessment and take further guidance in conjunction with local infection specialists (such as the on-call microbiologist, virologist or infectious disease physician).

19.5 What to do for a Patient Who Presents in Person

Any patients that identify themselves to reception staff as being unwell and having visited an affected area in the past 21 days should not sit in the general waiting room once Ebola is considered a possibility.

These patients should be isolated in a side room where they should be assessed by the clinician and urgent clinical advice sought from the on-call microbiologist, virologist or infectious disease physician.

Side rooms should be cleared of removable items to reduce cleaning requirements later if the patient is diagnosed with Ebola.

Depending on the clinical condition of the patient, staff in contact with the patient should be wear appropriate Personal Protective Equipment (PPE). For example, hand hygiene, gloves, plastic apron, etc.

19.6 Transferring Patients to Hospital

In the event that the patient requires hospitalisation, the clinician should dial 999 for the ambulance service who will coordinate arrangements to transport the patient to hospital.

It is essential to alert the ambulance service to the possibility of Ebola, as they will need to put special precautions in place to ensure the vehicle and the PPE in use are appropriate to the condition of the patient.

It is important for primary care professionals to alert the hospital as to the arrival of the patient, the suspected diagnosis of Ebola, the method by which they will arrive and the importance of isolating the patient in a side room upon arrival.

19.7 Decontamination

In the event that the patient is risk assessed as a possible Ebola patient, the public health team will advise on room decontamination depending on the condition of the patient.

The room and its contents should remain out of use until infection control advice has been received.

19.8 Notification of Infectious Disease Requirements

If there are any specific concerns in the primary care setting, your local Health Protection Team can be contacted to discuss any specific public health issues at the point of referral to hospital or if the patient has additional high risk factors.

19.9 Standard Precautions

All clinical areas should have the following available:

- Spillage kits for blood body fluids
- Non latex gloves
- Aprons
- Alcohol hand gel
- Clinical waste bags

20. Prevention and Management of Occupational Exposure to Blood Borne Virus

20.1 Introduction

This section of the IPC policy manual covers the protection of ELFT staff against occupationally acquiring a blood borne viral (BBV) infection and the actions to be taken should an incident occur.

The greatest risk of transmission of BBV's from patient to healthcare worker (HCW) is usually from a 'sharps' injury including bites. There is also a lower risk from a splash to the eyes and mouth or skin. The risk to the HCW depends upon the prevalence of the virus in the population served, the infectious status of the patient, and the risk inherent in the procedure being carried out.

20.2 Definitions and Terms

Body Fluid Splash/Contamination Injury	Accidental exposure to blood or other body fluids. Exposure to blood borne pathogens may occur in case of: – contact with blood or body fluids with a non-intact skin or with mucous membranes ; – percutaneous injury with needles or sharp instruments contaminated with blood or body fluids.
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Blood Borne Viruses (BBV)	Hepatitis B (HBV) and Hepatitis C (HCV) are viral infections that attack the liver and can lead to serious liver disease. Human Immunodeficiency Virus (HIV) is viral infection that attacks the body's natural defence mechanisms (your immunity to disease). They are present in blood and other body fluids.
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COSHH Substances	These are substances and preparations that are covered by the Control of Substances Hazardous to Health Regulations 2002 that have the potential to cause harm if they are inhaled, ingested or come into contact with or absorbed through the skin. They include chemicals such as cleaning materials and biological agents such as viruses.
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Exposure Prone Procedure (EPP)	Exposure Prone Procedures occur mainly in surgical procedures They are procedures where there is a risk that injury to the HCW could result in that person's blood contaminating a patients open tissues. They include procedures where the workers gloved hands maybe in
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	contact with sharp instruments inside a patient's open body cavity.
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Sharps Injury	The definition of a sharp includes items such as needles, sharp-edged instruments, broken glassware, scalpel, stitch cutter" any other item that may be contaminated with blood or body fluids and may cause laceration or puncture wounds. This also includes human bites and scratches that break the skin and may be contaminated with a patient's blood or body fluids.
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20.3 Body Fluid Splash/Contamination Injury

The three types of exposure in healthcare settings where there is known to be significant risks are:

- Percutaneous injury (e.g. from needles, instruments, human bites)
- Exposure of broken skin (e.g. abrasions, cuts, active eczema)
- Exposure of mucous membranes, including the eye, mouth and gums

Body fluids etc. which should be handled with the same precautions as blood:

- Cerebrospinal fluid
- Peritoneal fluid
- Pleural fluid
- Pericardial fluid Synovial fluid
- Amniotic fluid
- Semen
- Vaginal secretions
- Breast milk
- Any other body fluid containing visible blood, including saliva in association with dentistry
- Unfixed tissues and organs

20.4 Human Immunodeficiency Virus (HIV)

HIV has been isolated from blood, semen, vaginal secretions, saliva, tears, urine, breast milk, and cerebrospinal, synovial and amniotic fluids. However only blood, blood products, semen, vaginal secretions, donor organs and tissues and breast milk have been implicated in the transmission of infection. There is good evidence from studies of household contacts of infected people that HIV is not spread by close social contact even when this is prolonged, as in a family setting. A small number of cases of "household" transmission of HIV have occurred, but transmission is most likely to have occurred through exposure to infected blood or blood contaminated body fluids.

Although HIV transmission may occur in health care settings, most HIV transmission occurs:

- By unprotected penetrative sexual intercourse with an infected person

- By inoculation of infected blood. At present in the UK this results mainly from drug misusers sharing blood contaminated injecting equipment.
- From an infected mother to her baby before or during birth or through breast-feeding.
- There is at present no vaccine to prevent HIV infection.

20.5 Hepatitis B Virus (HBV)

Hepatitis B virus surface antigen (HBsAg) may be found in blood and virtually all body fluids of patients with acute hepatitis B and carriers of the virus. However, blood, semen and vaginal fluids are mainly implicated in the spread of HBV infection.

Transmission usually occurs:

- By unprotected sexual intercourse.
- By injecting drug misusers sharing blood contaminated injecting equipment.
- Perinatally - from an infected mother to her baby.

The most important measure whereby HCWs can be protected against HBV is by immunisation, which provides protection in up to 90% of recipients. Immunisation is not a substitute for good infection prevention and control practice since it provides no protection against infection with other BBVs.

20.6 Hepatitis C Virus (HCV)

HCV is the main cause of what was previously known as non-A non-B hepatitis. HCV is most frequently acquired by direct blood-to-blood contact and the commonest mode of transmission in the UK is the sharing of blood contaminated injecting equipment by injecting drug misusers. Both sexual and perinatal transmission can occur but in general these are less efficient modes of transmission.

Note: There is at present no vaccine to prevent HCV infection.

20.7 Hepatitis D Virus (HDV)

HDV causes infection only in those who have active HBV infection. HDV infection can occur either as co-infection with HBV or as super infection of an HBV carrier. Since HDV depends on an HBV-infected host for replication, prevention of HBV infection by immunisation will also prevent HDV infection.

20.8 Risks of Transmission of Blood Borne Viruses

The risk of transmission of BBVs is greater from patient to HCW than from HCW to patient. In the health care setting transmission most commonly occurs after percutaneous exposure to a patient's blood by "sharps" or "needle stick" injury.

The risk of transmission to a HCW from an infected patient following such an injury has been shown to be around 1 in 3 when a source patient is infected with HBV and is 'e' antigen positive, around 1 in 30 when the patient is infected with HCV and around 1 in 300 when the patient is infected with HIV.

The appropriate use of post exposure prophylaxis further reduces that risk.

20.9 Precautions Against Exposure to Blood Borne Viruses

20.9.1 Assessment of Risk

Healthcare staff carrying out clinical procedures should at all times observe East London NHS Foundation Trust policies, which include relevant COSHH regulations. It is the responsibility of each team to discuss the hazards involved in their current methods of working and ways of reducing these hazards. This process should include a consideration of the risks to others involved by such activities as the disposal of sharps, bodies, body fluids, contaminated disposable items and the maintenance of equipment and medication under control and restraint situations.

Ward managers receive reports of serious untoward incidents within their area; it is their responsibility to follow these up and ensure risks identified and actions put in place through a root cause analysis approach. Ward managers should also ensure appropriate follow up procedures have been followed.

The appropriate level of precautions to be taken for any procedure should be determined according to the extent of possible exposure to blood and not because of knowledge or speculation about the infectious status of the patient.

Employers have the responsibility to ensure training is available for all staff. All staff have the responsibility to ensure they are updated and appropriately trained for a task.

20.9.2 General Measures to Reduce the Occupational Risk

Research shows that over 70% of sharps injuries occur after the sharp item has been used. Therefore, planning the use and disposal of such equipment is imperative. All staff must have the knowledge and resources to handle and dispose of sharps in order to prevent inoculation injury to themselves and others.

All HCWs should be informed and educated about the possible risks from occupational exposure and should be aware of the importance of seeking urgent advice following any needle stick injury or other possible exposure.

Training should ensure that all staff know how and to whom to report, and that confidentiality is guaranteed.

Although the risk of acquiring a BBV through occupational exposure is low, the consequences are serious. Occupational exposure to known or suspected BBV infected material is always stressful and for some, extremely so.

For the management of sharps injuries see [appendix 17- 19](#)

20.10 Gloves and Venepuncture

Gloves cannot prevent percutaneous injury but may reduce the risk of acquiring a BBV infection. Although punctured gloves allow blood to contaminate the hand, the wiping effect can reduce the volume of blood to which the worker's hand is exposed and in turn the volume inoculated in the event of percutaneous injury.

20.11 Safe Handling and Disposal of Sharps

Please refer to the safe use and disposal of sharps section of the IPC policy manual.

20.12 The Occupational Health Service

The occupational health 'sharpsline' provides the recipient with a confidential point of contact.

The 'sharpsline' will assist with the initial risk assessment and complete a sharps exposure form. This is designed to capture the employees Hepatitis B status, risk of exposure to BBV, confirmation that employee blood has been taken for serum save and to capture any treatment administered in A&E if the employee was sign posted for immediate treatment.

A&E may offer Post Exposure Prophylactic treatments if the exposure is deemed to be high risk.

If the source patient bloods were taken, occupational health will obtain these results from either the manager or the designated laboratory/donor medical team to advise the employee.

The employee will be advised of any follow-up requirements at occupational health and an appointment arranged at the first available occupational health clinic.

Further information on the Trust's Occupational Health Service can be found [here](#).

21. Ectoparasite Infections

21.1 Introduction

An ectoparasite is an organism that lives on or in the skin of its host and derives sustenance from the host. The term also includes organisms that live on the host only long enough to obtain a blood meal, as well as those that burrow into the superficial layers of the skin and remain there for weeks to months or even years if left unattended. There are many species of ectoparasites.

The more common ectoparasites dealt with on a daily basis are: head lice, body lice, pubic lice and the scabies mites.

Lice live on the skin or inner layers of clothing. Once parted from their host, they soon die, although the nits or eggs may remain viable for long periods. Transmission is by contact either with the hair (head or pubic lice) or clothing (body lice) of the host.

21.2 Definitions and Terms

Head Lice (Pediculus Humanus Capitis)	<p>The head louse is a wingless, parasitic insect which spends its whole life cycle on human hair. Infection with head lice is most common in children aged 6-11 years but it can affect anyone. Head lice are a common, highly contagious infection that often occurs in nurseries, day care centres, and schools.</p> <p>Lice are very small insects that feed on human blood. The female louse attaches her eggs (nits) to the base of the hair near the scalp, and the nits hatch 7–10 days later. While the adult louse cannot survive for more than 2 days off the human head, a nit can stay alive for up to 10 days off the body (for example, on clothes, hairbrushes, or carpets). Lice are spread from child to child by close head-to-head contact and by sharing belongings that are infested with lice.</p> <p>Sign and symptoms, Transmission, Treatment and Management (Appendix 35)</p>
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Clothing/Body Lice (Pediculus Humanus)	<p>Infestation with body lice is seen primarily where there is overcrowding and poor sanitation. In the UK pediculosis corporis is a condition almost entirely restricted to street dwellers and vagrants who are not able to change their clothes regularly; their bedding can also become infested. The body louse lays its eggs and resides in the seams of the clothing rather than on the skin of its host. The body louse leaves the clothing only to obtain a blood meal from its host. Nits present in the clothing are viable for up to one month. When mature lice have no access to the body they die of starvation in 5 days at low temperatures and more quickly at high temperatures. Adult lice live 13-30 days.</p>
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	Sign and symptoms, Transmission, Treatment and Management (Appendix 36)
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Crab Pubic Louse (Pthinus Pubis)	<p>The crab louse acquired its common name because it strongly resembles a miniature crab. <i>P. pubis</i> is the most sedentary human louse and dies quickly when separated from its host. It lays several eggs on a single hair. The egg takes 6-8 days to incubate and the life cycle from egg to egg is about 3 weeks.</p> <p>Sign and symptoms, Transmission, Treatment and Management (Appendix 37)</p>
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Scabies (Sarcoptes Scabie Var Hominis)	<p>Scabies is a condition caused by infestation of the skin by <i>sarcoptes scabiei</i>. The main symptoms of the disease are due to an allergic reaction to the presence of mites and their products in the skin. Symptoms develop in response to certain water soluble glycopeptide allergens leaching out of the faeces of mite, which are glued to the floor of the tunnels the mite makes in the skin. Scabies is a common public health problem in poor communities and is widespread in many developing countries.</p> <p>Sign and symptoms, Transmission, Treatment and Management (Appendix 38, 39)</p>
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- For management of Bedbugs in in-patient wards refer to [Appendix 40](#)
- For management of Bedbugs in domestic/community settings refer to [Appendix 41](#)
- For management of Fleas in domestic/community settings refer to [Appendix 42](#)

21.3 Treatment Failures

- Treatment failures can result from:
- Inadequate application of scabicide;
- Infected, crusted, or keratotic lesions with insufficient penetration of scabicide;
- Re-infestation from untreated contacts;
- Resistance of mites to scabicide.

Pruritus and rash can continue for 1-4 weeks after treatment and should not be considered evidence of treatment failure until one month after last treatment. To ameliorate these signs and symptoms, some dermatologists use 1% hydrocortisone cream or triamcinolone cream (0.1%-0.025%) applied to the most intense rash sites after the first scabicide treatment. Oral antihistamines are also used to alleviate the hypersensitivity response.

21.4 Recommendations/Advice for Staff and Visitors

Seek guidance from Infection Prevention & Control Nurse (IPC) Nurse or UK Security Health Agency (UKSHA), if there is the likelihood of more than one case of Scabies i.e. an outbreak. Expert advice (Infection Control Doctor) should be sought for the treatment of crusted scabies as in some rare cases systemic treatments may be necessary.

- Staff infected outside the care environment should be excluded from work until 24 hours after completion of the treatment.
- Staff infected by service users they are caring for may return to work after treatment but should not work elsewhere until 24 hours after treatment.
- Visitors should be discouraged from close contact with the service user/client until 24 hours after completion of treatment.
- Service users should not conduct visits, until treatment is completed.
- If an admission to hospital is required, the person in charge of the ward must be informed of the diagnosis and treatments already given.

22. Management of Blood and Bodily Fluid Spillages

22.1 Introduction

Spillages of bloody and bodily fluids can occur within any setting. It is the responsibility of clinical staff to decontaminate a blood or body fluid spill so it may be safely cleaned.

All staff have the responsibility to ensure that spillages are made safe as soon as possible when they happen.

22.2 Dealing with Spillages

- When dealing with spillages the recommended steps suggested must be followed.
- Before decontaminating a spillage appropriate PPE must be worn (Gloves, apron, face visor or goggles). Please refer to PPE section of the IPC policy manual for further details.
- Use recommended spillage kits and products (see table below).
- Clean area where spillage has occurred with disinfectant wipe.
- Where an area is grossly contaminated the area should be contained as far as possible and Facilities helpdesk contacted to arrange a 'terminal clean' (This will be dependent on the site location).

22.3 Management of Spillages

Disinfection of	Required Concentration of Chlorine	Additional Requirements	Other Instructions
Blood Spills	10,000 PPM Chlorine/Chlorine Clean	Wear appropriate protective clothing when dealing with all blood spillages. For wet blood spillages, sprinkle chlorine clean granules evenly on the spillages and leave for 3 minutes. For dried blood spillages, cover the area with paper towels and apply chlorine clean solution (10,000ppm) and allow to soak for 3 minutes. Remove residual waste and place it in an orange waste disposal bag. Clean area thoroughly with neutral general purpose detergent and warm water. Follow hand hygiene precautions.	Follow manufacturer instructions.
General Environment, Faeces, Vomit and other fluids	10,000 PPM Chlorine/Chlorine Clean	Wear appropriate protective clothing when dealing with all body fluid spillages. Use chlorine clean solution (10,000ppm) to disinfect the area. Remove residual waste and place it in an orange waste disposal bag. Follow hand hygiene precautions.	Follow manufacturer instructions.

Urine Spills	10,000 PPM Chlorine/Chlorine Clean	Wear appropriate clothing when dealing with all urine spillages. Soak up the spill with disposable paper towels. Do not apply chlorine clean solution directly to urine , as this can release toxic chlorine levels. Clean the area with chlorine clean and place all residual waste in an orange waste disposal bag. Follow hand hygiene precautions.	Follow manufacturer instructions.
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23. Notifications of Infectious Diseases (NOIDS)

23.1 Introduction

The statutory notification of infectious diseases is a crucial health protection measure.

The prime purpose of notification is:

- Early detection of possible outbreaks and epidemics.
- To enable the prompt investigation, risk assessment and response to cases of infectious disease and contamination that present a significant risk to human health.
- Health protection legislation in England was updated in 2010. This new legislation adopts an all hazards approach with the aim of to prevent the national and international spread of infectious diseases and contamination.
- The revised measures are contained within the amended Public Health Control of Disease Act (1984) and its accompanying Regulations.
- The new Regulations for clinical notifications came into force on 6 April 2010, and those relating to laboratory notifications started on 1 October 2010.

23.2 Definitions and Terms

A 'Notifiable Infectious Disease'	Any of those listed under the Public Health (Control of Diseases) Act 1984 and Public Health (Infectious Diseases) Regulations 1988.
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RMP	Registered Medical Practitioner.
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UK Security Health Agency (UKSHA)	Exists to protect and improve the nation's health and wellbeing, and reduce health inequalities. It does this through world-class science, knowledge and intelligence, advocacy, partnerships and the delivery of specialist public health services. UKSHA is an operationally autonomous executive agency of the Department of Health.
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23.3 Notification Procedure for Notifiable Diseases

The Registered Medical Practitioner (RMP) attending a patient **must** notify the Local Authority in which the patient resides or is detained when they have "reasonable grounds for suspecting" that the patient has:

- a Notifiable disease as listed in Schedule 1 (page 2) of the Notification Regulations; **or**
- an infection **not** included in Schedule 1 which in the view of the RMP presents, or could present, significant harm to human health e.g. emerging or new infections; **or**
- is contaminated, such as with chemicals or radiation, in a manner which, in the view of the RMP presents, or could present, significant harm to human health; **or**
- died with, but not necessarily because of, a Notifiable disease, or other infectious disease or contamination that presents or could present, or that presented or could have presented significant harm to human health.
- **Note** RMP should **not** wait for laboratory confirmation or results of other investigations in order to notify a case.

- Notification should be recorded in the case notes.
- Good practice would be to advise the patient that a Notification has been sent. They can be advised that it will be treated in confidence, although they may be subsequently contacted by a member of the public health team.
- The RMP should be aware that clinical laboratories are obliged to send reports on positive findings of human pathogens to the HPA.

23.3.1 The Notification Process

1. Patient seen by RMP.
2. RMP suspects or diagnoses a notifiable disease.
3. RMP should fill out a notification certificate immediately (this can be found on this link [here](#)) and should not wait for laboratory confirmation of the suspected infection or contamination before notification.
4. For **urgent** cases the RMP must notify the Proper Officer within 24 hours and verbal reports must be followed by a written notification with **three days**.
5. For **non-urgent** cases a written notification with **three days**

23.4 Notifiable Diseases and Reporting Criteria

Disease	Whether Likely to be Routine or Urgent
Acute encephalitis	Routine
Acute infectious hepatitis (A,B,C)	Urgent
Acute meningitis	Urgent if suspected bacterial infection, otherwise routine
Acute poliomyelitis	Urgent
Anthrax	Urgent
Botulism	Urgent
Brucellosis	Routine, urgent if UK acquired
Cholera	Urgent
Covid-19	Urgent
Diphtheria	Urgent
Enteric fever (typhoid or paratyphoid fever)	Urgent
Food poisoning	Routine, urgent if part of a cluster outbreak
Haemolytic Uraemic Syndrome (HUS)	Urgent
Infectious bloody diarrhoea	Urgent
Invasive group A streptococcal disease	Urgent
Legionnaire's disease	Urgent
Leprosy	Routine
Malaria	Routine, urgent if UK acquired
Measles	Urgent
Meningococcal Septicaemia	Urgent
Mumps	Routine
Plague	Urgent
Rabies	Urgent
Rubella	Routine
Severe Acute Respiratory Syndrome (SARS)	Urgent
Scarlet fever	Routine
Smallpox	Urgent
Tetanus	Urgent
Tuberculosis	Urgent
Typhus	Urgent
Viral Haemorrhagic fever (VHF)	Urgent
Whooping cough	Urgent if diagnosed in acute phase, routine if later diagnosis
Yellow Fever	Routine, urgent if UK acquired

23.5 Contact Details for Notification of Infectious Diseases

East London Services Public Health England Health Protection Team
<p>North East and North Central London Health Protection Team Public Health England Ground Floor, South Wing Fleetbank House 2-6 Salisbury Square London EC4Y 8JX</p> <p>Email: necl.team@phe.gov.uk nencl.hpu@nhs.net Telephone: 020 3837 7084 (Option 1) Out of Hours Advice: 020 7191 1860</p>

Luton and Bedfordshire Services Public Health England Health Protection Team
<p>PHE East of England HPT (Essex) Public Health England Second Floor Goodman House Station Approach Harlow Essex CM20 2ET</p> <p>Email: EastofEnglandHPT@phe.gov.uk phe.EoEHPT@nhs.net Telephone: 0300 300 8537 Out of Hours for Health Professionals Only: 01603 481 272</p>

23.6 Time Frame for Notifications

Urgent notifications, as shown in the Notifiable Diseases and reporting criteria table, needs to be notified orally to the local Public Health England Health Protection Unit as soon as reasonably practicable and this should be followed up with written notification within three days.

Determining whether a case is urgent or not, factors that should be considered include:

- Nature of the suspected notifiable disease, other relevant infection or relevant contamination including morbidity, case-fatality and epidemiology of the disease – a rare disease, or one that is re-emerging, is likely to need urgent notification.
- Ease of spread of that disease or infection, route of transmission (for example, a highly infectious respiratory disease) or potential spread of contamination.
- If the spread of the notifiable disease, other relevant infection or contamination can be prevented or controlled, for example by immunisation, disinfection, isolation or prophylactic treatment.
- Specific circumstances of the case which might represent particular risks, such as occupation, age and sex. These details have a bearing if, for example, a patient is a healthcare worker, a child attending nursery or a woman of child-bearing age.

There may be other circumstances where urgent notification is necessary, for example, if a disease appears to be a cluster of cases rather than a single case.

24. Care After Death - Patient with an Infection

Healthcare workers may be required at some point to handle the body of a patient after death. As such they may be exposed to a risk of infection, including during preparation of the body (HSE, 2018). Therefore, staff should be aware of how to manage the risks of infection using the principles of standard infection control precautions (SICPs) and transmission-based precautions (TBPs). It is therefore important to undertake a risk assessment to find out whether the risk of infection can be adequately managed.

SICPs can be categorised into nine areas which are applicable to care after death:

- safe management of the environment
- location for handling and assessment for infection risk
- PPE
- hand washing
- safe management of equipment
- safe management of blood and body fluid spillages
- occupational safety: prevention and exposure management (including sharps)
- safe management of linen (including uniforms or work clothing)
- safe disposal of waste (including sharps)

Sources of Infection

- There are four main sources of infection that you should consider when handling a body after death blood and other body fluids (e.g. saliva, pleural fluids)
- waste products, such as faeces and urine
- aerosols of infectious material, which may be released when moving or opening the body
- direct contact with tissues (e.g. skin)

Infections that present an increased risk to people handling a patient's body after death:

Some infections are known to present an increased risk of infection when undertaking certain activities. When a body is known or suspected to be infected with an infection listed below, you should carefully consider if additional transmission based precautions are required in order to reduce the risk of exposure to body fluids or airborne particles.

Safe working practices

When transporting the body after death with a known infection risk, or where there is significant leakage of body fluids, a body bag will minimise the potential for exposure of workers and contamination of the vehicle.

Some hospitals use body bags for all the deceased as standard practice to minimise leakage of body fluids. However, the use of body bags can increase the potential for incubating bacteria and accelerate decomposition.

Therefore, provided there is no notifiable disease present and no leakage expected, a body bag is not normally required. If the body bag has been used to control the risks of infection,

you should indicate this on a completed hazard notification sheet which will provide information on why the bag has been used.

Application of transmission based precautions to key infections in the deceased

The causative agents for the key infections listed below have been arranged according to the most likely route of transmission, taking account of the activity when handling the deceased.

Infection	Causative agent	Hazard Group	Is a body bag needed ¹ ?	Can the body be viewed?	Can post mortem be carried out? ²	Can hygienic treatment be carried out? ³	Can embalming be carried out? ²
Airborne: small particles that can remain airborne with potential for transmission by inhalation							
Tuberculosis	<i>Mycobacterium tuberculosis</i>	3	Yes	Yes	Yes	Yes	Yes
Middle Eastern Respiratory Syndrome (MERS)	MERS coronavirus	3	Yes	Yes	Yes	Yes	Yes
Severe acute respiratory syndromes	e.g. SARS coronavirus	3	Yes	Yes	Yes	Yes	Yes
Droplet: large particles that do not remain airborne for very long and do not travel far from source with potential for transmission via mucocutaneous routes (i.e. mouth, nose, or eyes)							
Meningococcal septicaemia (Meningitis)	<i>Neisseria meningitidis</i>	2	No	Yes	Yes	Yes	Yes
Nonmeningococcal meningitis	Various bacteria including <i>Haemophilus influenzae</i> and also viruses	-	No	Yes	Yes	Yes	Yes

Influenza (animal origin)	e.g. H5 and H7 influenza viruses	3	No	Yes	Yes	Yes	Yes
Diphtheria	<i>Corynebacterium diphtheriae</i>	2	No	Yes	Yes	Yes	Yes
Contact: either direct via hands of employees, or indirect via equipment and other contaminated articles where transmission is primarily via an ingestion route							
Invasive streptococcal infection	<i>Streptococcus pyogenes</i> (Group A)	2	Yes	Yes	Yes	No	No
Dysentery (shigellosis)	<i>Shigella dysenteriae</i> (type 1)	3	Advised	Yes	Yes	Yes	Yes
Meticillin-resistant <i>Staphylococcus aureus</i> (MRSA)	Meticillin-resistant <i>Staphylococcus aureus</i>	2	No	Yes	Yes	Yes	Yes
Hepatitis A	Hepatitis A virus	2	No	Yes	Yes	Yes	Yes
Hepatitis E	Hepatitis E virus	3	No	Yes	Yes	Yes	Yes

Infection	Causative agent	Hazard Group	Is a body bag needed ¹ ?	Can the body be viewed?	Can post mortem be carried out? ²	Can hygienic treatment be carried out? ³	Can embalming be carried out? ²
Enteric fever (typhoid/paratyphoid)	<i>Salmonella typhi/paratyphi</i>	3	Advised	Yes	Yes	Yes	Yes
Brucellosis	<i>Brucella melitensis</i>	3	No	Yes	Yes	Yes	Yes
Haemolytic uraemic syndrome	Verocytotoxin/shiga toxin producing <i>E.coli</i> (e.g. O157:H7)	3	No	Yes	Yes	Yes	Yes
Contact: either direct or indirect contact with blood/other blood containing body fluids via a skin-penetrating injury or via broken skin and through splashes of blood/other blood containing body fluids to eyes, nose and mouth							
Acquired Immune Deficiency Syndrome related illness	Human immunodeficiency virus	3	No	Yes	Yes	Yes	Yes
Anthrax	<i>Bacillus anthracis</i>	3	Yes	No	Yes ⁴	No	No
Hepatitis B, D and C	Hepatitis B, D and C viruses	3	No	Yes	Yes	Yes	Yes
Rabies	Lyssaviruses	3	No	Yes	No	No	No
Viral haemorrhagic fevers	Specifically, Lassa fever, Ebola,	4	Yes ⁵	No	No	No	No

	Marburg, Crimean Congo haemorrhagic fever viruses						
Contact: either direct or indirect contact with body fluids (e.g. brain and other neurological tissue) via a skin-penetrating injury or via broken skin							
Transmissible spongiform encephalopathies (e.g. vCJD)	Various prions	3	Yes	Yes	Yes	Yes	No

From Care of the Deceased and Infection RiskHSE. Available at <https://www.hse.gov.uk/pubns/books/hsg283.htm>

25. Laundry Management

Linen is defined as all reusable textile items requiring cleaning or disinfection by laundry processing including: Bed linen: blankets, counterpanes, cot sheets and blankets, duvets, duvet covers, pillowcases and sheets (woven, knitted, half sheets, draw and slide sheets); bibs, blankets, canvases, curtains, hoist slings, patient clothing (gowns, nightdresses and shirts, pyjama tops and bottoms), staff clothing (coats, scrub suits, tabards, uniforms*), towels. Reference HTM 01/04 Decontamination of Linen for Health and Social Care.

For the management of linen within the trust please refer to the ELFT linen policy.

26. Toy Cleaning

26.1 Introduction

Toys are often used by professionals in making assessments related to this. They can also be used as a distraction from threatening procedures and to occupy children who accompany their parents to a healthcare appointment. They are therefore found in a variety of environments. Toys are also used to assess child development and are used by play therapists and respite carers in the home. However, sharing toys can lead to them becoming contaminated from unwashed hands and body fluids e.g. when toys have been in a child's mouth.

26.2 Definitions and Terms

Soft Toy	A toy/aid that is made of a fabric that cannot be wiped down and decontaminated. Often is a teddy that is stuffed with a soft filling.
Mechanical Toy	Mechanical toys/aids are often made of a hard substance IE plastic which can be de-contaminated between each use.

26.3 Toy Selection

Soft toys should be avoided where ever possible. However, in exceptional circumstances, or where soft toys can be service user specific, i.e. 'Fiddle Blankets' for services users with Dementia careful consideration must give in their allocation and how they will be cleaned prior to purchase.

A cleaning schedule is required for all toys, aids and sensory equipment. This should be displayed and accessible for individuals to view when required to do so.

26.4 Cleaning/Decontamination Procedures for Toys

26.4.1 Soft Toys

Soft toys must not be kept for use in healthcare premises because they are porous, support microbial growth and can be difficult to decontaminate, i.e. they require machine washing to ensure adequate cleaning followed by thorough drying which takes some time.

If toys are used for individual therapy sessions, they must be subject to machine washing after each episode of care and thorough air drying.

Note: repeated decontamination can compromise the integrity of the fabric and create a choking hazard.

Children should be encouraged to bring their own soft toys to healthcare appointments if required but they must be used only by them and then taken home.

26.4.2 Hard-Surfaced Toys

All toys must have smooth, non-porous surfaces that are easy to clean or must be disposable. They must be washed at least weekly or sooner if visibly soiled. Toys used in the community domestic setting by healthcare workers must be wiped down after each use with disinfectant wipe and then subjected to a weekly clean with hot water and mild detergent.

Toys with moving parts or openings can harbour dirt and germs in crevices and must be washed and scrubbed using warm water and a neutral detergent, before rinsing and drying.

26.4.3 Mechanical Toys

Mechanical toys must be surface wiped weekly, using a damp disposable cloth that has been rinsed in warm, soapy water followed by thorough drying. Toys with small parts must not be available where young children may have access and there is a risk of swallowing/choking.

26.4.4 Books

Books must be inspected weekly and surfaces wiped using a damp disposable cloth that has been rinsed in warm, soapy water followed by thorough drying. As they soak up water, books with signs of dampness or mildew must be discarded. They may require frequent replacement.

26.4.5 Coloured Pencils

Coloured pencils for drawing may be used as long as they are managed by the service, i.e. given to the individual child and returned when finished, monitored for signs of chewing and discarded if this is seen or when broken. Coloured pens could also be utilised by service user for art therapy sessions.

26.4.6 Ball Pools

Ball pools must be checked weekly and cleaned if necessary. The pool must be emptied monthly, surfaces washed with warm, soapy water and dried thoroughly. The balls must be washed and dried in a similar way.

26.4.7 Dressing-Up Clothes

Dressing up can form an important part of a child's therapy or rehabilitation. The following principles must be followed:

- All clothes must be washable. Those that require dry cleaning must be avoided to minimise the risk of cross infection. If kept together in a bin, all clothes must be laundered weekly or more frequently if visibly contaminated.
- The storage bin must be washed weekly
- Preferably clothes must be kept hanging on a rail so that use can be easily monitored and a used bin must be provided to facilitate segregation of dirty/contaminated items.

26.5 Toy Cleaning Programme

Toys should be wiped down after service user usage, before and after use, and maintain a cleaning schedule in all therapy rooms and sensory rooms.

26.6 Additional Cleaning Measures

Where toys have been contaminated with specific organisms, for example during an outbreak, immediate or additional decontamination procedures may be required. Please contact the Infection prevention & Control team for further advice on any additional decontamination required.

26.7 Toy Storage

There must be a designated storage area for toys. Any storage boxes used must be washable, washed on a weekly basis and a record kept.

27. Bed Management

27.1 Introduction

The risks of health care associated infection (HCAI) are greatly increased by extensive movement of patients within the hospital, by very high bed occupancy and by an absence of suitable isolation facilities. The Department of Health's programme to reduce HCAI including MRSA requires a review of the patient journey for emergency and planned patients to identify and reduce the risks of infection transmission that are associated with movement of potentially infected patients (DoH, Saving Lives 2005). The need for restricting movement of infected patients between wards and for rapid isolation of infected patients has been emphasised in a Healthcare Commission Report into outbreaks of *Clostridium difficile* (Healthcare Commission, 2006).

27.2 Infection Prevention and Control Risk Assessment

Patients on admission should be assessed for risk factors for multi-resistant organisms, including MRSA, using the risk assessment tool, appendix 2.

Advice should be sought from infection prevention and control on Patients assessed as having an infection that may be contagious to others.

Patients should be re-assessed as their condition changes and at regular intervals. Communication between wards and departments regarding the "infection risk" of a patient is essential and enables the receiving department to put its local procedure in place.

27.3 Patient Admission from General Hospital or Accident and Emergency

The accepting ward must ensure that details of the physical health has been assessed and documented on the Patient Records.

27.4 Patient Admission from Community

Admission history must include details of any physical health or infection prevention and control assessment. This should be clearly recorded in the CPA.

If the resident is to be transferred to another hospital, care home, or has an appointment in a unit within the acute hospital e.g. X-Ray, Outpatient Department etc., the receiving hospital/home must be informed of the residents' infection status, if known.

27.5 Inter-Healthcare Transfer

The Inter-healthcare infection prevention and control transfer form has been designed by the Department of Health (2007) to improve communication of infection risks between healthcare providers.

An Inter-healthcare infection prevention and control transfer form should be completed and accompany patients requiring transferring between wards or to other hospitals.

An Inter-healthcare infection prevention and control transfer form should be completed and accompany patients discharged to other healthcare settings, including nursing and residential homes. [See Appendix 39](#)

27.6 Transport of Service-user by Ambulance

Should a service-user require investigations, or treatment in another provider service/hospital setting and transport is required. The ambulance trust should be informed in advance of any infectious risk in order to undertake the appropriate risk assessment.

27.7 Issues with Bed Management of Infectious Service Users

During working hours contact Infection control team, by email: elft.infectioncontrol.nhs.net

Out of hours

In the absence of the Trust Infection prevention and control Team, please contact the duty nurse and or on-call manager.

28. Washing Machine Usage at Ward Level

28.1 Introduction

The provision of adequate laundry services is a fundamental requirement for patient care. The Trust has a contract with external provider for the provision of hospital flat linen. Incorrect procedures for the processing and handling of linen can present an infection risk to both staff and patients.

In some inpatient units, service users will require access to ward level laundry facilities. The Trust has an obligation to take steps to minimise this risk of infection to staff handling and laundering linen and clients who are using the laundry rooms. This section of the policy describes the responsibilities of managers and staff in minimising this risk ensuring the safe use and maintenance of ward based laundry facilities in conjunction with the ELFT Linen and Laundry Policy and the HTM 01/04.

28.2 Purchase of Washing Machines

- Only industrial washing machines should be used with a sluicing facility.
- Ward staff will only buy washing machines that have been agreed by estates and facilities and procurement.
- Washing machines will be kept in a laundry room dedicated to this purpose.

28.3 Maintenance of Washing Machines

- Washing Machines will be serviced in accordance with manufacturer's instructions and in accordance with policy on a yearly basis to ensure correct temperatures are being maintained.
- The Estates and Facilities Department should maintain a record of servicing, at ward level.

28.4 Facilities in the Laundry Room

- A dedicated hand-wash basin, complete with wall mounted soap, paper towels and black domestic waste bin, must be available in close proximity to the hand hygiene sink.
- The room should be kept clean, tidy and free of clutter at all times.
- Dirty clothes should not be stored in the room.
- Patients should have dedicated laundry baskets labelled for dirty laundry and clean laundry.
- A dancare centre should be installed containing gloves and aprons for use by staff when supporting patients with contaminated laundry.
- A yellow clinical waste bin for disposal of used PPE after handling contaminated/infected laundry
- Follow health and safety guidance
- Laundry processing will be in accordance Health Technical Memorandum (HTM) 01-04: guidance about decontaminating linen used in health and social care.

28.5 Process of Washing Clothes

- Ward based washing machines are permitted with the agreement of the Infection prevention and control Team.
- Washing machines must be appropriately situated in a designated laundry facility with the required facilities listed above so as to reduce risk of cross contamination.

- Wherever possible patient's personal clothing should be given to relatives/carers to be taken home for laundering.
- All items must be dried, using a tumble drier and not left hanging for long periods of time.
- Clean items must not come into contact with contaminated items or surfaces. As above separate laundry baskets for clean and contaminated laundry. Clean items must be stored in suitable areas to prevent contamination prior to use and not within the laundry area.
- Ward based machines must not be used for trust based linen such as flat linen, sheets, towels, duvet covers, pillow cases or curtains only for patient clothing.
- Hoist slings can be sent for laundering as a 'special item'; as per ELFT Linen & Laundry Policy. However, Infection Prevention and Control advise single use hoist slings as a first option.
- When washing or supporting patients wash 'infected linen' this should always be completed at 60 degrees and dried immediately within the tumble dryer.
- No manual sluicing of any linen or laundry should take place in the ward level laundries.

29. Pet Therapy - Infection Prevention & Control Guidance

The risks associated with animal assisted therapy are cleanliness, allergies and infection. Animals in clinical areas pose significant risks to patients who are immunocompromised, have had a splenectomy, are allergic, pregnant or those who are physically/mentally vulnerable. In addition, animals can become carriers of potentially infectious human pathogens and may be responsible for cross-infection.

Visiting Assistance dogs and pets used for “therapy” are allowed access to the service user environments when the below measures are followed:

Dogs should not be permitted to pass through the following areas or have contact with the following:

- Patients/staff who are pregnant.
- Children or babies
- Patients/staff who have relevant allergies or who are hypersensitive
- Patients/staff who are known to be phobic of the animal
- Patients with suppressed or compromised immunity who may acquire diseases from animals.
- Isolation rooms or in contact with patients with known infectious diseases
- Kitchens
- Patient’s beds or chairs
- Dining Rooms (during meal times)
- Carpeted areas
- Clean supply areas such as linen rooms.

Consent

- Dogs must only visit patients who have provided verbal consent.
- Consent must be documented in the notes.

Responsibilities

The manager of the ward/department is responsible for ensuring that:

- A designated time and day are chosen for visiting times
- A time restriction of 1 hour will apply to all visits
- Domestic cleaning providers are made aware of designated visiting times to ensure that appropriate environmental cleaning is performed.
- An Incident Report must be completed for any “near miss” or incident involving patients/staff by the dog or failure by owner/handler.

Dog owners/handlers follow their responsibility requirements. Pets as Therapy (PAT) is the only recognised organisation to be used throughout. All dogs entering the hospital must be accepted and vetted by the PAT scheme.

The Pet dog owner/handler has the responsibility to ensure that:

- Dogs are physically fit before visiting wards
- Dogs are kept on a lead throughout the visit

- They remain with the dog at all times
- The dog is discouraged from jumping, scratching and licking
- The dog is not placed on the patients bedding
- The dog is of an acceptable hygienic standard, i.e. not wet, muddy etc.
- Natural relief for dogs is taken into account prior to visiting

The Animal:

- Must be fully trained.
- The dog must be an adult (over 9 months)
- Must have their vaccinations up to date.
- Must be regularly de-wormed and treated against fleas/other infestations.
- Must be house trained and kept on a leash and accompanied by their owners at all times.
- Must be capable of confinement to designated areas of the healthcare environment e.g. day room, relatives' room, etc.
- Must not be excited or provoked and
- Must be discouraged from licking service users/staff.
- Visits must not take place if the dog is unwell

Food and Feeding:

- Hygienic practices must be observed at all times, e.g. hand washing after every contact with pets/animals
- Fresh water available at all times
- Keep feeding areas clean and pest free
- Store food in a designated area (not in the kitchen/refrigerator with client/staff food)
- Do not use canned food if it has been opened the previous day
- Use commercial pet foods only
- Moist food should be removed after 4 hours if not eaten
- Feeding dish containers must be washed after each feed and stored separately
- Dried pet food must be clearly identified
- Do not feed animals in the kitchen, dining room bathroom, bedroom, laundry or clinical area's

Infection Prevention and Control Precautions

Staff Hygiene

Thorough hand decontamination using the six-step technique and liquid soap and water must be carried out following contact with the animal or its environment, cleaning, feeding and/or any other equipment (see Hand Hygiene policy). This is the most important aspect of minimising infection risk.

- Visit to not take place if any of the service users have an infection as this infection may be passed to the animal
- Staff, service users, volunteers to wash their hands after all contact with the dog
- The animal can visit more than one patient but the patient (and staff) must decontaminate their hands before and after touching the animal
- PAT animals should not visit patients who are in isolation for an infectious reason

First Aid

If a bite or scratch occurs, it must be treated as an injury/accident in accordance with current policy. All such incidents should be dealt with **immediately**.

- **Encourage local bleeding under a running tap.**
- **Wash thoroughly with soap and water**
- **Cover injury with waterproof dressing.**
- **Medical attention MUST be sought for all animal bites and injuries**

Inform your line manager and initiate the required reporting procedure via datix & occupational health referral.

Pet Excreta

Pet Excreta (faeces/vomit) can present an infection risk. The following procedures should be implemented:

- Animals should be encouraged to eliminate away from the health care environment.
- Animal excreta eliminated within the health care environment should be dealt with immediately as a body fluid spill.
- **Staff/ owner/handler/ must clean up the spillage and the area then decontaminated using a detergent and hot water followed by a 1,000 p.p.m. chlorine releasing agent e.g. Chlor-clean and disposed of as clinical waste**
- Always wear rubber gloves and plastic apron
- Always wash hands when this procedure has been completed.

Pregnant women must not undertake any of the tasks listed above.

30. Food Brought in to Inpatient Bedded Services - Infection Prevention & Control Guidance

Summary

Foods brought into the inpatient bedded services if not handled correctly, can pose a serious health risk and must be strictly controlled. It is not advisable to reheat food in the microwave. However, in exceptional circumstances it may be beneficial to an individual to have specific items of home-cooked food brought in by a family member. In such instances, it is important that care is taken to protect service users from food-related illness, and other harm arising from food contamination.

Background

The Trust has a legal obligation to comply with the requirements of the Food Safety Act 1990 and associated legislation (The Food Hygiene (England) Regulations (2013), relating to the composition, labelling, safety, handling, control and hygiene of food.

We therefore have an obligation to ensure that any foods brought into the hospitals are suitable and do not include any illicit or unauthorised items. This helps us to prevent or reduce the risk of infection, food poisoning and food borne illnesses and unwanted interaction with prescribed medication.

Guidance for Relatives, Carers and Visitors on Bringing Food into Hospital for Patients

Introduction

The Catering Department provides a choice of healthy well cooked food throughout the day. However, should you wish to bring food into hospital, this leaflet aims to provide guidance on the types of foods which are suitable. This will help to prevent food poisoning, interactions with medication and exacerbation of allergies. It is therefore important to check that all food stuffs brought into hospital are both suitable and safe.

Foods which are suitable to bring into Hospital are:

Bought Products

- Pre-wrapped biscuits, cakes and tea bread
- Fresh fruit and fresh fruit products
- Packaged chocolates or sweets
- Packets of crisps and other wrapped savoury snacks
- Bottled or canned drinks (non-alcoholic)

Home Baking

In general, items such as sponges, madeira cake, pancakes, scones, shortbread, fruit cake, millionaire shortbread and malt loaves are acceptable.

It is important to note that people preparing food in the home keep the highest level of hygiene. At all times careful handling, temperature control and storage are vital to prevent spoiling and food poisoning.

Particular attention should be paid to the following:

- Ensure good hygiene during preparation by washing hands thoroughly
- Cook food at the correct temperature for the correct time
- Store cooked food separately from raw food

Foods which are not suitable to bring into Hospitals

Many foods have a short shelf life and can easily go off without any changes to the smell, colour or taste, e.g.

- Cooked meats and meat products
- Fish paste and fish products
- Fresh or synthetic cream products
- Shell eggs
- Cooked rice
- Takeaways – it is advisable that staff should record where the takeaway was purchased from and time of arrival to ward. Please use [Appendix X](#) to document. Take away food must not be left in fridge's to be consumed later on.

Foods which are not allowed to be given to patients

- Raw meat, raw eggs
- Raw fish or shellfish - including sushi containing raw fish
- Unpasteurised dairy products
- Any food that has been left out of the refrigerator for longer than 2 hours

Apart from the list of permitted items listed, patients, relatives and visitors should be discouraged from bringing food into hospitals for client/service user consumption. However, there may be occasions when it is beneficial to the individual to have specific items of food brought in from an outside source for their consumption. This should only happen with the specific consent of nursing staff and the following procedures must be followed.

- Ward staff receiving such food for patients must label it with patient's name, contents and date received.
- If food has been purchased from a commercial source, ward staff must confirm that it is within its 'use by' date.
- If food was prepared at home staff must confirm that it is no more than 24 hours old and has been properly stored (i.e. below 4oC in refrigerator or below -18oC in freezer). If confirmation is not possible, the food should be discarded.
- Food must be consumed within the 'use by' date if commercially produced, or within one day if homemade.
- If food requires to be reheated, then the protocol for using microwave ovens at ward level must be followed.
- All food out-with its 'use by' date or more than one day old if homemade, must be disposed of safely.

Protocol for The Use of Microwave Ovens Within Ward Kitchens

1. Microwave ovens must not be used for re-heating patients food supplied by the Catering department, Or for reheating food from home this includes takeaways.

2. Before use always ensure that:

- a) the oven is clean inside and out

- b) hinges and safety catches operate correctly and are not obstructed by debris of any kind
- c) door seals are intact

3. Always use the correct setting for re-heating as given by the manufacturer on the food package, remember this is dependent on the power output of the oven.

4. Ensure that food is in date and has been correctly stored.

5. Food should be placed centrally within the oven.

6. While re-heating, all food must be covered in a manner which prevents splashes but allows steam to escape safely.

7. No more than one package should be placed in the microwave for re-heating at the same time.

8. Commercially prepared food must be heated using instructions on the packaging.

10. No take away food is to be reheated in a microwave

11. Always ensure that re-heated food is fully rested before serving; read the instructions on the package (food is usually rested for one minute before serving)

12. The core temperature of re-heated food must be checked with a probe thermometer to ensure that it has reached at least 82 degrees.

13. The microwave must be cleaned thoroughly after each use and on a weekly basis, using a disposable cloth or wipe, hot water and a bactericidal detergent.

14. Microwave ovens must be on the annual maintenance program as administered by the Estates Department.

31. The Use of Portable Fans & Air Conditioning in the Clinical Environment

31.1. Summary

Seasonal hot weather can impact health and patient and staff comfort, where properly functioning central air conditioning is unavailable. These areas may need to use alternatives such as portable fans, and portable air conditioning units to improve patient and staff comfort and reduce health risks associated with excessive heat. There may be other circumstances where fans and air conditioning may be used and these should be discussed with the Infection Prevention & Control Team (IPC) team.

Healthcare workers need to be aware of the potential risk of transmission of healthcare associated infection [HCAI] related to the use of fans and portable air conditioning units, due to the risk of dispersal of microorganisms. This SOP provides recommendations for their safe use.

31.2. Background

Portable fans and air conditioning units have been linked to the transmission of microorganisms to patients, which may lead to HCAI. NHS England also reported that bladeless fans were suspected to be a contributing factor in an outbreak of healthcare associated infection. An investigation found the internal mechanism of the fans was contaminated with the causative organism of the outbreak (MHRA alert 2019).

A balance of the risk of infection with patient and staff comfort and safety. In cases where a fan is sanctioned for use by a healthcare facility, these guidelines aim to assist in the proper use of that fan.

The use or deployment of portable fans or portable air conditioning units in relation to COVID-19 and other alert infections are generally allowed so long as the following recommendations are in place.

There are additional restrictions for the use of mobile Air Conditioning Units in areas with immunosuppressed patients.

31.3. General IPC Recommendations for the Use of Fans or Portable Air Conditioning Units in Patient Areas

- Heating, ventilation and air conditioning systems in the building should be adjusted in order to achieve a comfortable temperature, to avoid the use of alternative cooling, such as fans.
- Alternative cooling methods should also be considered - as per the Trust Heatwave plan including:
 - Adequate hydration
 - Cool showers
 - Blocking out direct sunlight with blinds/reflective film
 - Air flow - opening windows where possible if outside temperature is within acceptable limits
- **Fans should only be used as a temporary short-term measure, and not on a year-round basis, unless there is an exceptional circumstance approved by IPC**

- Fans should only be used if there are manufacturer's instructions on maintenance and decontamination. Assurance must be provided that internal contamination will not be dispersed into the clinical environment – this is of particular importance with bladeless fans.
- The purchase of new bladeless fans should be avoided unless they have Hepa filters considering the risk described above.
- Portable fans can be used in non-clinical area if visibly clean and maintained by the team using the equipment.

Portable fans Must NOT be used in the following situations:

- Fans are NOT recommended in the following high-risk areas - please contact IPC if advice is required in these areas:
 - Areas where there are immunosuppressed patients
 - Areas where sterile supplies (including medicines) are stored
 - If fans are necessary for patient comfort in clinical areas, a risk assessment is required as this can be a potential ligature risk.
 - In clinical rooms
 - During outbreaks of infection
 - Fans are NOT recommended when a patient is known to have a known or suspected infection. In special circumstances please contact IPC if further advice/ individual risk assessment is required for patients with alert organisms.

Prior to commencing use of a portable fan, complete risk assessment and confirm:

- The use of fans is not prohibited in the clinical environment.
- Alternative cooling methods have been attempted with no success (air conditioning)
- The patient is in a non-restricted use location
- The use of a fan is determined to be of benefit to the patient's clinical condition or comfort
- Any procedure that may result in sprays or splashes of body fluids e.g. nail toe cutting.

31.4. Additional IPC recommendation: Positioning of fans

- Position the fan so airflow is directed upwards toward the ceiling indirectly towards the patient, avoiding smoke detectors
- Position fan on a clean surface. Ensure airflow is not directed towards the door of the room or across environmental surfaces.
- Ensure airflow is not blowing directly on burned skin, burn dressings, open wounds or directly into the patient's face.
- Fans should be turned off one hour before any sterile or aseptic procedure e.g. intravenous cannulation, catheterisation, wound dressing change
- Perform hand hygiene before handling the fan
- In non-patient areas, such as staff stations, ensure airflow is directed within the area

31.5. Cleaning: Cleaning and maintenance of fans

- Fans should never show any visible dirt or dust.
- Planned Preventative Maintenance (PPM) is required to ensure ongoing safe use.
- Manufacturer's instructions should be followed related to cleaning and decontamination, including the outer grill (nursing staff/clinical staff – as per cleaning schedules), inner blades (estates if needs dismantling to do so).
- All fans should be decontaminated after individual patient use.

- The fan should be cleaned whenever it is moved between different areas of the clinical spaces e.g. between rooms and between patients if in a side room
- The cleaning of fans should be performed once daily always between patients' use and at least every 7 days if not in use.
- Assign who is responsible for cleaning and frequency. This should be by the local team using the fan.
- Perform Hand hygiene before and after cleaning.

Determine who will be responsible for cleaning and disinfecting the fan

Follow the manufacturer's instructions to clean, disinfect and maintain the fan on a scheduled basis and whenever it becomes visibly soiled

Environmental cleaning: environmental contamination may increase with the use of fans, so it is important that clinical areas are clutter free, with good compliance to environmental and equipment cleaning, including appropriate discharge cleans.

31.6. Procurement

- All fans purchased for clinical use should be a Trust approved model and therefore purchased via procurement and include manufacturer's instructions on maintenance and decontamination. Assurance must be provided that internal contamination will not be dispersed into the clinical environment.
- The procurement department will hold a list of approved fans but additional approval from the IPC team should be sought by the IPC Team for patient areas.

31.7. Additional IPC Recommendation: Portable Air Conditioning Units

- In certain circumstances portable air conditioning units may be used in some areas of ELFT.
- These units will be supplied/ approved by Trust Estates only and in conjunction with IPC input and are subject to strict criteria set down in HTM 03-01 Part B (or any new current guideline may be approved at national level).
- Careful consideration will be required regarding placement of these units.
- Appropriate risk assessment must be completed if a portable air conditioning unit is required including adding to the risk register to ensure there is an action plan to eliminate the use of portable alternatives in the future
- The units should be inspected and cleaned before been taken into use.
- An adequate cleaning regimen should be in place with regular maintenance (at least weekly whilst in use) with a log for inspection.
- Exhaust systems may produce water vapour into a drip pan requiring careful consideration regarding collection and disposal of water, in addition to cleaning.
- Ensure that condensate is suitably collected and not disposed in hand wash basins.
- Recirculating air conditioning units should not be used.
- **AC mobile units used in areas with immunocompromised patients should follow additional strict requirements, including:**
 - Air filters and drainage for the condensation as also described above
 - Weekly inspection and cleaning
 - As per HTM 03-01 Part B, there should be a log of all these procedures (inspection and cleaning in particular) and the documentation should be kept for at least 5 years. Estates and local teams should be responsible for these requirements.

Note: During periods of extreme heat waves a DIPC decision will be made on the use of recirculating portable fans/ air conditioning, after detailed discussion with IPC team and Estates and Facilities department.

32. Management of Multi Drug Resistant Infections

32.1 What is Multi-Resistant Gram Negative Bacteria Colonisation/Infection?

Gram-negative bacteria are commonly found living naturally within the human gut where they generally do no harm. Species of bacteria commonly found in the bowels include the following; Escherichia coli (E-Coli), Klebsiella, Proteus, Pseudomonas aeruginosa, Enterobacter and Acinetobacter. For many reasons a small number of these bacteria have become resistant to the antibiotics that they have been sensitive to in the past. Antibiotic resistance makes infections very difficult to treat and can also increase the severity of illness and the period of infection.

Multi-resistant Gram-negative bacteria (MRGNB) is a term that is used to describe many different bacteria shown below:

<p>Multi-drug resistant Acinetobacter baumannii</p>	<p>A bacterium that causes infections such as pneumonia, particularly in people who have a compromised immune system.</p> <p>Resistant to both aminoglycoside (e.g. gentamicin) and a third generation cephalosporin (e.g. ceftazidime). When this pattern is combined with resistance to carbapenems (e.g. meropenem), such strains are labelled MRAB-C strains</p>
<p>Extended spectrum beta-Lactamase producing organisms (ESBL-producers)</p>	<p>ESBL producers have the ability to hydrolyse and are therefore, resistant to penicillin and broad-spectrum cephalosporins such as cefuroxime and cefotaxime. The major ESBL producers are Escherichia coli and Klebsiella species</p>
<p>Multi-drug resistant Pseudomonas aeruginosa</p>	<p>Pseudomonas resistant to varying combinations of anti-pseudomonal antibiotics e.g. ceftazidime, piperacillin, tazobactam, aminoglycoside, carbapenems</p>
<p>Carbapenemase-producing Enterobacteriaceae (CPEs)</p> <p>Glycopeptide Resistant Enterococci (GRE)</p> <p>Vancomycin Resistant Enterococci (VRE)</p>	<p>Any of a class of Gram-negative rod-like bacteria that occur in the gastrointestinal tract.</p> <p>Carbapenems are a class of beta-lactam antibiotics with a broad spectrum of activity against Gram-positive and Gram-negative bacteria e.g. meropenem and ertapenem. Whilst carbapenems are used for the treatment of Gram-positive infections, the emergence of Gram-negative bacteria with resistance to the carbapenem antibiotics is a health issue that has prompted unusually dramatic health warnings from the US CDC, Public Health England and the European CDC.</p> <p>Enterobacteriaceae are a large family of bacteria, including species such as E. coli, Klebsiella spp and Enterobacter spp. that live harmlessly in the gut but are common causes of UTI, intra-abdominal and blood-stream infections</p>

MRGNB are bacteria that are resistant to at least 3 different classes of antibiotics. Infection often happens when the bacteria enter the body through an open wound or via a medical device such as a urinary catheter. Wound and urine infections caused by MRGNB are difficult to treat and can cause complications such as delayed wound healing, pneumonia and infection in the blood. Some types of MRGNB can be carried on the skin and other body sites without causing symptoms of infection. This is termed colonisation, and in most cases patients with MRGNB colonisation do not pose a risk to other physically healthy patients. However, they may require isolation or application of IPC precautions especially if there are other vulnerable patients being cared for in the same unit.

Recent studies illustrate that risk factors for ESBL infection include; age, comorbidities, poor functional status, recurrent urinary tract infections, acute hospital stay, previous use of antibiotics, and colonisation with ESBL (Denis et al 2015).

32.2 Risk Factors for Infection with MDR-GNB

When MDR-GNB are introduced into the healthcare setting, a number of factors aid the transmission and persistence of resistant strains in the environment. These include:

- The presence of vulnerable patients, such as those with compromised immunity from underlying medical conditions and those who have indwelling devices e.g. percutaneous endoscopic gastroscopy (PEG) tubes or urinary catheters
- The reservoir of infected or colonised patients
- The effectiveness of local infection prevention and control measures being applied consistently by healthcare staff.

Risk factors for infection with multi-resistant gram negative bacteria include:

- Antibiotic usage, particularly broad-spectrum agents
- Prolonged hospital stay
- Admission to ICU, renal or haematology/oncology units in an acute hospital
- Have permanent in-dwelling invasive devices e.g. percutaneous endoscopic gastroscopy (PEG) tubes or urinary catheters

MDR-GNB infections usually affect the most vulnerable of patients and can easily spread from patient to patient, leading to outbreaks of infection.

32.3 Routes of Transmission for MDR-GNB

Antibiotics therefore must be prescribed judiciously to prevent multi-resistant organisms from spreading. MDR-GNB may be spread in 2 main ways:

- **The hands** – MDR-GNB can spread on the hands of hospital and community staff. Hand washing therefore is an extremely important means of controlling infection.
- **The environment** - The environment/equipment that comes into close contact with patients may also be contaminated and serve as a source of contamination of staff hands. Thorough cleaning of the environment/equipment is therefore another essential measure as MDR-GNB may contaminate the environment around a patient and survive there for several days. MDR-GNB have been found on staff uniforms, bed linen, beds, commodes, floors, blood pressure cuffs, stethoscopes, locker tops, chairs and in bathrooms, etc.

32.4 Surveillance for MDR-GNB

When any type of infection is suspected it is normal practice to obtain a relevant specimen for microscopy, culture and sensitivity (M, C&S).

All positive specimen results must be notified to the IPCT immediately by the Nurse-in-Charge caring for the patient. (The Microbiology laboratory will also usually inform the Infection Prevention and Control team). Surveillance is a critically important component in the control of MDR-GNB, allowing the early detection of newly emerging pathogens, monitoring epidemiological trends and measuring the effectiveness of interventions

Screening swabs should only be taken on the advice of the Infection Prevention and Control Team. Screening is usually undertaken during suspected outbreaks (two new cases of MDR-GNB detected in clinical specimens related in time and place) and in response to important incidents. Sites to be screened in both known positive and contact patients may include:

- Stool specimen
- Rectal swab
- Perineal swab
- Nose swab
- Groin swab
- Throat swab
- Wound swabs and leg ulcer swabs
- Swabs/specimens from invasive devices e.g. catheters, peg tubes etc.

The Infection Prevention and Control Team will advise on a case-by-case basis what if any screening specimens are required.

32.5 Management of Patients with Multi-Resistant Gram Negative Bacteria Colonisation/Infection

Appropriate infection prevention and control precautions including hand hygiene, use of personal protective equipment (PPE), equipment and environmental cleaning and patient isolation alongside good antimicrobial stewardship are required to control and prevent the spread of MDRGNO.

Patients who are diagnosed with MRGNB infection or colonisation should be nursed in isolation. However, for some patients strict isolation can be difficult due to ongoing mental health and learning disability ill health. Where isolation is not possible a risk assessment should be performed and discussed with the Infection Prevention Control Team (IPCT). Patients who have Multi-Resistant Gram-negative bacteria in their sputum and who are coughing, or those who have diarrhoea are at high risk of transmitting infection and isolation would be advisable for the duration of their symptoms. Whereas those who have a urinary tract infection are generally at low risk of transmitting the infection and as long as they are fully continent strict isolation is not necessary. In all cases standard IPC precautions must be applied.

32.6 Prioritisation of Isolation Facilities

The prioritisation of side rooms depends on the infecting organism, the nature of transmission of the infecting organism, the burden of colonization or transmissibility of infection and the vulnerability or susceptibility of the patient(s). It is the duty of the Infection prevention and control team to advise on prioritization of side room facilities or co-horting of patients.

High priority for isolation facilities include patients colonized or infected with

- Carbapenemase-producing Enterobacteriaceae,
- Mycobacterium tuberculosis,
- MDRGNO

- Influenza (new diagnosis and not had 5 days of treatment),
- active Herpes zoster infection,
- toxigenic Clostridium difficile
- viral gastroenteritis
- suspected meningococcal infection for first 48 hours of antibiotic treatment
- Invasive group A streptococcus (iGAS) for first 48 hours of antibiotic treatment

32.7 Control Measures to be Taken When Caring for a Patient with MRGNB

Hand hygiene is essential. Clean your hands before **and** after patient contact using either liquid soap or alcohol hand gel if hands are not visibly soiled (refer to Hand Hygiene Procedure).

Personal Protective Equipment (PPE) Wear disposable non sterile gloves and a plastic apron for:

- Direct patient care
- When handling patient equipment or personal items contaminated with blood/body fluids
- Contact with the patients immediate environment (including bed making).
- Remove & discard gloves and apron immediately after use, then wash and dry your hands.
- If the patient has any wounds, cover with an appropriate impermeable dressing.
- Disposal of body fluids – patients must be advised to use their own en-suite toilet where available. If bedpans are used these must be macerated immediately after use. If a commode is used this must be thoroughly decontaminated with a chlorine releasing agent immediately after each use.
- Patients should be encouraged to wash their hands after using the toilet and before meals.
- Where there are no en-suite facilities, patients can use communal bathing/shower facilities but these must be cleaned immediately after use with chlor-clean 1,000 ppm solution.
- Patients can visit day centres and attend outpatient facilities however these services should be informed of the patients infection status in case of any spillages of body fluids.
- MRGNB is not a reason to refuse or delay admission to a nursing or residential home, however the nursing or residential home need to be informed of patient's infection status.
- Relatives can take home personal clothing. Advise them to wash clothes separately from other washing on the hottest wash the clothing can withstand.
- Patient clothing should only be washed on the ward if the ward has an industrial washing machine with a sluice facility on the hottest temperature. Clothing should be washed separately from other patients clothing as standard.

- Soiled linen: place laundry in a suitable laundry bag and label the bag 'infected linen' as per laundry guidance.
- Dispose of all infected waste as clinical waste (refer to Trust Waste Policy for further details).
- Cutlery and crockery – normal ward issue, ensure all cutlery and crockery used by the patient is machine washed in a dishwasher or heat sanitiser.
- Ensure that daily cleaning of a patient's room/bed area is maintained using a chlorine releasing agent while the patient remains symptomatic. Ensure that the hotel services team are informed and implement isolation room cleaning precautions.
- Inform the IPCT if a patient with MRGNB is transferred or discharged to another area.
- Multi patient use equipment used with patients who have MRGNB infection or colonisation must be thoroughly cleaned after each use with a chlorine releasing agent.

IPC precautions are to remain in place:

- throughout the hospital stay of a symptomatic patient
- while the patient with MRGNB has symptoms of diarrhoea
- until a negative specimen has been obtained from the original positive site, where the patient has received treatment for MRGNB in their sputum or wound. The repeat specimen must be taken 48 hours after completion of treatment.
- repeat specimens are **NOT** required following treatment for a urinary tract infection.
- until the Infection Prevention Control Team advise that IPC precautions can be removed for colonised patients. This must be discussed and documented for each individual case.

32.8 Treatment of Infection Due to MRGNB

Antibiotic treatment is not recommended for colonised patients as in these cases the bacteria is not causing an infection.

If the patient has signs and symptoms of an infection, then the Medical Staff or Physical Healthcare Practitioners must contact the local acute hospital Microbiologist or Infection Control Doctor for advice prior to commencing treatment for every individual patient.

Treatment will vary depending on which bacterium has been identified.

32.9 Transfer to Other Departments/Areas

Task	Action required
Transfer to another ward or department within the Trust	<ul style="list-style-type: none"> • MRGNB should not compromise patient care/treatment if the patient needs transfer to other departments /specialist areas. • Inform staff in the receiving ward/department of the patient's MRGNB status before the patient leaves the ward, to ensure that Infection Prevention and Control measures are implemented. • Cover infected or colonised wounds/lesions with a secure and appropriate dressing
Transfer to another hospital outside of the Trust	<ul style="list-style-type: none"> • Inform staff in the receiving hospital prior to transfer of the patient. • Inform the IPC Team.
Ambulance transportation	<ul style="list-style-type: none"> • Notify the ambulance service of the patient's MRGNB in advance. • Normal procedures for transportation of patients apply, i.e. a separate ambulance is not required.
Deceased patients	<ul style="list-style-type: none"> • Take the same precautions as those observed during life. • Cover any lesions with occlusive dressings. • Inform the undertakers. • NB: Cadaver(body) bags are not necessary.

32.10 Cleaning of Patient's Room

When	Action required
Daily while the patient is symptomatic	<ul style="list-style-type: none"> • Follow the specific cleaning instructions which are available from the domestic services supervisor. • Each day the room should be thoroughly cleaned, using chlor-clean 1,00 ppm paying attention to dust-collecting areas i.e. all flat surfaces.
After patient's discharge / transfer	<ul style="list-style-type: none"> • Clean the room thoroughly as above. • Change and launder curtains.

33. Management of Varicella and Shingles

33.1 What is Varicella (Chicken pox)

Chickenpox (varicella) is a highly infectious airborne disease caused by the varicella zoster (VZ) virus. It may also spread through contact with the blisters. The incubation period is between 10-21 days. Those with shingles may spread chickenpox to those who are not immune through contact with the blisters. Chickenpox usually confers lifelong immunity, although the virus persists in a latent form in the sensory nerves.

Reactivation of the latent varicella virus in later life results in Shingles (Herpes zoster). It is not known what causes the virus to reactivate; reactivation can be spontaneous or follow a period of physical illness or stress.

Immunization against varicella is available through the Occupational Health immunisation schedule for some staff groups.

Causative organism	Chickenpox otherwise known as Varicella Zoster Virus (VZV)
Clinical presentation	<ul style="list-style-type: none"> • May initially begin with flu-like symptoms including a raised temperature, headache, aching limbs and generally feeling unwell. The symptoms tend to be more common and worse in adults than in children • Intensely itchy vesicular rash. Clusters of vesicular spots (blisters) appear over 3-5 days, which start on the face and scalp, spread to the trunk, abdomen and limbs. However, the spots can be anywhere on the body, even inside the ears and mouth, on the palms of the hands, soles of the feet and inside the nappy area • Although the rash starts as small, itchy red spots, these develop a blister on top and become intensely itchy after about 12-14 hours • New spots can keep appearing in waves for three to five days after the rash begins. Therefore, different clusters of spots may be at different stages of blistering or drying out • It is also possible to be infected but show no symptoms in mild cases • Diagnosis can usually be reliably made on clinical examination; swabs/specimens are not usually required
Incubation period	<ul style="list-style-type: none"> • 10 – 21 days a mild prodromal fever and malaise may occur 1 to 2 days before rash onset, particularly in adults
Period of infectivity	<ul style="list-style-type: none"> • 1-2 days before the onset of the rash until the vesicles (blisters) are dry/crusted commonly 5-6 days after the onset of the rash. This may be prolonged in immuno-

	<p>suppressed patients. Susceptible individuals should be considered infectious for a period of 10-21 days</p> <ul style="list-style-type: none"> • Chickenpox is highly contagious and can infect up to 90% of the people who come into contact with the disease
Mode of transmission	<ul style="list-style-type: none"> • Direct contact with an infected person • Droplet or aerosol spread from vesicular fluid from skin lesions • Secretions from the respiratory tract (the virus enters the individual through the upper respiratory tract) • Indirectly via contaminated articles e.g. clothing/bedding
Period of communicability	<ul style="list-style-type: none"> • 1-2 days before the rash appears and until vesicles have crusted over. • Most transmission occurs early in the disease
Groups susceptible to chickenpox	<ul style="list-style-type: none"> • Non-immune adolescents and adults are at increased risk of severe disease
Definition of a significant exposure to chickenpox	<p>Non-immune individuals who have had:</p> <ul style="list-style-type: none"> • Contact in the same room as a person with chickenpox (e.g. in a house, classroom, hospital bay/dayroom) for a significant period of time (15 minutes or more) • Face-to-face contact (more than 5 minutes) with a person with chicken pox e.g. while having a conversation. N.B. may be infectious up to 48hrs before the rash appears
Complications	<ul style="list-style-type: none"> • Secondary bacterial infections of skin lesions • Pneumonia • Encephalitis
Groups at increased risk of severe disease	<ul style="list-style-type: none"> • Pregnant women • Neonates born to non-immune mothers who have been exposed to chickenpox or shingles in the first month of the baby's life <ul style="list-style-type: none"> • Immunocompromised patients including but not limited to: <ul style="list-style-type: none"> - People on long-term steroids - People symptomatic with HIV/AIDS - People who have received a bone marrow transplant in the last 6 months
Immunity	<p>The majority of people will have been infected in childhood and remain immune to chickenpox for life</p>
Vaccine preventable	<p>Yes</p> <ul style="list-style-type: none"> • Non-immune clinical staff who are concerned about their immunisation status should speak to Occupational Health who can advise them of the need for immunisation if deemed necessary for their role
Treatment	<p>There is no specific treatment for chickenpox. It is a viral infection that will not respond to antibiotics. Treatment is usually based on reducing the symptoms such as fever and itchiness</p>


	<p>Antiviral treatment started within 24 hours of onset of rash may reduce the duration and severity of symptoms in otherwise healthy adults and adolescents</p> <p>People at high risk of developing serious complications can be given immunoglobulin and/or acyclovir to prevent severe complications</p> <p>In some circumstances it may be appropriate to prescribe prophylaxis with Varicella Zoster Immunoglobulin (VZIG) in asymptomatic individuals at higher risk of developing severe disease – advice should be sought from the Consultant Microbiologist</p>
Management of patients exposed to Chickenpox	<p>Patients who have had significant contact with a person who has Chickenpox should be assessed to determine the risk they may have of contracting Chickenpox</p> <p>Advice should be sought from the Consultant Microbiologist if required</p> <p>The Infection Prevention and Control Team will advise in addition to this procedure on any precautions to reduce risk of transmission</p>
Notifiable disease	<p>No, however the Infection Prevention and Control Team must be informed to support staff in the management of patients, staff and contacts</p>

33.2 Stages of Chickenpox



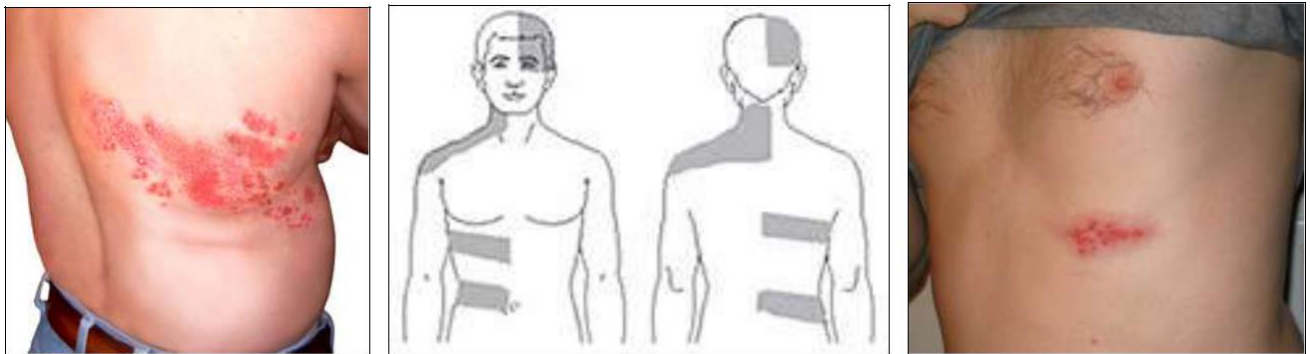
33.3 Shingles (Herpes Zoster)

Causative organism	Shingles / Varicella Zoster Virus (VZV) otherwise known as Herpes Zoster
Clinical presentation	<p>Previous infection with chickenpox is necessary before a person can develop shingles. It appears following reactivation of the chickenpox virus which lies dormant in dorsal root ganglia (spinal nerve tissue) often for decades</p>

	<p>Pain in the area of the affected nerve is often the first symptom followed by a dermatomal (one sided) rash of fluid filled vesicles (blisters)</p> <p>Diagnosis can usually be reliably made on physical examination; swabs/specimens are not usually required</p>
Period of infectivity	<p>From the appearance of vesicles until all vesicles have crusted over if the lesions are exposed or disseminated. The rash usually heals in 2-4 weeks</p>
Mode of transmission	<p>Direct contact with an infected person's vesicles fluid which is then transferred by the mucous membranes of a non-immune individual</p>
Groups susceptible to shingles	<p>Individuals who have had chickenpox previously may develop shingles at any time in their lives, although it does seem to be associated with older age and conditions which suppress the immune system including stress</p>
<p>Groups at increased risk of severe disease</p> 	<p>Pregnant women and their baby, when the woman has no immunity to chickenpox (<i>a pregnant woman who has shingles presents no risk to her unborn baby</i>)</p> <p>Neonates born to non-immune mothers who come into direct contact with a person with shingles may develop chickenpox</p> <p>Immunocompromised individuals may suffer more severe and prolonged illness</p>
Vaccine preventable	<p>Yes, Individuals over 70 years of age have been offered a vaccine since 2013</p>
Treatment	<p>Shingles can be effectively treated with oral antiviral drugs; systemic antiviral treatment can reduce the severity and duration of pain, reduce complications, and reduce viral shedding. <i>Treatment should be started within 72 hours of the onset of rash usually for 7-10 days</i></p> <p>Immunocompromised patients at high risk of severe infection should be treated with a parenteral antiviral drug. Further advice must be sought from the Consultant Microbiologist</p>
Management of patients exposed to Shingles	<p>Patients who have had significant contact with a person who has shingles should be assessed by a clinician to determine the risk they may have of contracting chickenpox</p>

	Further advice must be sought from the Consultant Microbiologist for patients who are immunocompromised or pregnant. Further advice can be obtained from the Infection Prevention and Control Team especially if transmission is suspected
Notifiable disease	No, however the Infection Prevention and Control Team must be informed to support staff in the management of patients and contacts

33.4 Shingles – Recognising the Rash



33.5 Management of Chicken Pox/ Shingles

On identification of a patient with Chickenpox/Shingles in a clinical area, staff must ensure prompt communications to the Infection Prevention and Control Team. Symptomatic patients MUST be isolated promptly and an assessment of the risks to other patients, staff and visitor contacts must be carried out with assistance from the Infection Prevention and Control Team.

Patients with Chickenpox/Shingles **MUST** remain isolated in a single room until all spots/vesicles have dried and crusted, (and no new crops have appeared for patients with Chickenpox)

Staff must identify when the vesicles appeared as the patient will have been infectious for at least 48 hours prior to this, with potential risks to other and make a list of all **staff and patient contacts** to ensure that all risks are assessed and followed up.

Ensure that vaccinated staff members (including domestics) with a definite history of vaccination, or history of previous chickenpox infection or shingles are allocated to the care of the index case

Shingles cases are infectious until all of the lesions are crusted (there is no respiratory involvement). Isolation is necessary especially if the blisters cannot be covered. Inform infection control of all cases and if in doubt isolate until all of the risks have been eliminated

Patients who are immunocompromised may require a longer period of isolation – the Infection Prevention and Control Team will advise

Patients with Chickenpox can be discharged to their own homes if medically fit but should be advised to avoid contact with non-immune people until their lesions are dried and crusted

Patients with Shingles can be discharged home if medically fit, they may not necessarily be required to stay off work e.g. if the rash can be covered with dressings or clothing, and they can comply with strict hand hygiene advice and are not working with people at high risk of contracting Chickenpox

All clinical staff must decontaminate their hands before and after any patient contact, or with contact with the patient's environment. This must be done using liquid soap and water or alternatively an alcohol hand gel as per the Trust's Hand Hygiene policy

If the patient requires admission to another hospital or transfer to another healthcare facility for management, the receiving unit and ambulance staff must be informed in advance of the infectious condition prior to transfer

33.6 Complications and High Risk Groups

Chickenpox is a serious disease in immunocompromised people and the infectious period can be prolonged in these cases. The disease is more serious in infants within the first 4 weeks of life and adults, especially pregnant women and smokers who are at risk of Varicella pneumonia, secondary bacterial infections and encephalitis. Pregnant women are at greatest risk in the second or early in the third trimester.

Chickenpox also carries greater risks of congenital Varicella syndrome for the foetus. Risks to the foetus and to neonates from maternal chickenpox are related to the time of infection in the mother. Infection in the later stages of pregnancy can cause premature delivery or neonatal chickenpox infection. This is especially serious if the mother becomes infected 7 days before the birth.

Other clinical conditions that increase the risk of severe illness:

- Patients receiving or who have had chemotherapy or radiotherapy in the past 6 months
- Any person on immunosuppressive treatment or bone or organ transplant in the past 6 months
- Steroid therapy
- Symptomatic HIV infection

33.7 Management of Individuals Following Significant Exposure

The aim of post exposure management is to protect individuals at high risk of suffering from severe illness and is normally indicated for exposures between 2 days before, to 5 days after the onset of the rash. Varicella Zoster Immunoglobulin (VZIG) prophylaxis is recommended for people who have had a significant exposure.

A significant exposure means:

- Face to face contact with a case of chickenpox
- In the same ward/clinic room or living room as a case of chickenpox for 15 minutes

- Household contacts
- Contact with disseminated shingles and exposed lesions e.g. ophthalmic shingles
- Contact with immunosuppressed patients with shingles on any part of the body in whom viral shedding may be greater

The risks of acquiring infection from a case with non-exposed shingles (e.g. on the trunk) may be remote.

33.8 Risk Assessments and Management of at Risk Individuals Following Significant Exposure to Chickenpox or Shingles

33.8.1 Patient Contacts

- Clarify if the patient falls into the higher risk category
- Establish if the patient has had a significant exposure
- Complete the patient contact tracing list
- Establish if the patient has a positive history of chickenpox or has had a previous antibody test
- Non immune in-patients who are not immunocompromised should be isolated in a single room until immunity is confirmed following an antibody test. If antibody tests cannot be confirmed isolate from day 7-21 after the contact (in case they are incubating the virus with potential for further spread), or until discharged from hospital. On discharge they should be advised to contact their GP if they develop a rash
- Non-immune in-patients who are immunocompromised should be isolated in a side room from day 7 following the contact to day 28 or until discharged. Advice as above should be given
- Varicella Zoster Immunoglobulin (VZIG) or post exposure acyclovir should be given to non-immune pregnant contacts and immunocompromised people following significant exposure on advice of Consultant Microbiologist

33.8.2 Staff

- All healthcare workers are expected to be immune to chickenpox. Those who have no history or are unsure of their chickenpox status should seek advice from the Occupational Health Department and may require a blood test to determine their immune status
- All new healthcare workers will be asked if they have ever had chickenpox and/or shingles or if they have had a Varicella vaccine. If staff members are unsure or unable to provide evidence they will have a blood test to check for VZV antibodies. If staff members do not have any antibodies they may be offered the Varicella vaccination (frontline healthcare staff)

- Pregnant healthcare workers who are suspected or confirmed as having been exposed to someone with chickenpox or shingles must seek advice from the Occupational Health Department/GP
- Staff with Chickenpox must stay at home until all of the lesions have crusted and confirm when the vesicles first appeared as the person will have been infectious for at least 48-hours prior
- The manager should make a list of all staff in contact with the index case which will be sent to Occupational Health. A list of patients who have been in contact with the index case should be sent to the IPCT
- Trust staff diagnosed with symptoms of Chickenpox or Shingles must contact Occupational Health for advice on continuing or returning to work
- Health Care Workers (HCWs) diagnosed with localised herpes zoster (shingles) on a part of the body that can be covered with a dressing or clothing should be allowed to work if they are clinically well. If they work with high risk groups including neonates or staff or patients who are immunocompromised or pregnant an individual risk assessment must be taken by the manager in conjunction with Occupational Health Department to determine appropriate action. HCWs with localised shingles that cannot be covered or who are immunocompromised and HCWs with disseminated lesions should be excluded from the work place until there are no new lesions and all lesions have crusted over
- If non-immune staff are aware that they have had significant exposure to chickenpox outside of the Trust, they should contact Occupational Health prior to coming to work for advice
- Staff who have been exposed to chickenpox or shingles from a patient/staff/visitor index case while on duty should notify the IPCT during working hours or the next morning and stay at home until cleared by Occupational Health
- The manager where the exposure occurred is responsible for completing the staff contacts list and the immune status if known. The list should be sent without delay to Occupational Health for follow up action as necessary. The IPCT will liaise with the OHT to determine actions required in consultation with the Consultant Microbiologist
- Non-immune staff that have had a significant exposure may need to be restricted from duties or re-deployed to non-clinical duties during the infectious phase of the incubation period (7-21 days after exposure)
- Non immune pregnant staff will be advised by Occupational Health about potential risks on an individual basis

VZIG is a blood product therefore the nature of this preventative treatment **MUST** be discussed with the patient by their Consultant prior to prescription, the patient may then give either verbal consent or refuse, the final decision must be clearly documented by the medical staff in the patient's notes (further advice **must** be obtained from the Consultant Microbiologist). VZIG should be considered a treatment within 10 days of exposure therefore this is not a clinical emergency out of hours.

33. Management of Infections with Primary Care Settings

33.1 Introduction

- This guidance is for staff working within the Primary Care setting. The Infection Prevention and Control manual provides an evidence-based practice for use by all staff involved in care provision within ELFT and the principles should be applied in all care settings.
- This will ensure a consistent Trust-wide approach to infection prevention and control. However, in all care settings outside the Trust's premises, to support with health and social care integration, the content of the manual should be considered best practice.

33.2 Aim

- Make it easy for staff to apply effective infection prevention and control precautions
- Reduce variation and optimise infection prevention and control practices across primary care settings.
- Improve the application of knowledge and skills in infection prevention and control.
- Help reduce the risk of Healthcare Associated Infection (HCAI).
- Help with alignment of practice, education, monitoring, quality improvement and scrutiny.

33.3 Risk assessment

To support safe and efficient management of patients with suspected or proven communicable diseases such as COVID-19 or other respiratory diseases through the winter, all patient must be risk assessed prior to arrival / on arrival.

The guidance reaffirms the measures needed to protect staff and patients, specifically universal use of face masks for staff and face masks/coverings for all patients/visitors in health and care settings, and additional transmission-based precautions for COVID-19 and other respiratory infections. The guidance supports efficient delivery of NHS services to meet wider patient needs, via the return to pre-COVID-19 social distancing and standard IPC measures for patients who do not have infectious respiratory diseases.

The main updates are:

- Removal of the three COVID-19 specific care pathways (high, medium and low) to facilitate optimal local implementation of the guidance. The use of requirement for care pathways should be defined locally.
- To support maximum workplace risk mitigation based on the 'hierarchy of controls'.
- Universal use of face masks for staff and face masks/ coverings for all patients/visitors to remain as a key IPC measure within health and care settings over the winter period.
- Recommendation that physical distancing should be at least 1 metre (increasing whenever feasible to 2 metres) across all health and care settings, and remain at 2 metres where infectious respiratory patients are being managed.
- Screening and triaging for SARS-CoV-2 should continue over the winter period.

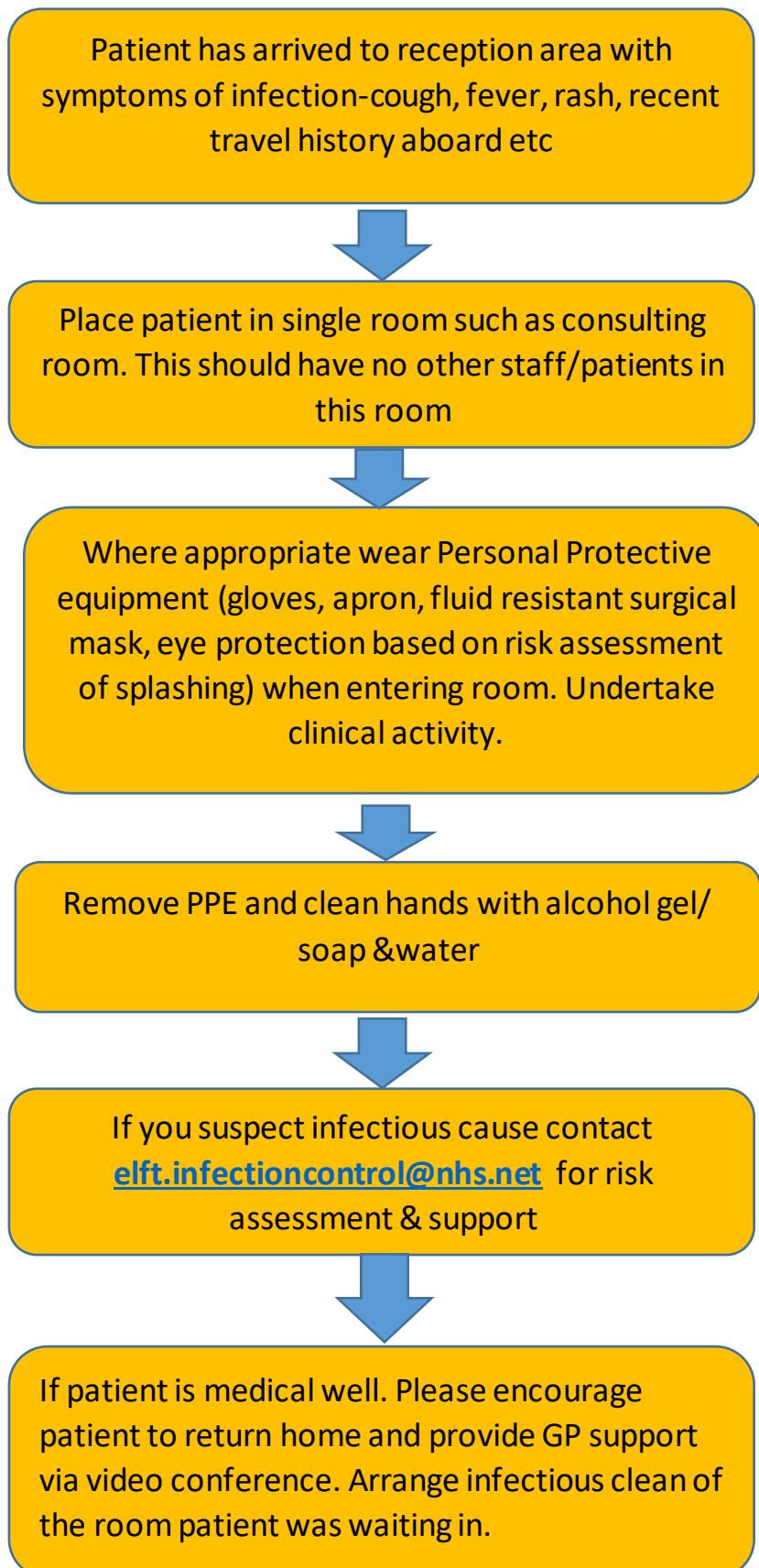
33.4 Responsibilities

The Primary Care management in-conjunction with the IPCT will ensure that systems and resources available to implement and monitor compliance with infection prevention and control as specified in the guidance - compliance monitoring includes all staff.

ELFT has a culture that promotes incident reporting, this includes near misses, while focusing on improving systemic failures and encouraging safe working practices. Any workplace risk(s) are mitigated and may entail local risk assessments based on the measures as prioritised in the hierarchy of controls in the context of managing infectious agents.

Safe systems of work - managing the risk associated with infectious agents through the completion of risk assessments and approved local governance procedures.

Management of Patient with suspected infection in GP /Primary care setting.



34. Monkeypox

34.1 Introduction

Monkeypox is a rare disease that is caused by infection with Monkeypox virus.

34.2 Background

Monkeypox is a zoonotic orthopoxvirus with similar symptoms and presentation to smallpox – albeit with lower mortality. It primarily occurs in Central and West Africa although there have been exported cases linked to travel in recent years. The cases identified are from the West Africa clade which has a reported mortality of approximately 1%.

34.3 Mode of transmission

Monkeypox does not spread easily between people. Spread of *Monkeypox* may occur when a person comes into close contact with an animal (rodents are believed to be the primary animal reservoir for transmission to humans but *Monkeypox* is not found in UK rodents at present), human, or materials contaminated with the virus. The virus enters the body through broken skin (even if not visible), the respiratory tract, or the mucous membranes (eyes, nose, or mouth). Person-to-person spread may occur through: direct contact with *Monkeypox* skin lesions or scabs; contact with clothing or linens (such as bedding or towels) used by an infected person; or through respiratory transmission, such as coughing or sneezing of an individual with a *Monkeypox* rash.

Monkeypox does not spread easily between people.

34.4 Symptoms of Monkeypox

The illness begins with:

- fever
- headache
- muscle aches
- backache
- swollen lymph nodes
- chills
- exhaustion

Within 1 to 5 days after the appearance of fever, a rash develops, often beginning on the face then spreading to other parts of the body. The rash changes and goes through different stages before finally forming a scab which later falls off.

34.5 Incubation period

The symptoms of *Monkeypox* begin 5-21 days (average 6-16 days) after exposure with initial clinical presentation of fever, malaise, lymphadenopathy and headache. Within 1 to 5 days after the appearance of fever, a rash develops, often beginning on the face or genital area

then spreading to other parts of the body. The rash changes and goes through different stages before finally forming a scab which later falls off. Treatment for *Monkeypox* is mainly supportive. The illness is usually mild and most of those infected will recover within a few weeks without treatment.

34.6 Suspected case definition:

A person with an unexplained rash on any part of their body plus one or more classical symptom(s) of *Monkeypox* infection since 15th March 2022 and either:

- Has an epidemiological link to a confirmed or probable case of *Monkeypox* in the 21 days before symptom onset **OR**
- Reported a travel history to West or Central Africa in the 21 days before symptom onset **OR**
- Is a gay, bisexual or other man who has sex with men (GBMSM)
- Has unexplained genital, ano-genital or oral lesion(s) (for example, ulcers, nodules) or proctitis (for example anorectal pain, bleeding)
- Acute illness with fever (>38.5oc), intense headaches, myalgia, arthralgia, back pain, lymphadenopathy.
- Such cases should be discussed with local infection consultant (microbiology, virology or infectious diseases).

34.7 Confirmed case definition:

- A person with a microbiological PCR positive result with *Monkeypox* infection.

34.8 Action on a confirmed case

- All confirmed cases should be assessed for the need for admission based on either clinical or self-isolation requirements. All cases should be discussed with the high consequence infectious diseases network

34.9 Infection Prevention & Control Measures:

34.10 Hand hygiene

Hand hygiene should be undertaken with alcohol gel or soap and water. If in contact with body or bodily fluids of suspected *Monkeypox* case, we advise to wash hands with soap and water.

34.11 Personal protective equipment

Personal protective equipment

For suspected cases, the minimum PPE is:

- gloves
- fluid repellent surgical facemask (FRSM) (an FRSM should be replaced with an FFP3 mask and eye protection if the case presents with a lower respiratory tract infection with a cough and / or changes on their chest x-ray indicating lower respiratory tract infection)

- apron
- eye protections are required if there is a risk of splash to the face and eyes

For confirmed cases the minimum recommended PPE for healthcare workers is:

- fit-tested FFP3 respirator
- eye protection/visor
- long sleeved, fluid repellent, disposable gown
- gloves

Ensure correct donning and doffing of PPE to minimize cross transmission.

34.12 Care in Isolation of suspected Monkeypox case

Suspected cases should follow the Suspect Monkeypox Patient Pathway flow chart on [appendix 48](#).

*Where possible, pregnant women and severely immunosuppressed individuals (as outlined in the [Green Book](#)) should not assess or clinically care for individuals with suspected or confirmed monkeypox. This will be reassessed as evidence emerges.

34.13 Specimen collection

Clinical diagnosis of Monkeypox can be difficult, and it is often confused with other infections such as chickenpox. A definite diagnosis of Monkeypox requires assessment by a health professional and specific testing in a specialist laboratory.

In the UK, the [Rare and Imported Pathogens Laboratory \(RIPL\)](#) at the UK Health Security Agency (UKHSA) Porton Down is the designated diagnostic laboratory.

Suspected cases should be discussed with the ELFT Infection Prevention & Control team (elft.infectioncontrol@nhs.net) & the [Imported Fever Service](#) prior to submitting samples for laboratory testing.

PCR testing is required to microbiological confirm Monkeypox infection.

Samples from suspect cases should be shipped as Category B diagnostic samples, whilst those from confirmed cases should be shipped as Category A. Further information on diagnostic testing can be found here: <https://www.gov.uk/guidance/monkeypox-diagnostic-testing>

34.14 Laundry/ Linen management

Contaminated clothing and linens should be collected and bagged before the room is cleaned. These clothing or linen items should not be shaken or handled in a manner that may disperse infectious particles. Items of potentially infected clothing or linen should be placed in a water soluble (alginate) bag, sealed or tied and placed inside an impermeable bag for transport to

the laundry facility. If there are issues with Laundry/ linen please report on Estates & Facilities helpdesk.

Patient clothing should be laundry last, using washing machine on ward, at 60 degree temperature. An empty cycle should then be run to remove any superficial level contamination.

34.15 Cleaning of the environment

The environment can be cleaned and disinfected as per standard terminal cleaning of an isolation room. The Monkeypox virus will be destroyed through the use of chlorine (sodium hypochlorite 1000ppm). Pay particular attention to frequently touched surfaces such as tables, door handles, toilet flush handles and taps, nursing stations etc. If there are issues with Laundry/ linen please report on Estates & Facilities helpdesk.

34.16 Clinical waste

Any waste generated from a suspected/confirmed Monkeypox patient should be dealt with as Hazardous waste. Waste should be discarded in orange coloured bags/ bio-bins.

34.17 Cutlery

Plastic cutlery can be used in suspected cases. Please ensure risk assessment for health & safety ligature is conducted before using disposable cutlery.

34.18 Sharps management

Any sharps device used on a suspected/ confirmed case can be disposed of in Yellow sharps bin as usual sharp disposal. No further arrangements are required.

34.19 Transfers

Should a suspected/confirmed case be required to transfer to a high level infectious disease unit. The transferring staff should wear appropriate PPE as per this SOP. The mode of transportation should be ambulance. Public transport & Taxis must not be used. This is because special arrangements are required to clean and decontaminate the vehicle.

34.20 Discharges

Suspected/confirmed Monkeypox cases can be discharged to home environment if clinical well. A risk assessment should be conducted for vulnerably household members (pregnant, immunocompromised and children under 12 years of age). Please contact the IPCT (elft.infectioncontrol@nhs.net) for further support.

34.21 Contact tracing

Contact tracing will be required should there be a confirmed case. A joint risk assessment and follow-up of contacts of confirmed monkeypox cases will be conducted. The risk assessment

and categorization of contacts is to ensure appropriate isolation advice and vaccination is followed. This will take place by ELFT IPCT and support from UKSHA. Further information can be found here:

<https://www.gov.uk/government/publications/monkeypox-contact-tracing>

34.22. Notification of Monkeypox

34.22.1 Notifiable Disease

Monkeypox is a notifiable disease. The medical doctor of suspected/confirmed case should complete the online notification form at this link:

<https://www.gov.uk/guidance/notifiable-diseases-and-causative-organisms-how-to-report>

34.22.2 Datix Incident Report

A datix incident report should also be reported of the suspected / confirmed Monkeypox case.

Local Health Protection Teams	
East of England –Health Protection Team contact details	<p>UK Health Security Agency Suite 1 First Floor Nexus Harlow Innovation Park London Road Harlow Essex CM17 9LX</p> <p>Email eastofenglandhpt@phe.gov.uk</p> <p>Telephone 0300 303 8537</p> <p>Out of hours for health professionals only 01603 481 221</p> <p>Email for PII phe.eoehpt@nhs.net</p>
North East North Central – Health Protection Team contact details	<p>North East and North Central London HPT</p> <p>UKHSA North East and North Central London HPT 3rd Floor, Nobel House 17 Smith Square London SW1P 3JR</p> <p>Email necl.team@phe.gov.uk</p> <p>Telephone 020 3837 7084 (option 0, then option 2)</p> <p>Urgent out of hours advice for health professionals only 0151 434 4319 or 020 3837 7084</p> <p>Email for PII phe.nenclhpt@nhs.net</p>

34.23 Moneykeypox vaccination

Further information on Moneykeypox vaccination can be found here:

<https://www.gov.uk/government/publications/monkeypox-vaccination>

34.24 Outbreak Management of Monkeypox

Outbreaks of Moneykeypox will be managed as per the Outbreak Management protocol. Please refer to the Infection Prevention & Control Policy manual.

34.25 De-isolation & Discharge of Monkeypox infected patients

This interim guidance has been produced by the UK Health Security Agency (UKHSA) to support NHS Trusts in managing the de-isolation and discharge of monkeypox infected patients. Arrangements for individual patients should be considered on a case-by-case basis.

This guidance will be updated in due course.

34.26 De-isolation criteria

Before a confirmed Monkeypox case is de-isolated they must meet the following criteria:

- **Clinical criteria**

The patient is judged clinically well enough for safe de-isolation as judged by the clinical team managing the patient.

- **Laboratory criteria**

The patient is polymerase chain reaction (PCR) negative on all 3 of the following samples:

- EDTA blood*
- urine
- throat swab

*It is acceptable not to send EDTA blood if no sample was sent previously because the patient was well throughout admission.

- **Lesion criteria**

The following criteria all apply:

- there have been no new lesions for 48 hours
- there are no mucous membrane lesions
- all lesions have crusted over, all scabs have dropped off, and intact skin remains underneath

34.27 Discharge from an isolation facility or isolation ward to another healthcare provider

Discharge from an isolation facility/ ward to another healthcare facility can only be considered if the de-isolation criteria in the [clinical](#), [laboratory](#) and [lesion](#) criteria sections above are all met.

If there is any doubt, clinicians should discuss virological testing of persistent lesions with the

- UKHSA Rare and Imported Pathogens Laboratory (RIPL).

Transfer of patients from an isolation unit in one hospital to an isolation unit in another hospital may be necessary in certain circumstances prior to the patient meeting all of the above criteria. Such arrangements must be made following case-by-case discussion and agreement between specialists at both institutions.

34.27 Discharge from hospital to home

Patients meeting the [clinical](#), [laboratory](#) and [lesion](#) criteria as stated above can be discharged from hospital to home without requirement for ongoing isolation (that is, full de-isolation).

Patients meeting the [clinical](#) criteria but not meeting either [laboratory](#) or [lesion](#) criteria may be discharged from hospital to continue isolation at home where it is safe to do so after assessment by their treating clinician. They must be able to isolate away from any members of their household who are: children aged under 12, pregnant women or immunosuppressed individuals as per [green book](#) definition. They must not go to work, school or public areas and should avoid close contact with other people in their household.

Patients with any lesions should remain in regular contact with their clinician until all lesions have crusted over and all scabs have dropped off. Ongoing contact may be required after de-isolation.

Complex and severe cases, with slow clinical and virological resolution may require additional specialist guidance on risk management following discharge from hospital on a case-by-case basis.

34.28 Caring for monkeypox at home

Patients should be given clear safety-netting guidance, including resources detailing what expected symptoms are and how to treat these. They should also map out what the concerning symptoms to look out for are, and when, where and how to escalate and get help at all time periods. Symptom diaries and strategies for monitoring progress and recovery should also be shared, including where appropriate monitoring tools, for example thermometers, *oximeters*.

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35. Appendices

Appendix 1 – WHO 5 Moments for Hand hygiene

The World Health Organisation (WHO) has produced a model (5 Moments for ‘Hand Hygiene at the point of care’) explaining when hands should be decontaminated as described in the table below. Hands must be decontaminated immediately before each and every episode of direct patient contact or care and after any activity or contact that could potentially result in hands being contaminated.

Before Patient Contact	<p>WHEN? Clean your hands before touching a patient.</p> <p>WHY? To protect the patient against harmful germs carried on his/ her body.</p>
Before an Aseptic Non Touch Technique task is undertaken	<p>WHEN? Clean your hands immediately before any aseptic task.</p> <p>WHY? To protect the patient against harmful germs, including the patient’s own germs from entering his/ her body</p>
After body fluid exposure.	<p>WHEN? Clean your hands immediately after a risk exposure to bodily fluids (and after glove removal).</p> <p>WHY? To protect yourself and the healthcare environment from harmful patient germs</p>
After patient contact	<p>WHEN? Clean your hands after touching a patient and his/ her immediate surroundings when leaving.</p> <p>WHY? To protect yourself and the health care environment from harmful patient germs.</p>
After contact with patient surroundings	<p>WHEN? Clean your hands after touching any object or furniture in the patient’s immediate surroundings when leaving – even without touching the patient.</p> <p>WHY? To protect yourself and the healthcare environment from harmful patient germs</p>

WHO 5 Moments for Hand Hygiene at the Point of Care



Appendix 2 – Areas of the Hands Most Frequently Missed

Areas of the hands most frequently missed



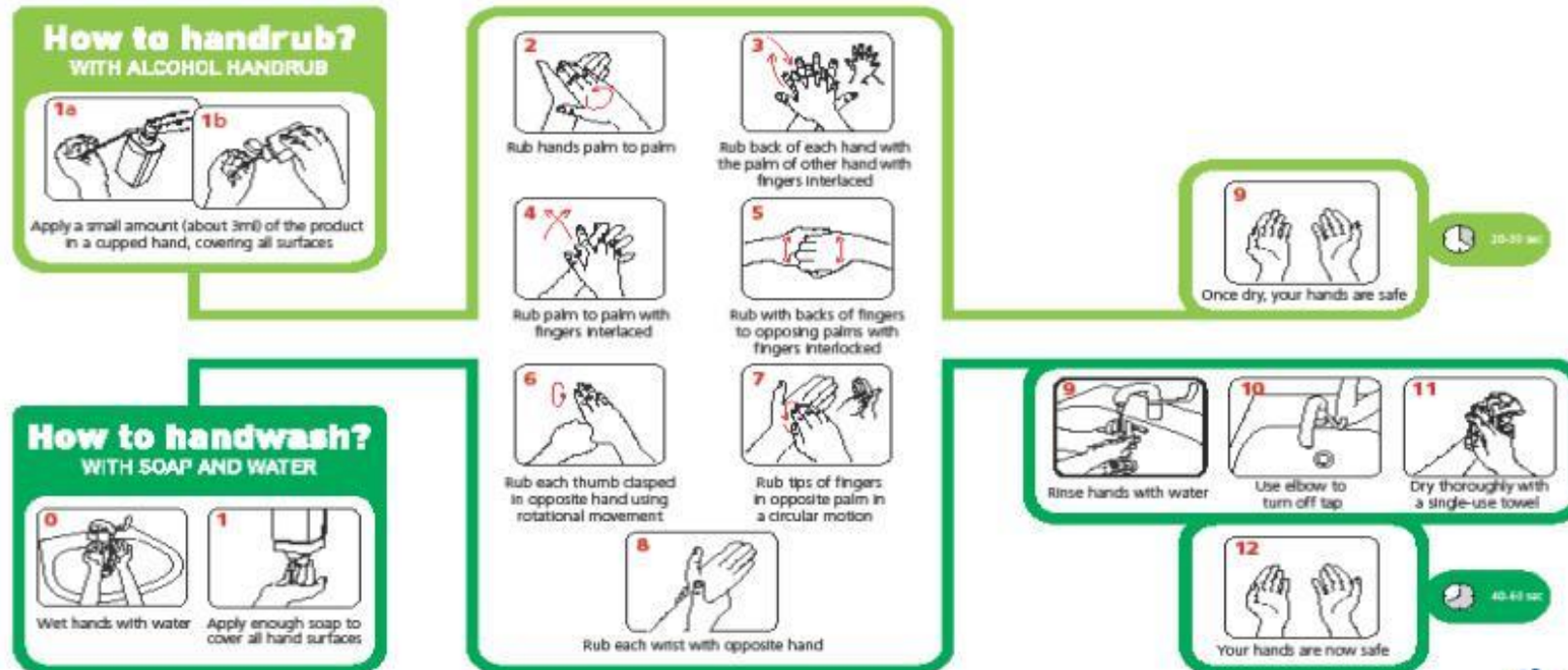
Front

Back

Appendix 3 – Hand Hygiene Techniques

HAND CLEANING TECHNIQUES

National Patient Safety Agency



Adapted from WHO World Alliance for Patient Safety 2006

Appendix 4 – Community Peripheral & Central IV Therapy ANTT



Community Peripheral & Central IV Therapy



When entering the patient's home clean hands with soap and water or alcohol rub



1 Clean tray with detergent wipe followed by disinfectant wipe



2 Gather equipment



3 Put on disposable apron if risk of contamination



4 Clean hands with alcohol hand rub



5 Put on non-sterile gloves



6 Open equipment Prepare drugs & equipment using non-touch technique (NTT)

If IV port is already exposed and gloves are not contaminated move to step 7

If IV port is not Exposed:



6a Remove dressing



6b Remove gloves



6c Clean hands



6d Put on non sterile gloves



Clean key parts

- Using NTT, use a 2% chlorhexidine/70% alcohol wipe.
- Clean the port tip for total of 20 seconds using different areas of the wipe.
- Then wipe away from the tip.
- Allow to dry for 30 seconds.



8 Administer drugs using NTT



9 Dispose of sharps



10 Clean tray with detergent wipe followed by disinfectant wipe if soiled



11 Dispose of gloves, apron & equipment then immediately ...



12 Clean hands with alcohol hand rub



13 Dispose of waste bag according to clinical waste policy



Before leaving the patient's home clean hands with soap and water or alcohol rub

Appendix 5 – Community Indwelling Urinary Catheterisation ANTT

ANTT[®]
Aseptic non touch technique

Community Indwelling Urinary Catheterisation



- When entering the patient's home, clean hands with soap and water or alcohol hand rub
- Prepare patient

Preparation zone



1 Decontaminate tray with detergent wipe followed by a disinfectant wipe



2 Gather equipment



3 Put on apron



4 Clean hands with alcohol



5 Open catheter pack using non-touch technique (NTT) & position waste bag



6 Open equipment onto aseptic field using NTT



7 Clean hands

- Put on sterile gloves



8 Prepare equipment using NTT



9 Apply aseptic field drapes over genitals & between legs



10 Clean urethral orifice with normal saline & gauze



11 Dispose gloves

- Clean hands

- Put on sterile gloves



12 Insert lubricating gel



13 Insert catheter using NTT



14 Inflate balloon using NTT



15 Attach collection bag using NTT



16 Dispose of waste & gloves according to clinical waste policy.



17 Clean hands

Decontamination zone



18 Decontaminate tray with detergent wipe. Follow with a disinfectant wipe if soiled.



19 Dispose of waste bag according to Clinical Waste Policy



Before leaving the patient's home, clean hands with soap and water or alcohol hand rub

Appendix 6 – Community Peripheral Venepuncture ANTT



Community Peripheral Venepuncture



When entering the patient's home, clean hands with soap & water or alcohol hand rub



1
Clean tray with detergent wipe followed by a disinfectant wipe. Whilst it dries



2
Gather equipment and place around tray



3
Put on disposable apron



4
Clean hands with alcohol hand rub



5
Prepare equipment using non-touch technique (NTT)



6
Place drape under



7
Apply tourniquet & palpate vein



8
Clean hands with alcohol hand rub patients' arm



9
Put on non-sterile gloves.



10
Clean skin with 2% chlorhexidine / 70% alcohol, back & forth & left to right strokes for 30 seconds. Allow to dry



11
Access patient's vein using NTT (DO NOT RE-PALPATE)

if attempt to draw blood is unsuccessful return to step **7**



12
Dispose of sharps



13
Clean tray with detergent wipe. Follow with a disinfectant wipes if soiled



14
Dispose of gloves, apron & equipment. Then immediately...



15
Clean hands with alcohol hand



16
Dispose of waste bag according to Clinical Waste Policy



When leaving the patient's home, clean hands with soap & water or alcohol hand rub

Appendix 7 – Community Wound Care ANTT



Community Wound Care



When entering the patient's home clean hands with soap and water or alcohol hand rub



1 Decontaminate tray with detergent wipe followed by a disinfectant wipe



2 Gather equipment



3 Put on disposable apron if there is a risk of contamination



4 Clean hands with alcohol hand rub



5 Open pack using NTT



6 Open equipment and drop onto aseptic field / open pack



7 Put on non-sterile gloves using NTT



8 Place drape under the wound



9 Remove dressing using NTT & dispose into waste bag



10 Dispose of gloves



11 Clean hands with alcohol hand rub



12 Put on non-sterile gloves (sterile gloves if key parts /sites must)



13 Clean wound using NTT & dispose of gauze



14 Dress wound using NTT



15 Dispose of equipment & gloves



16 Clean tray with detergent wipes. Follow with a disinfectant wipe if soiled. Then immediately.....



17 Clean hands with alcohol hand rub



18 Dispose of waste bag according to Clinical Waste Policy



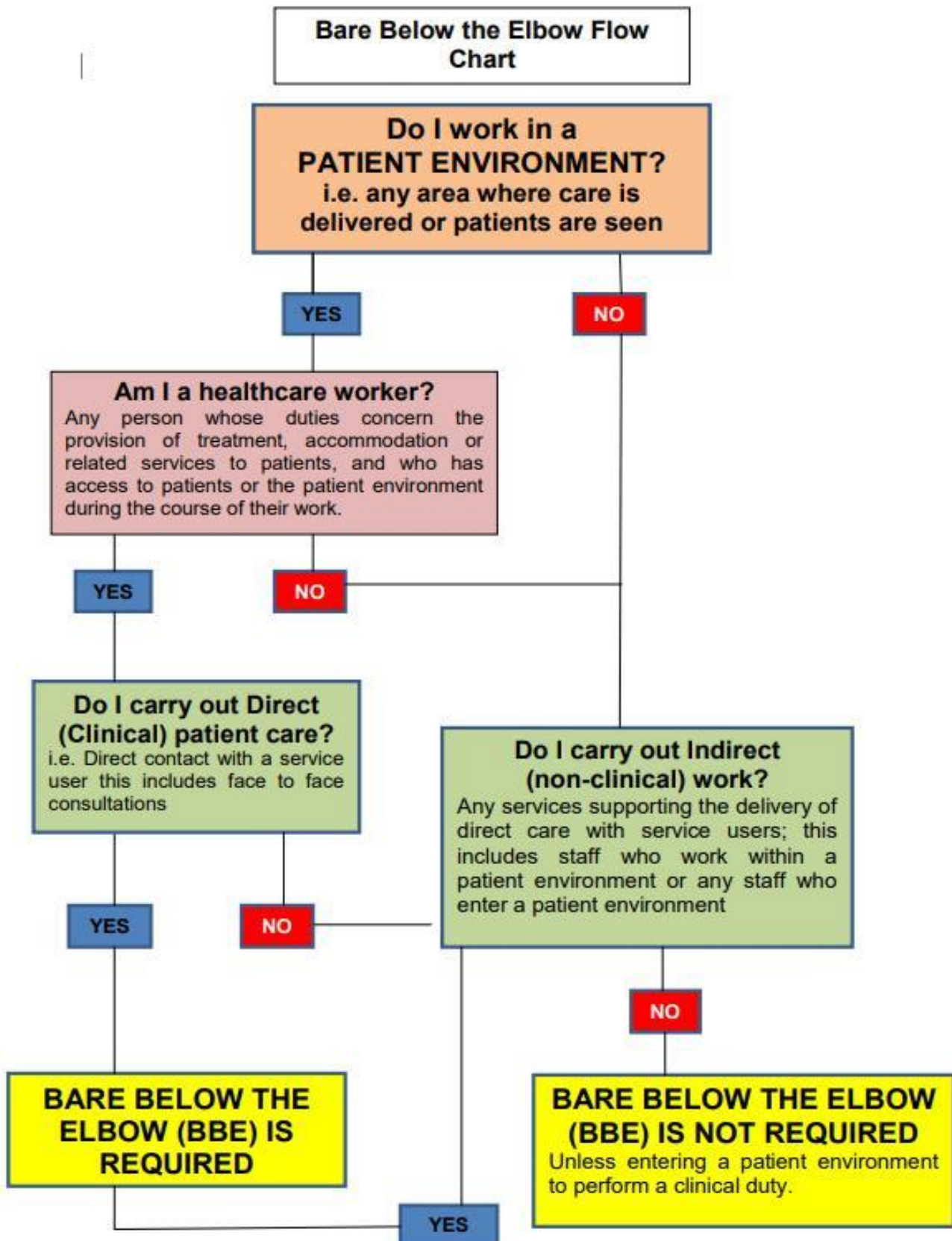
Before leaving the patient's home clean hands with soap and water or alcohol hand rub

Infection Prevention & Control Team

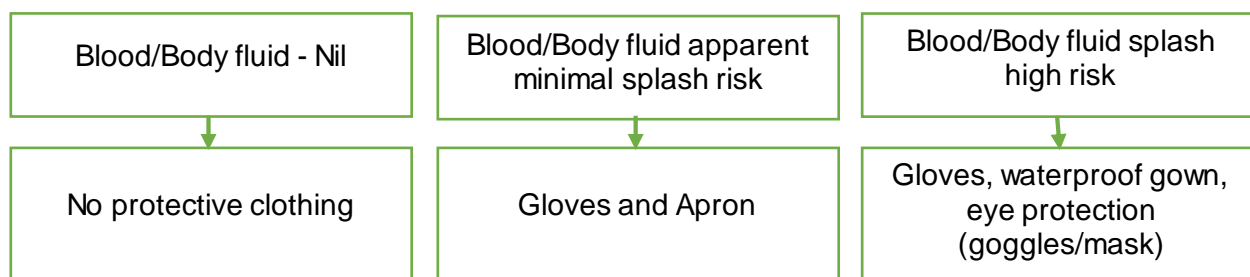
Appendix 8 – Use of ANTT for Specific Clinical Procedures

Procedure	Standard/Surgical ANTT	Rationale/typical Procedure
IV Therapy	Standard ANTT	Key parts can typically be protected by optimal critical micro fields and non-touch technique. Key sites are small. Procedures are technically simple and less than 20 minutes duration.
Simple wound Dressings	Standard ANTT	Key parts and sites can be protected by optimal critical micro fields and non-touch technique. Procedures are technically simple and less than 20 minutes duration.
Complex or Large Wound Dressings	Surgical ANTT	The complexity, duration or number of key parts may demand critical aseptic field.
Urinary Catheterisation	Standard/Surgical ANTT	An experienced healthcare worker can perform catheterisation with the use of a main general aseptic field. Micro-aseptic-fields and a non-touch technique. However, less experienced healthcare workers may require a critical aseptic field.
Cannulation	Standard/Surgical ANTT	Although technically quite simple the close proximity of healthcare worker hands to the puncture site and key parts may demand sterile gloves – dependent upon healthcare worker competency.
PICC/CVC Insertion	Surgical ANTT	The size of the CVC or PICC line, invasiveness, numerous key parts and equipment and duration will demand a critical aseptic field and full barrier precautions.
Surgery	Surgical ANTT	Surgical access involves deep or large exposed wounds, numerous key parts and equipment and long procedures. Standard operating room precautions are required.

Appendix 9 – Bare Below the Elbow Flowchart




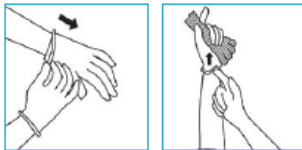





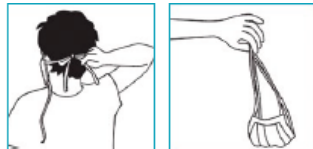
Appendix 10 – PPE Risk Assessment



Guidelines:

	Action	Rationale
1	All cuts or abrasions in exposed areas of skin should be covered with a waterproof dressing.	To prevent infection entering the body through an exposed break in the skin.
2	Gloves and apron should be worn: For invasive procedures such as catheterisation, wound care, intravenous infusion care.	To prevent contamination of skin and clothing.
3	Gloves and apron should be worn: When attending to patients sanitary requirements and when disposing of excrement.	To prevent contamination of skin and clothing.
4	Gloves and apron should be worn: When handling contaminated instruments, laundry, soiled dressings and clinical waste.	To prevent contamination of skin and clothing.
5	Gloves and apron should be worn: Performing venepuncture, finger prick blood testing.	To prevent contamination of skin and clothing.
6	Gloves and Apron Should Be Worn: Collecting specimens.	To prevent contamination of skin and clothing.
7	Gloves and apron should be worn: Dealing with spillage of blood and body fluids.	To prevent contamination of skin and clothing.
8	Hands should be thoroughly washed between procedures and before and after wearing gloves.	Hand washing is the single most effective measure in the prevention of the spread of infection.
9	Eye protection should be worn: When there is a high risk of blood/body fluid or contaminated debris splashing or flying into eyes.	To prevent contamination of eye.
10	Extreme care should be exercised when using and disposing of sharps.	To protect yourself and other health care personnel from needle stick injury.
11	Masks should be particulate filter mask when clinically indicated	To ensure effective filtering of microorganisms
12	A particulate filter mask must be worn during cough – including procedures on patients who are potentially infectious with tuberculosis	To protect staff from risk of infection
13	Patients with infectious TB, influenza, liable to cough or sneeze should be given a face mask when in contact with others and when transported through open wards	To reduce the aerosol produced by a cough or a sneeze
14	Masks should be worn by any clinical procedure involving cryotherapy	To reduce the risk of occupational hazard
15	Masks must always be donned and worn according to manufacturer's instructions	To ensure optimum efficiency

Appendix 11 – Procedure for Putting On and Removing PPE (Adapted from NHS England poster)

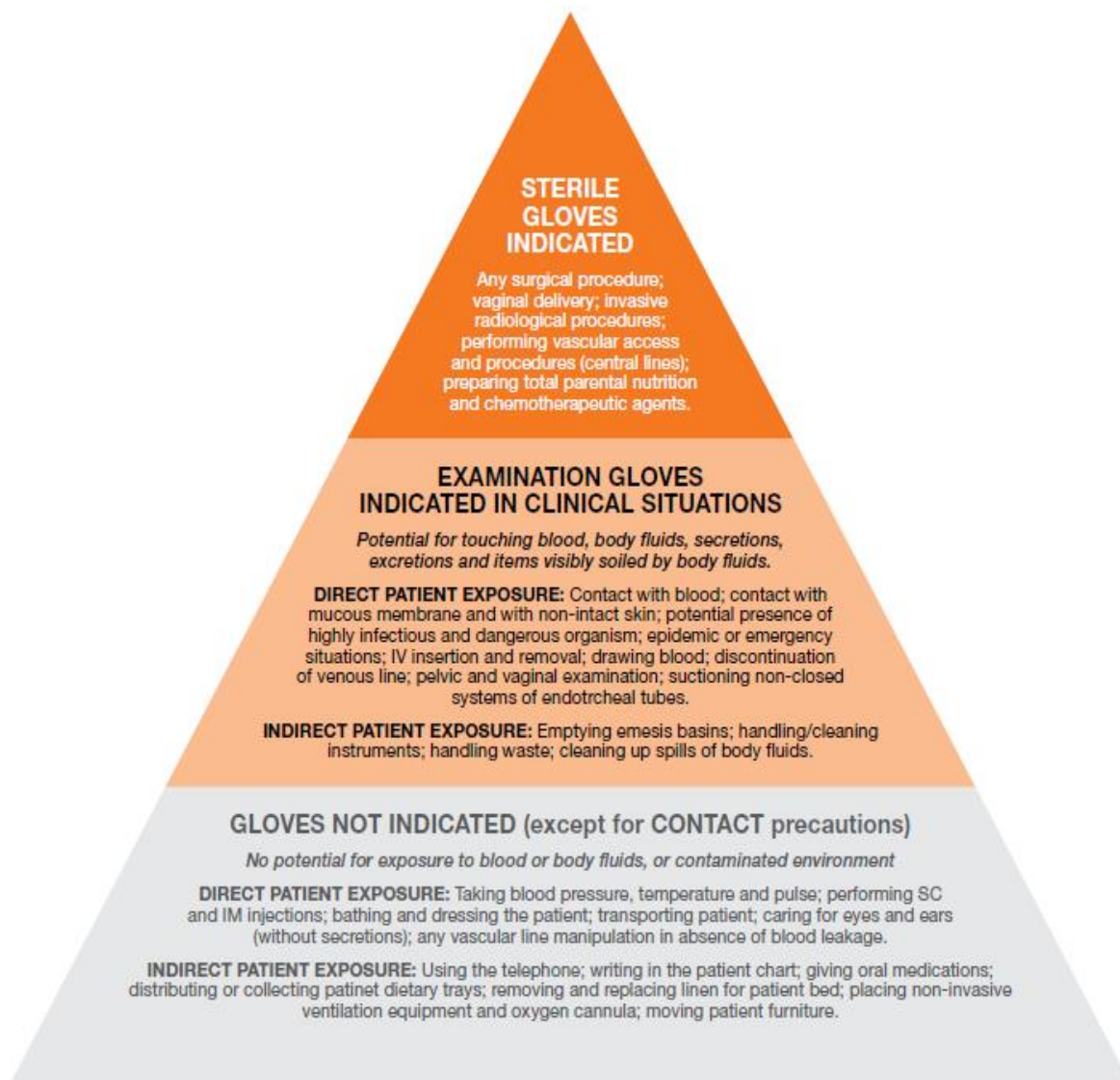
PUTTING ON personal protective Equipment (PPE)		REMOVING personal protective equipment (PPE)	
<p>The type of PPE used will vary based on the type of exposure anticipated, and not all items of PPE will be required</p> <p>The order for putting on PPE is: APRON, SURGICAL MASK, EYE PROTECTION and GLOVES</p>		<p>PPE should be removed in an order that minimises the potential for cross - contamination.</p> <p>The order for removing PPE is: GLOVES, APRON, EYE PROTECTION and SURGICAL MASK</p>	
	<p>Apron (or Gown)</p> <ul style="list-style-type: none"> • Pull over head and fasten at back of waist 		<p>Gloves</p> <ul style="list-style-type: none"> • Grasp the outside of the glove with the opposite gloved hand; peel off • Hold the removed glove in the gloved hand • Slide the fingers of the ungloved hand under the remaining glove at the wrist • Peel the second glove off over the first glove • Discard in a lined waste bin (clinical waste)
	<p>Surgical Mask (or Respirator)</p> <ul style="list-style-type: none"> • Secure ties or elastic bands at middle of head and neck • Fit flexible bands to nose bridge • Fit snug to face and below chin • Fit check respirator 		<p>Apron (or Gown)</p> <ul style="list-style-type: none"> • Unfasten or break ties • Pull apron away from neck and shoulders, touching inside only • Fold or roll into a bundle • Discard in a lined waste bin (clinical waste)
	<p>Eye Protection (Goggles/Face Shield)</p> <ul style="list-style-type: none"> • Place over face and eyes and adjust to fit 		<p>Eye Protection (Goggles/Face Shield)</p> <ul style="list-style-type: none"> • Handle only by the headband or the sides • Discard in a lined waste bin (clinical waste)
	<p>Gloves</p> <ul style="list-style-type: none"> • Extend to cover wrist 		<p>Surgical Mask (or Respirator)</p> <ul style="list-style-type: none"> • Unfasten the ties – first the bottom, then the top • Pull away from the face without touching front of mask/respirator • Discard in a lined waste bin (clinical waste)
<p>USE SAFE WORK PRACTICES TO PROTECT YOURSELF AND LIMIT THE SPREAD OF INFECTION</p>			
<p>Keep hands away from your face</p> <p>Change gloves if they become torn or heavily contaminated</p> <p>Always clean hands after removing gloves and all PPE</p>		<p>Limit surfaces touched in the patient environment</p> <p>Regularly perform hand hygiene</p> <p>All PPE should be removed before leaving the area and disposed of as healthcare waste</p>	

Appendix 12 – Personal Protective Equipment – Glove Types

<p>Natural Rubber Latex (NRL)</p>	<p>It is recognised that an increasing number of hypersensitivity reactions to NRL have been reported as a result of exposure. When providing general clinical care NRL are discouraged across the Trust, however, exceptions for usage have been agreed for specialist fields such as dentistry, family planning and tissue viability service.</p>
<p>Nitrile</p>	<p>Provide an excellent biological barrier resistant to punctures and tears. Are comparable to NRL in terms of barrier performance characteristics. Are a good alternative for latex sensitive individuals. Are less elastic than NRL. Can be used for handling certain chemicals, e.g. gluteraldehyde.</p>
<p>Vinyl</p>	<p>In laboratory conditions show an increased permeability to blood borne viruses. Break down in use more frequently. Are prone to leakage. Are inelastic and can be baggy to wear. Are relatively inexpensive compared to synthetic rubbers. Are suitable for staff and patients sensitised to NRL. Have produced no documented allergenic or other skin reactions in users.</p>
<p>Co-polymer</p>	<p>Are not recommended for use in a clinical setting. Usually ill fitting; Have heat sealed seams prone to splitting; Are thin and have a tendency to tear.</p> <p>Under no circumstances should staff be handling blood or body fluids without the use of protective gloves.</p>

Appendix 13 – WHO Glove Pyramid (2009)



The World Health Organisation (WHO) Glove Pyramid - to aid decision making on when to wear (and not wear) gloves



Appendix 14 – When to Use a Face Mask or Respirator

When to use a surgical face mask or FFP3 respirator

When caring for patients with **suspected or confirmed infectious respiratory virus**, all healthcare workers need to – prior to any patient interaction – assess the infectious risk posed to themselves and wear the appropriate personal protective equipment (PPE) to minimise that risk.

When to use a surgical face mask		When to use an FFP3 respirator
		
In cohorted area (but no patient contact)	Close patient contact (within one metre)	<ul style="list-style-type: none"> Carrying out potentially infectious aerosol generating procedures
For example: Cleaning the room, equipment cleaning, discharge patient room cleaning, etc	For example: Providing patient care, direct home care visit, diagnostic imaging, phlebotomy services, physiotherapy, etc	For example: bronchoscopy, endotracheal intubation, tracheostomy procedures, cardiopulmonary resuscitation, diagnostic sputum induction:
PPE to be worn	PPE to be worn	<ul style="list-style-type: none"> Where a patient is known/suspected to have an infection spread via the aerosol route When caring for patients known/suspected to be infected with a newly identified infectious respiratory virus
<ul style="list-style-type: none"> Surgical face mask (along with other designated PPE for cleaning) 	<ul style="list-style-type: none"> Surgical face mask Apron Gloves Eye protection (if risk of contamination of eyes by splashes or droplets) 	PPE to be worn <ul style="list-style-type: none"> FFP3 respirator Gown Gloves Eye protection
		<ul style="list-style-type: none"> Fit testing should be carried out by a properly trained competent fit tester. Other guidance is available on bacterial infections and pulmonary tuberculosis

These images are for illustrative purposes only. Always follow the manufacturer's instructions.

Remember

- PPE should be put on and removed in an order that minimises the potential for cross-contamination.
- The order for PPE removal is gloves, apron or gown, eye protection, surgical face mask or FFP3 respirator.
- Hand hygiene must always be performed following removal of PPE.
- Healthcare workers who have had influenza vaccination, or confirmed influenza infection, are still advised to use the above infection control precautions.

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Appendix 15 – How to Fit & Fit-Check an FFP2/FFP3 Respirator

HOW TO FIT AND FIT CHECK AN FFP3 RESPIRATOR

KEY FACTS

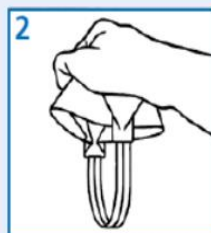
- FFP3 respirators are designed to protect the wearer from breathing in small airborne particles which might contain viruses.
- They should be worn only when carrying out potentially infectious aerosol-generating procedures on patients with symptoms of influenza.
- Respirators are available in different sizes and designs, and **must** be fitted correctly to provide the best protection.
- The respirator images shown below are for illustrative purposes only. Always follow the manufacturer's instructions.

FOLLOW THESE FIVE STEPS TO FIT YOUR RESPIRATOR CORRECTLY

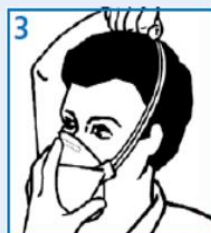
Tip: It may be helpful to look in the mirror when fitting your respirator



Hold the respirator in one hand and separate the edges to fully open it with the other hand. Bend the nose wire (where present) at the top of the respirator to form a gentle curve.



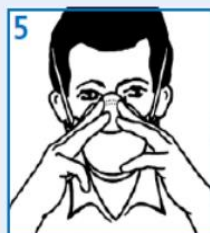
Turn the respirator upside down to expose the two headbands, and then separate them using your index finger and thumb. Hold the headbands with your index finger and thumb and cup the respirator under your chin.



Position the upper headband on the crown of your head, above the ears, not over them. Position the lower strap at the back of your head below your ears.



Ensure that the respirator is flat against your cheeks.



Mould the nosepiece across the bridge of your nose by firmly pressing down with your fingers until you have a good facial fit. If a good fit cannot be achieved, try another size or design of FFP3.

NOW PERFORM A FIT CHECK



Cover the front of the respirator with both hands, being careful not to disturb the position of the respirator on the face.

For an unvalved product – exhale sharply; for a valved product – inhale sharply.

If air flows around the nose, readjust the nosepiece; if air flows around the edges of the respirator, readjust the headbands.

A successful fit check is when there is no air leaking from the edges of the respirator. Always perform a fit check before entering the work area.

If a successful fit check cannot be achieved, remove and refit the respirator. If you still cannot obtain a successful fit check, do not enter the work area.

REMEMBER!

- Respirators must be used with other necessary personal protective equipment (PPE) such as gowns, gloves and eye protection.
- Respirators should be replaced after each use.
- Respirators should be disposed of as clinical waste.
- Hand hygiene must always be performed following removal of PPE.

Appendix 16 – Assembling a Sharps Container

**SHARPSGUARD®
Sharps Container**

REMEMBER! Always dispose of sharps at the points of use.

Assemble correctly... snap lid on all around firmly and fill in label details.

Place on bracket OR take to point of use in a POUDS® tray.

Lock door when contents reach fill line.

Ensure container door is in the open position before use.

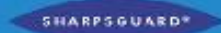
Complete label and tag the bin.

Close temporary closure when not in use.



Remove container and dispose of according to your local policy.

ST27Y



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Safety, Service and Support Every Day

Appendix 17 – Sharps Procedure for Staff Working Within Newham & Newham Community Services

INFORMATION ON SHARPS PROCEDURE

**For All Sharps/Splash Contamination Injuries
IMMEDIATELY Contact**

Team Prevent's Clinical Sharps Line:

Monday-Friday (08.30am-16.30pm) – 01327 810 777

Out of Hours – 0800 413 324

SHARP/SPLASH SAFE

1. FIRST AID:

PROCEDURE FOR SHARP/NEEDLE-STICK INCIDENTS

- ENCOURAGE BLEEDING BY SQUEEZING WHERE SKIN IS PUNCTURED
- WASH THOROUGHLY WITH SOAP AND WARM WATER, DO NOT USE A SCRUBBING BRUSH

PROCEDURE FOR SPLASH BY BLOODY OR BODY FLUIDS

- IF EYES OR BROKEN SKIN AREAS ARE INVOLVED, WASH IMMEDIATELY WITH WATER
- IF MOUTH IS INVOLVED, RINSE WITH PLENTY OF WATER BUT DO NOT SWALLOW

2. CONTACT OCCUPATIONAL HEALTH - TEAM PREVENT IMMEDIATELY:

- MONDAY-FRIDAY (08.30am-16.30pm) – 01327 810 777
- OUT OF HOURS – 0800 413 324

3. MAKE SURE YOU:

- INFORM YOUR LINE MANAGER OR DUTY NURSE
- SUBMIT AN INCIDENT REPORTING FORM ON THE TRUST INTRANET

For staff working within Newham and Community Health Newham Directorates:

Following the above preliminary process, if staff are advised by OH to seek further assistance, staff should go to [The Greenway Centre, Newham University Hospital during opening hours \(Mon-0900-1600; Tues-0900-1830; Wed-1200-1600; Thurs-1330-1830; Fri-0900-1600\) or the Emergency Department, Newham University Hospital \(all other times\)](#) for further assessment where there is a clinical indication that this is necessary.

Appendix 18 – Sharps Procedure for Staff Working Within City & Hackney, Forensics and Tower Hamlets

INFORMATION ON SHARPS PROCEDURE

**For All Sharps/Splash Contamination Injuries
IMMEDIATELY Contact
Team Prevent's Clinical Sharps Line:
Monday-Friday (08.30am-16.30pm) – 01327 810 777
Out of Hours – 0800 413 324**

SHARP/SPLASH SAFE

- FIRST AID:**
PROCEDURE FOR SHARP/NEEDLE-STICK INCIDENTS
 - ENCOURAGE BLEEDING BY SQUEEZING WHERE SKIN IS PUNCTURED
 - WASH THOROUGHLY WITH SOAP AND WARM WATER, DO NOT USE A SCRUBBING BRUSH
PROCEDURE FOR SPLASH BY BLOODY OR BODY FLUIDS
 - IF EYES OR BROKEN SKIN AREAS ARE INVOLVED, WASH IMMEDIATELY WITH WATER
 - IF MOUTH IS INVOLVED, RINSE WITH PLENTY OF WATER BUT DO NOT SWALLOW
- CONTACT OCCUPATIONAL HEALTH - TEAM PREVENT IMMEDIATELY:**
 - MONDAY-FRIDAY (08.30am-16.30pm) – 01327 810 777
 - OUT OF HOURS – 0800 413 324
- MAKE SURE YOU:**
 - INFORM YOUR LINE MANAGER OR DUTY NURSE
 - SUBMIT AN INCIDENT REPORTING FORM ON THE TRUST INTRANET

For staff working within City & Hackney, Forensic Services and Tower Hamlets Directorates:

Following the above preliminary process, if staff are advised by OH to seek further assistance, staff should go to the Accident & Emergency Department at the Homerton University Hospital NHS Foundation Trust.

Appendix 19 – Sharps Procedure for Staff Working Within Bedfordshire & Luton

INFORMATION ON SHARPS PROCEDURE

**For All Sharps/Splash Contamination Injuries
IMMEDIATELY Contact
Team Prevent's Clinical Sharps Line:
Monday-Friday (08.30am-16.30pm) – 01327 810 777
Out of Hours – 0800 413 324**

SHARP/SPLASH SAFE

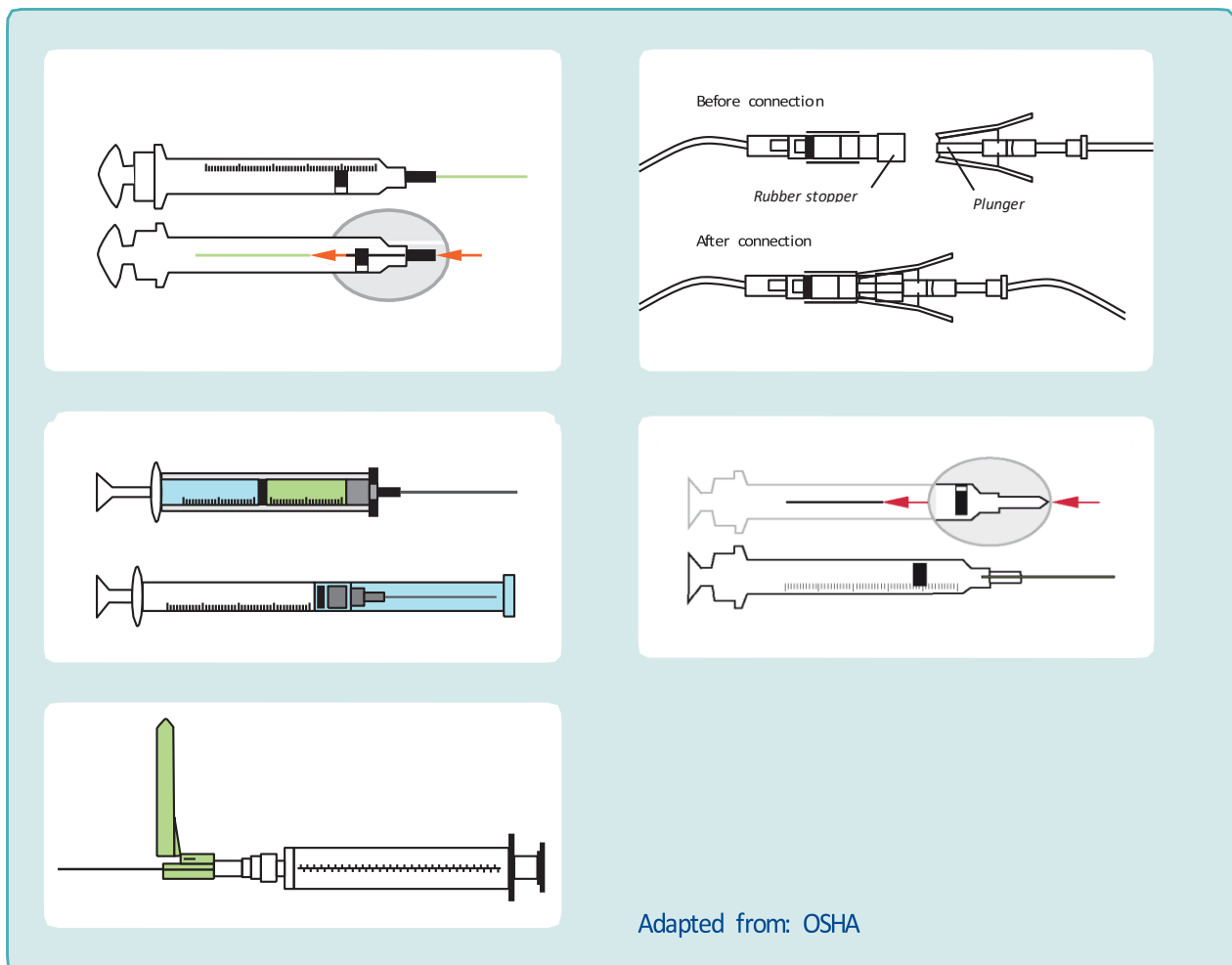
- FIRST AID:**
PROCEDURE FOR SHARP/NEEDLE-STICK INCIDENTS
 - ENCOURAGE BLEEDING BY SQUEEZING WHERE SKIN IS PUNCTURED
 - WASH THOROUGHLY WITH SOAP AND WARM WATER, DO NOT USE A SCRUBBING BRUSH
PROCEDURE FOR SPLASH BY BLOODY OR BODY FLUIDS
 - IF EYES OR BROKEN SKIN AREAS ARE INVOLVED, WASH IMMEDIATELY WITH WATER
 - IF MOUTH IS INVOLVED, RINSE WITH PLENTY OF WATER BUT DO NOT SWALLOW
- CONTACT OCCUPATIONAL HEALTH - TEAM PREVENT IMMEDIATELY:**
 - MONDAY-FRIDAY (08.30am-16.30pm) – 01327 810 777
 - OUT OF HOURS – 0800 413 324
- MAKE SURE YOU:**
 - INFORM YOUR LINE MANAGER OR DUTY NURSE
 - SUBMIT AN INCIDENT REPORTING FORM ON THE TRUST INTRANET

For staff working within Bedfordshire and Luton Directorates:

Following the above preliminary process, if staff are advised by OH to seek further assistance, staff should go to their local A&E Department for further assessment where there is a clinical indication that this is necessary.

Appendix 20 – Safer Sharps Devices

Types of safety-engineered devices	Example
Needleless connector systems	Connectors use devices other than needles to connect one IV to another.
Protective sheaths	Sliding or hinged needle shields attached to disposable syringes.
Retractable needles or blades	Needles of sharps that retract into a syringe or back into the device.
Self-blunting	A blunt cannula seated inside a phlebotomy needle is advanced beyond the needle tip before the needle is withdrawn from the vein.



Appendix 21 – Specimen Collection and Storage Table

Specimen	Refrigerate	Container	To Laboratory
Wound Swab	Yes	Swab containing transport medium	As soon as possible within 24 hours. Can be stored in a dedicated specimen fridge until transportation to the lab
Sputum	Yes	Plain universal container	As soon as Possible within 24 h. Can be stored in a dedicated specimen fridge until transportation to the lab
Urine	Yes	Universal container	As soon as possible within 24 hours. Can be stored in a dedicated specimen fridge until transportation to the lab
Faeces	Yes	Stool specimen container	As soon as possible within 24 hours. Can be stored in a dedicated specimen fridge until transportation to the lab
Blood Cultures	NO – Send direct to laboratory	Specific bottles as supplied	Immediately
Blood for routine examination	NO – Send direct to laboratory or refrigerate	Specific bottles as supplied	Direct to laboratory

Appendix 22 – Preparations / Products to be Used in ELFT for Cleaning and Decontamination

To provide a standard approach across the Trust, a limited number of products are recommended by the Infection Control Team, Facilities and Pharmacy Departments. No additional products should be introduced without consultation with the IP&C team. Protective clothing should be worn when using / handling any of the following agents, in accordance with the outcome of COSHH assessment. Cleaning / decontamination agents must never be mixed with other products or decanted into other containers.

Cleaning and disinfection products should be used in line with manufacturers' recommendations.

Products to be used for Cleaning:

Product	Dilution	Usage
General Purpose Neutral Detergent /	Dilute in warm water.	General cleaning of environment, furniture and any medical device considered to be of low risk.
Specific Equipment Detergent	Concentration as per manufacturer's instructions.	Solution must be changed frequently. Following cleaning, all equipment must be dried and stored dry.
Alternative: Pre-soaked detergent wipes (Clinell or PDI)		

Products to be used for Disinfection:

Product	Dilution	Usage
Chlorine-based disinfectant NaDCC, NB. Corrosive to metals and fabrics. Inactivated by organic matter.	10,000 parts per million (ppm) use granules Concentration of 1000 ppm solution. Follow instructions. on container	Decontamination of spillages of blood and blood-stained body fluids only (Refer to Spillage of Blood and Body Fluid Policy) Surface decontamination, e.g. commodes. NB. Chlorine agents must not be used on urine or mixed with hot water or other cleaning agents, as toxic chlorine fumes are released. Use in a well ventilated area

Disinfectant wipes (Clinell)	Use as supplied	Surface disinfection of specific items
---------------------------------	-----------------	--

Appendix 23 – Examples of Decontamination Procedures

The following is not intended to be an exhaustive list of all items of medical equipment used within the Trust. The manufacturer's instructions must always be followed in regards to decontamination of a reusable medical device. Where manufacturer's decontamination instructions are unclear, or alternative disinfection agents to those described below are recommended, the Infection Prevention & Control Team should be contacted.

Where detergent wipes are referred to, hot water and detergent may also be used as appropriate. Combination detergent/disinfectant "one step" products are available and may be used following discussion with the IP&C team. If source isolation precautions are being taken because the service user is harbouring a virulent or antibiotic resistant micro-organism, then disinfection is required in addition to cleaning. This applies on patient discharge/outbreaks of infection and in situations where equipment needs to be shared.

Where equipment has become contaminated by bodily fluids, these must be cleaned initially by nursing staff before any further cleaning by domestic staff or cleaners.

Individual Items	Recommended Method Of Routine Cleaning	Additional Comments
Alcohol Gel Containers	Never top up Wipe bottles with detergent daily	Personal containers - do not take home or refill Wipe at start and end of each shift with detergent wipes. Dispose of when empty.
Auriscopes	Wipe with detergent	
Auriscopes Ear Piece	Use Disposable	
Baby Feeding Bottles	Use pre-packed, prepared feeds and dispose.	Use pre-packed prepared feeds. Milton solution may be used for parent education – For single baby use ONLY dilute 1 in 80 and immerse for 30 minutes.
Baby Changing Mats	Wash with detergent and warm water. Check integrity regularly. Discard if mat is torn/worn or damaged	1:1000ppm Hypochlorite solution if soiled with body fluids.
Baby Feeding Teats	Single baby use	Single use only
Baby Scales	Wipe with detergent and warm water, rinse and dry	Clean with detergent wipes
Baths	Detergent and water/cream cleanser. Wipe with detergent solution and rinse between patients. Domestic clean daily.	After infectious patient wash with 1:1000 Hypochlorite solution and dry rinse before reuse.
Bed Pan - Plastic	Use bed pan liner. Use bed pan washer.	
Bed Pan Washer	The outside of the machine should be washed daily.	Run through cycle daily also when not in use,

	Daily clean by cleaners	Record temperature daily. See manufacturer's instructions.
Bed Frames & Fittings e.g. Cot Sides	Wipe with detergent and warm water. Rinse and dry.	Where risk of soilage, wash with Chlorine-base solution. Follow instructions for PPE and safe dilution methods.
Blood Pressure Cuff	Wipe reusable cuffs with warm water and detergent or detergent wipes between patient use.	Dispose of if contaminated.
Bowls (Wash)	Wash with detergent and water, rinse and dry. Store inverted.	Single patient use.
Commode Chair	Wipe all surfaces with detergent and hot water and dry.	Ensure all under surfaces, legs and wheels are included when cleaning/disinfecting. Where risks of infection wash with chlor –clean.
Cot Sides	Wash with detergent and water	Remove from bed and clean attachments.
Doppler Probe	After each use, clean the probe with warm water and detergent using a damp cloth and dry thoroughly.	Follow manufacturers instruction.
Dummies	Single patient use only. If the dummy is hospital property, discard it after patient use. Between uses and whenever contaminated (e.g. dropped on the floor) clean in hot soapy water.	Follow manufacture's recommendation for disinfecting
Dynamap	Wipe all surfaces with a detergent wipe on a daily basis.	If cuff becomes visibly soiled, dispose of and replace.
Ear Syringe	Single use only.	Follow manufacture's recommendation for disinfecting.
Examination Chair/Beds	Wipe with detergent and hot water and dry. Check integrity of cover regularly.	Cover with paper roll and change between patients.
ECG Leads	Wipe the leads with detergent wipes. Store them dry.	Follow manufacturer's instructions.
Fans	Wipe outer area with detergent.	Regular maintenance and cleaning of inner area by Estates Department.
Flow Meters	Wipe with detergent and hot water.	Use disposable mouth piece.
Flower Vases	Wash with hot soapy water when changing flowers. Store dry.	

Hoists - Frame	Wipe with detergent and hot water and dry.	
Ice Makers	Clean and disinfect weekly.	Follow manufacture's guideline. For details see cleaners guidelines on each ward/dept.
Ivac Pumps	After each use, clean the surfaces of the pump with warm water and detergent and dry well.	
Macerator	When not in use turn on daily and record.	Should be part of facilities list.
Mattress	All mattresses should be protected by a waterproof cover (see below)	If cover is torn or damaged, or mattress is soiled, it must be condemned.
Nebulisers	Single patient use Clean device with detergent wipes after use, or on a weekly rota.	Nebuliser pots and masks are for single patient use. Pots to be cleaned per manufacture's guideline. Mask to be wiped with detergent wipes between each use and discarded when damaged
Pillow Cover	Wipe with hot water and detergent and dry	If soiled/contaminated with blood or other body fluids clean with chlor-clean.
Pillows	Pillows should be protected by a waterproof cover (see above)	If cover is torn or damaged or pillow has been soiled it must be condemned.
Raised Toilet Seat In patient/client's home. On return to Community Equipment Store	General purpose detergent (GPD)	Wash weekly with GPD and hot water or immediately if visibly soiled. Dry with disposable paper towel. Wash prior to return to community equipment stores. If visibly soiled treat as a spillage. (See spillages) Prior to removal from the patient/clients home raised toilet seats must be washed with GPD and hot water. If visibly soiled treat as a spillage. Wash with GPD. Wipe with 1000pm hypochlorite solution paying particular attention to grooves and fixing clips. Excessive scratching, cracks etc. will make cleaning difficult and seats like this must be discarded. Store dry.

Walking aids	Clean weekly or when dirty with detergent and water and dry thoroughly.	Single patient use. Ensure rubber is not compromised and measured for each patient by OT or Physio.
Scissors	Single Use	
Snoezellen Equipment	Refer to manufacturer's instructions. Caution with electrical power. Clean with detergent and warm water.	
Spillages – Blood/Other Body Fluids	See spillage guidance	Always wear PPE
Speculum (Mental Health)	Single use only	
Gynaecological Equipment	Sent for mechanical sterilisation.	
Stethoscopes	Wipe ear piece and diaphragm with detergent wipes	Clean after each use.
Suction - Units	Wash outer with hot water and detergent, rinse and dry.	Change lining and tubing between patients and when soiled.
Toys	Wash with detergent and hot water, rinse and dry. Communal toys to be cleaned weekly or when soiled.	Only toys that are washable/cleanable should be given to children. Doft toys are to be avoided or washed in washing machine. Toys should have kite marks for safety.
Trolley Tops	Wipe with hot water and detergent and dry before and after use.	If contaminates, clean with chlor-clean.
Vaginal Speculae	Disposable	
Diabetics – Glucose Monitoring	Glucometer should be cleaned after use with alcohol wipes.	
Wheelchairs	Wash weekly with detergent and hot water. Wash all surfaces	Clean with Chlor-clean if body fluid spillage.
Equipment Returned from Patients Home	Prior to removal from the patients home mattresses must be washed with GPD and hot water. If visibly soiled treat as a spillage. Rental mattresses must be returned to the rental company for cleaning. Mattresses owned by community Equipment Stores must be returned to the central store for cleaning prior to being loaned again.	All items must be serviced before loaned again.

Note: This does not cover all equipment. Where further guidance is required, please contact the Medical Devices Lead.

All wards should have a supply of:

- Disposable Cloths
- Hospec Detergent (general purpose detergent)
- Detergent Wipes
- Chlorine-base tablets (e.g. Chlor-dean or Actichlor Plus)
- Plastic Aprons
- Disposable Latex Free Gloves

Appendix 24 – Decontamination Certificate for Medical Devices

Before any re-useable equipment is sent for repair or storage both within and outside the Hospital it must be decontaminated (cleaned and disinfected) and a decontamination certificate completed and attached.

The certificate must accompany the equipment; failure to comply will result in return of the equipment.

Ward/Dept.		
Description of equipment		
Make	Model	Serial Number
Please tick one as appropriate;		
To the best of my knowledge this equipment has NOT been in contact with potentially infected material e.g. blood, body fluids and therefore has not been contaminated .		<input type="checkbox"/>
This equipment MAY be contaminated by potentially infected material and has been decontaminated externally as per decontamination policy		<input type="checkbox"/>
This equipment MAY be contaminated but could not be decontaminated because, please give details		<input type="checkbox"/>

The above piece(s) of equipment has been appropriately decontaminated following patient usage and is now ready for repair, service, storage or re-use.

SIGNATURE _____ DATE _____

NAME _____ DESIGNATION _____








Appendix 25 – Stool Chart

Name:

NHS number:

Ward:

Instructions: Please complete this form daily if indicated (Y = Yes / N = No)

Date	Time	Bowels Opened (Y/N)	Consistency of stool: Refer to stool chart and enter (Y) as appropriate							Comments e.g. colour, odour, amount	Signature	Bristol Stool Chart
			1	2	3	4	5	6	7			
												<div style="text-align: center; font-weight: bold; color: #800000; margin-bottom: 10px;">Bristol Stool Chart</div> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid #ccc; padding-bottom: 5px;"> <div style="width: 15%;">Type 1</div> <div style="width: 30%; text-align: center;">  </div> <div style="width: 55%;">Separate hard lumps, like nuts (hard to pass)</div> </div> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid #ccc; padding-bottom: 5px;"> <div style="width: 15%;">Type 2</div> <div style="width: 30%; text-align: center;">  </div> <div style="width: 55%;">Sausage-shaped but lumpy</div> </div> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid #ccc; padding-bottom: 5px;"> <div style="width: 15%;">Type 3</div> <div style="width: 30%; text-align: center;">  </div> <div style="width: 55%;">Like a sausage but with cracks on its surface</div> </div> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid #ccc; padding-bottom: 5px;"> <div style="width: 15%;">Type 4</div> <div style="width: 30%; text-align: center;">  </div> <div style="width: 55%;">Like a sausage or snake, smooth and soft</div> </div> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid #ccc; padding-bottom: 5px;"> <div style="width: 15%;">Type 5</div> <div style="width: 30%; text-align: center;">  </div> <div style="width: 55%;">Soft blobs with clear-cut edges (passed easily)</div> </div> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid #ccc; padding-bottom: 5px;"> <div style="width: 15%;">Type 6</div> <div style="width: 30%; text-align: center;">  </div> <div style="width: 55%;">Fluffy pieces with ragged edges, a mushy stool</div> </div> <div style="display: flex; justify-content: space-between; padding-bottom: 5px;"> <div style="width: 15%;">Type 7</div> <div style="width: 30%; text-align: center;">  </div> <div style="width: 55%;">Watery, no solid pieces. Entirely Liquid</div> </div>

Appendix 26 – Diarrhoea and Vomiting Outbreak Log Sheet

Please email this report daily at 09:00 to your infection prevention and control team - (elft.infectioncontrol@nhs.net)

Completed by _____ Service Line _____ Site _____ Dept. _____ Date _____

	Surname / NHS Number (also include staff)	First Name	DOB	Sex	Room / Bed	Symptoms Diarrhoea +/- Vomiting	ONSET Date and Time	Date of Symptoms resolved i.e. 48 hours free	Specimen Date	Specimen Result	Comment e.g. using laxatives or taking antibiotics
1							Time: Date:				
2							Time: Date:				
3							Time: Date:				
4							Time: Date:				
5							Time: Date:				
6							Time: Date:				
7							Time: Date:				
8							Time: Date:				

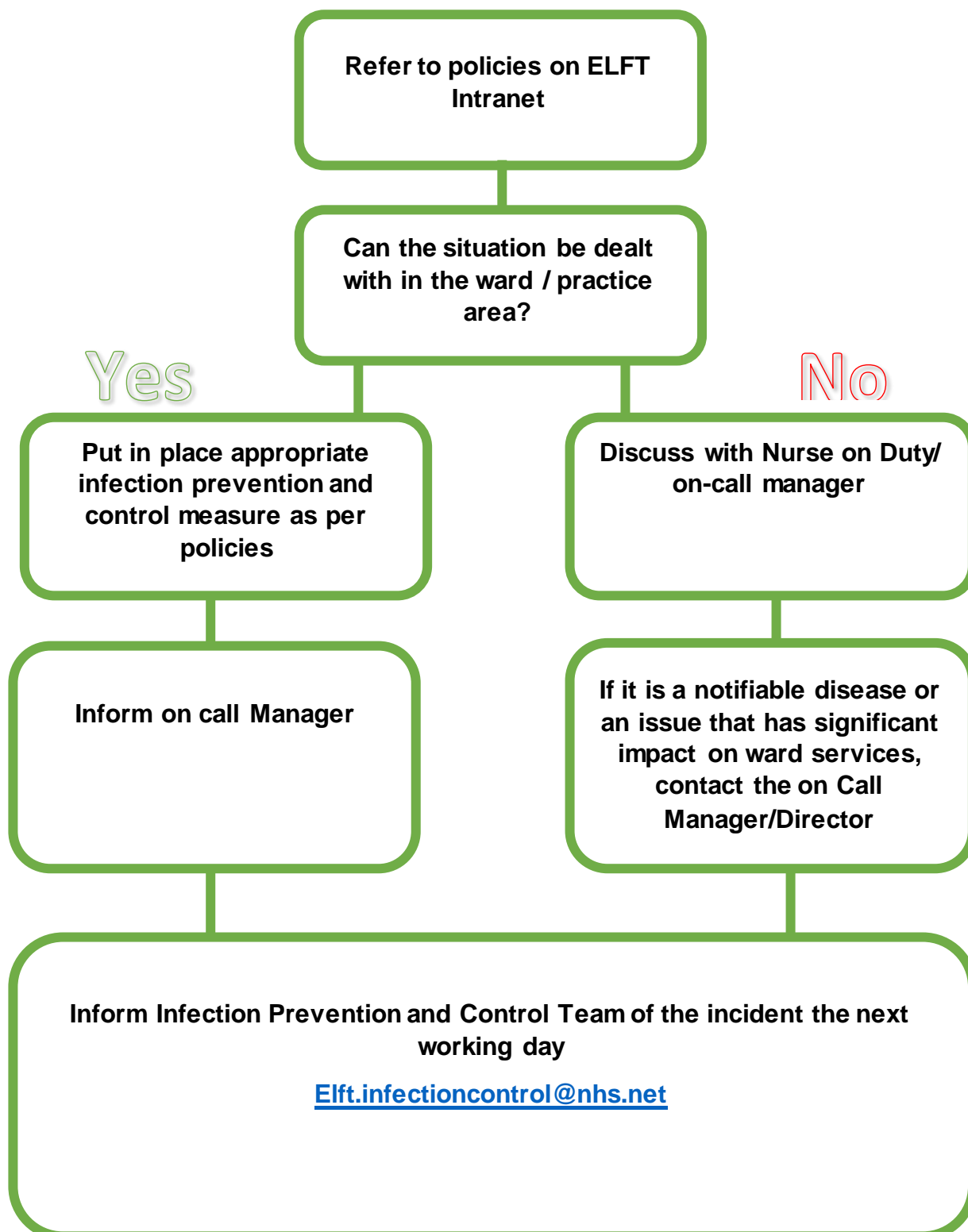
***Indicate type of diarrhoea as guided by Bristol stool chart – also maintain an accurate fluid balance chart.**

Appendix 27 – A-Z Management of an Outbreak

Blood pressure machine	One machine should be allocated to affected patients and wiped with Detergent wipe in between patients
Borrowing from/lending to other wards	Should not happen if at all possible. If an essential piece of equipment needs to be borrowed from an affected ward it should be cleaned with Actichlor first
Equipment	Whenever possible any equipment should be dedicated to affected patients only and cleaned in between usage.
Laundry	Patients' clothes for laundering should be collected by ward staff and taken to the laundry room. Symptomatic patients' clothing should be segregated and laundered separately. The laundry staff should NOT be visiting the affected wards.
Linen (clean)	Linen should be brought to the ward entrance, transferred to a ward trolley and taken immediately to the linen cupboard. The linen contractor should not visit the affected wards.
Linen (dirty)	Dirty linen bags from affected wards should be collected by porters after the unaffected wards
Meals	Meals should be delivered to affected wards after the unaffected wards. The kitchen staff will deliver and set up the food on the ward food trolley as usual.
Patients (affected)	Must be in a side room, or if there are many patients with symptoms, they could be nursed together in a dedicated bay. An accurate stool chart must be kept for everyone affected.
Patients (unaffected)	Should be looked after normally
Protective clothing	Yellow apron for isolated rooms All sizes of gloves to be available
Rooms (isolation)	Isolation sign on the door. Door shut at all times (unless in exceptional circumstances when patient safety may be endangered)
Staff	To be assigned on each shift to look after affected patients only
Therapy	Any unessential therapy should be postponed. Therapy staff should not attend affected wards if at all possible
Waste	Waste bags from affected wards should be collected by porters after the unaffected wards

Appendix 28 – Out-of-Hours: Infection Prevention and Control Guidance

The infection prevention and control team operates Monday to Sunday 9:00am – 5:00pm.
In the absence of the infection prevention and control team during out of hours, please follow the below process.



For further infection prevention and control advice or to report an outbreak out of hours, Duty Senior Nurse can contact: London:

UK Health Security Agency (UKSHA)– North East and North Central London Health Protection Team:
0203 837 7084 (Option 1)

Bedfordshire & Luton:

UK Health Security Agency (UKSHA) – East of England Health Protection Team:

0300 303 8537 or 01603 481272

All Outbreaks (two or more affected patients) MUST be reported to the UK Health Security Agency (UKSHA)

Staff Issues Including Reporting Sharps Incidents

Contact Occupational Health: 0845 658 5464

Appendix 29 – Checklist on the Team Members and Contacts for Outbreak Management

Agency	Name / Contact Number / Email
Public Health England Medical Microbiologist Public Health Nurse	
Environmental Health Services	
Microbiologist	
Local Authority	
ELFT Senior Operational / Borough Manager	
Medical Microbiologist	
Infection Prevention and Control Nurse	
Others: Water company, Food standards agency, veterinarian etc.	

Assign Role

Role	Nominated OCT Member
Chairperson	
Log Writer	
Record Keeper	
Press Representative	
Logistics Manager	
Communications Manager	

Communication

Organisation	Method	Nominated OCT Member
Clinical commissioning Group / Provider service Chair Chief Executive DPH		
UKSHA		
GPs		
Media Lead (Director)		
Press Officer (Contact)		
Helpline		
Advisory Statement		
111 (NHS Direct)		
External Expert		
Other		

Incident Review

Review incident progress	
Review membership	
Back up team	
Action taken	
Advice to public	
Second press statement if required	

Appendix 30 – Meeting Agenda Template for Outbreak Management

(To be tailored according to the incident/outbreak)

Minutes

The chair should ensure that a person not directly involved takes minutes of each meeting and that these are circulated with action points to all member usually within one working day after the meeting.

Agenda

- 1. Chairs introduction, including terms of reference**
- 2. Minute of last meeting (if applicable)**
- 3. Review of membership**
- 4. Outbreak resume and update**
 - a. General Situation report
 - b. Case report
 - c. Microbiological report
 - d. Environmental health report
 - e. Other relevant reports
- 5. Management of outbreak allocation of responsibilities**
 - a. Control measures including contact tracing
 - b. Implications for public health
 - c. Care of patients (Trust hospital and community)
 - d. Microbiological aspects (specimens, analysis and resources)
 - e. Environmental health aspects
 - f. Organisation of investigations
 - i. Environmental health
 - ii. Microbiology epidemiology
- 6. Issuing information/advice**
 - a. Information and advice to employees and Trustees
 - b. Information to the public (need for press release)
- 7. Agree content of press release and press arrangements**
- 8. Nominate others to assist chair in press conferences and interviews**
- 9. Consider arrangements for enquiries from the public e.g. relatives (the need for a helpline)**
- 10. Date and time of next meeting**

Appendix 31 – Interim Outbreak Report

Have specimens been taken?			
Specimen (site): Date taken: Date received at lab:			
Results (when due):			
Outbreak Control Team met?			
Notification			
Outbreak/incident database number (to be provided by UKSHA)			
Details of caller:	Name:		
	Contact Details:		
Date of call:		Time of Call:	
Geographic Lead notified? (yes/no)		Policy Lead Notified? (Yes/No)	
The Event			
Location:			
Date of Event:		Time of Event:	
Symptoms:			
Case definition:			
Date of onset of first reported case:			
Date of onset of last known case:			
The affected Group			
Vulnerable contacts e.g. residential home, nursery, hospital. Consider risk groups A-D			
Number of properties / Individuals affected			
Number of sensitive properties and vulnerable people affected <ul style="list-style-type: none"> ▪ Very young, (e.g. schools, nurseries) ▪ Elderly (e.g. nursing homes) ▪ Pre-existing health conditions (e.g. hospitals, dialysis patients) ▪ Food venues 			
Time of first complaint:		Number of Complaints to date:	
Action Taken			
Who has been notified?			
Has outbreak flow chart been followed?			

Have checklists been completed?	
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Appendix 32 – Terms of Reference of the Outbreak Control Team (OCT)

The purpose of this team is follows:

The OCT would work to the following terms of reference:

Review the evidence and establish whether a significant outbreak / incident really exist.

Agree a case definition

Assess the risk for the population and ensure case ascertainment is carried out.

Monitor the epidemiological progress of the incident/outbreak.

Agree and co-ordinate policy decisions on the investigation and control of the outbreak and ensure the decisions made are implemented, allocating responsibility to specific individuals who will then be accountable for taking action.

Determine the resource implications of the outbreak / incident and how they will be met including the possible need for an incident room e.g. board room.

Ensure that adequate communication arrangements are in place these will include:

- Nominating a lead person to be the point of contact with the news media throughout the duration of the outbreak / incident.
- Accurate and consistent information for patients / service users, employees, relatives and other internal and external agencies.

Arrange for the necessary interviews, inspections and other investigations, such as samples to identify the nature, extent and source of the outbreak / incident.

Arrange for an ILOG number (a unique identifier for samples that are part of an outbreak) to be obtained from the regional UKSHA laboratory.

Prevent further cases of infection / illness by taking all necessary steps to ensure that the source of the outbreak is controlled and the risk of secondary person to person transmission is minimised.

The DIPC or the Consultant in Communicable Diseases (CCDC) will chair the meetings of the OCT. All meetings should have a written agenda. Minutes, with clear action points and policy decisions should be produced and distributed in a timely fashion, by the administrative and clerical support.

Appendix 33 – Outline for Full Outbreak Report

The need for, and the contents of, a report should be proportionate to the scale of the incident/outbreak. If produced, a report may include the following suggested headings, although the list is not exhaustive.

Terms and Abbreviations

Summary

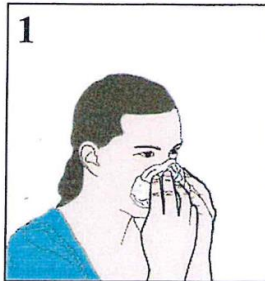
- 1. Introduction**
- 2. Background to the outbreak**
 - i. Population demographics
 - ii. Background rates of relevant infection
 - iii. How the incident/outbreak was recognised
 - iv. A chronological sequence of events could be included
- 3. Epidemiological Investigations**
 - i. Descriptive epidemiological
 - ii. Case control or cohort study
- 4. Environmental Health Investigations**
- 5. Microbiological Investigations**
- 6. Outbreak Control**
 - i. Coordination and management of outbreak
 - ii. Action taken
 - iii. Advice and control measures
 - iv. Media
 - v. Advice to the public and relevant agencies
- 7. Actions by other external agencies**
- 8. Discussion**
 - i. Environmental health
 - ii. Microbiology
 - iii. Epidemiology
 - iv. Other issues/findings – if appropriate
 - v. Control measures
 - vi. Relevant information from other outbreaks
- 9. Post outbreak: debrief, lessons learned, recommendations and conclusions**
- 10. References**
- 11. Appendices**
 - i. Chronology of events

- ii. General background on relevant infection
- iii. The Outbreak Control Team – membership and terms of reference
- iv. Detailed epidemiology

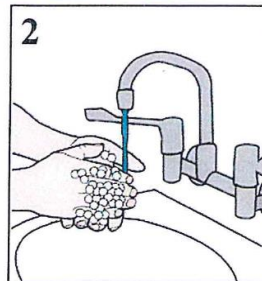
Appendix 34 – How to Collect MRSA Screening

PROCEDURE FOR MRSA SPECIMEN COLLECTION USING SIGMA TRANSWAB TRIPLE PACK

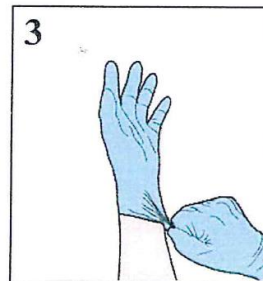
Nose	White Swab
Throat	Red Swab
Perineum	Red Swab



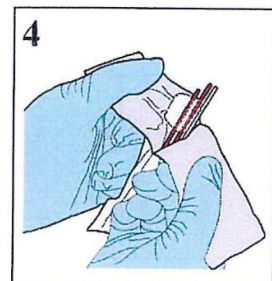
1 Ask patient to clear any nasal discharge.



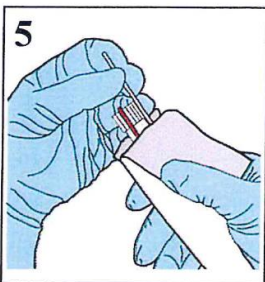
2 Wash YOUR hands and dry. Or if hands are visibly clean use alcohol gel.



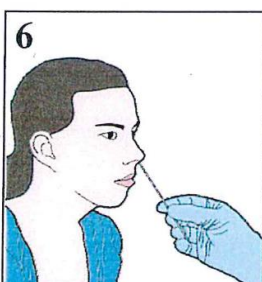
3 Put on disposable gloves



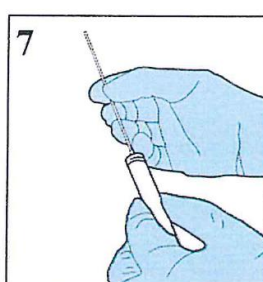
4 Open peel pouch containing swabs & tube



5 Remove white shaft swab from pack



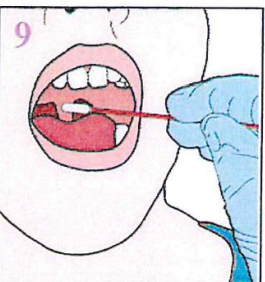
6 Insert swab approx 2cm into one nostril, gently rotate and repeat for the other nostril using the same swab



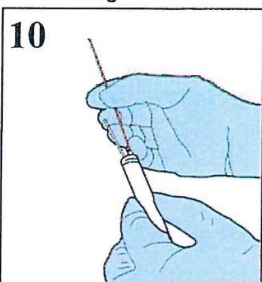
7 Remove cap from tube and place swab fully into tube



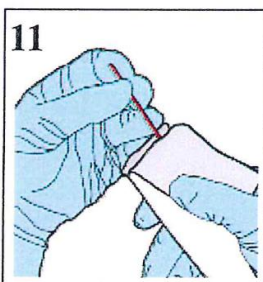
8 Remove one red shaft swab from pack



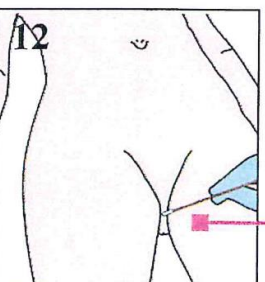
9 Carefully swab around throat



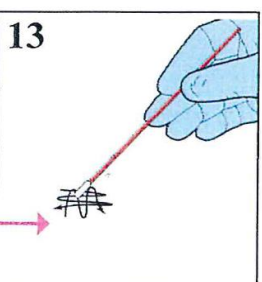
10 Place swab fully into tube



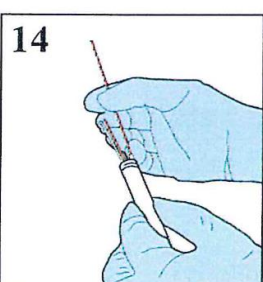
11 Remove second red shaft swab from pack



12 Bring swab to perineum, avoiding contact with external skin



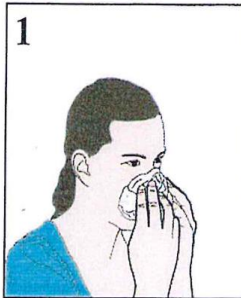
13 Carefully swab perineum, according to pattern shown



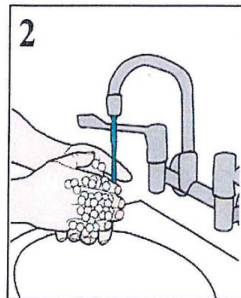
14 Place swab fully into tube

**PROCEDURE FOR MRSA SPECIMEN
COLLECTION USING SIGMA
TRANSWAB TRIPLE PACK**

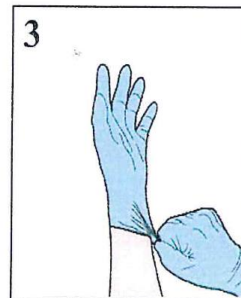
Nose	White Swab
Throat	Red Swab
Perineum	Red Swab



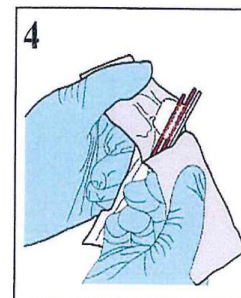
1
Ask patient to clear any nasal discharge.



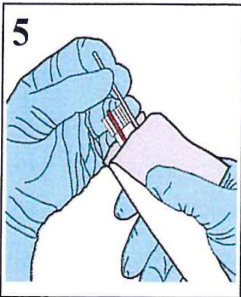
2
Wash YOUR hands and dry. Or if hands are visibly clean use alcohol gel.



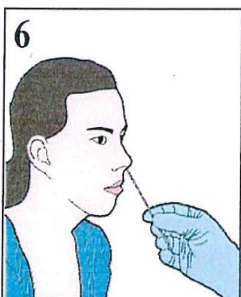
3
Put on disposable gloves



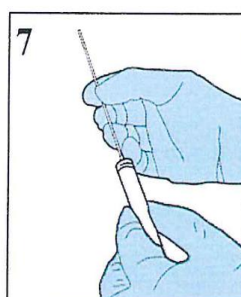
4
Open peel pouch containing swabs & tube



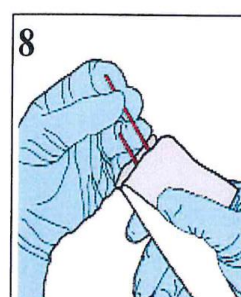
5
Remove white shaft swab from pack



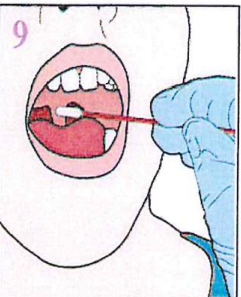
6
Insert swab approx 2cm into one nostril, gently rotate and repeat for the other nostril using the same swab



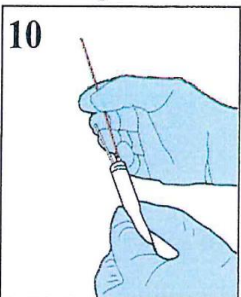
7
Remove cap from tube and place swab fully into tube



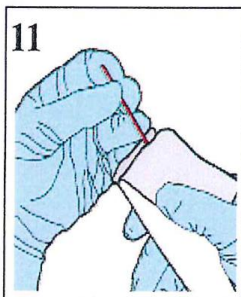
8
Remove one red shaft swab from pack



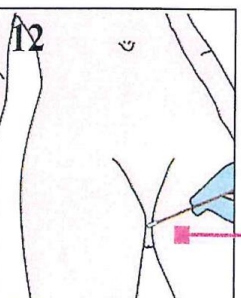
9
Carefully swab around throat



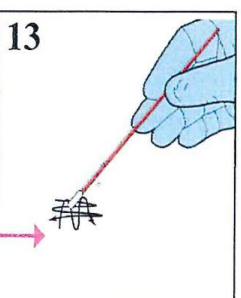
10
Place swab fully into tube



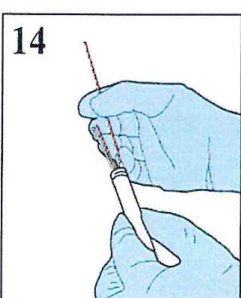
11
Remove second red shaft swab from pack



12
Bring swab to perineum, avoiding contact with external skin



13
Carefully swab perineum, according to pattern shown



14
Place swab fully into tube

Appendix 35 – Head Lice (*Pediculus Humanus Capitis*)

Signs and Symptoms

Itching is often the only symptom of the disease, but misleadingly it may appear weeks or months after the onset of the infections particularly with people with a first infection. The louse bite produces an erythematous, itchy papule. Head lice do not bite below the hairline. However, a pruritic rash on the back of the neck caused by an allergic reaction to louse faeces is a fairly common sign of severe infection.

Due to head lice infestations being quite often itchy, this may lead to infection or scabbing. In addition to an itching or tickling sensation, children may also be irritable or have difficulty sleeping.

Transmission

Head lice are only spread by prolonged direct head to head contact. Clean hair does not provide protection against lice, as they do not need unhygienic conditions to survive. Transmission tends to occur in settings and groups where there is the opportunity for prolonged head to head contact. Transmission is more likely to occur amongst families, close friends and schools.

Treatment and Management

Prior to starting any treatment, it is essential to ensure the correct diagnosis.

Insecticides

Insecticides are the only treatments for which there is clear evidence of effectiveness. There are three types of insecticides available: malathion, pyrethroids and carbaryl. Dimeticone is effective against head lice and acts on the surface of the organism.

It is now recommended that if one course of insecticide has failed or re-infection has occurred a different insecticide be tried. This is known as a “mosaic strategy”, it prevents the repeated use of a single product and the potential for resistance to the treatment. All affected household members should be treated simultaneously.

The insecticide should kill live lice and eggs in a single application. However, young eggs are difficult to kill, a routine second application is recommended, 7 days after the first to kill any young lice emerging from eggs missed in the first treatment.

Treatment for Head Lice:

- The manufacturer’s instructions should always be followed.
- The insecticide should be applied all over the scalp in a systematic way.
- The hair should be allowed to dry naturally as heat inactivates the insecticide.
- After treatment, the hair can be washed and dried as normal.
- It can take up to 24 hours for the lice to die.

Be mindful chlorine in swimming pools can weaken the effects of insecticides.

Other Treatments – Mechanical Methods

Mechanical methods of removing lice from the hair such as “bug busting” are popular because they do not involve the application of insecticides. The bug busting technique involves washing the hair with ordinary shampoo, applying conditioner thoroughly and combing the hair with a plastic fine tooth comb. The hair is combed until no more lice are found. Each treatment session takes about 30 minutes and needs to be repeated every 3-4 days for a minimum of two weeks until no more lice are found.

If undertaking treatment within the Trust staff should wear gowns and gloves while carrying out the treatment.

Post Treatment

- After the treatment, wear clean clothes and wash other clothes, bed linens, and towels in hot water (greater than 130°F [54.45°C]) and dry them using the hot cycle for at least 20 minutes.
- Do not share combs, hairbrushes, hats, towels, bedding, clothing, headphones, stuffed toys, or other items with someone who has head lice.
- You do not need to fumigate the home

Management of Contacts in the Community

As part of health education, families should be instructed in contact tracing that is listing people likely to have had head to head contact with infected members of the family during the 4 weeks prior to the detection of the case.

If undertaking this procedure in the Trust staff should wear gowns and gloves while carrying out the treatment.

Appendix 36 – Clothing/Body Lice (Pediculus Humanus)

Signs and Symptoms

Symptoms can take weeks to develop in a first infestation. Dermal hypersensitivity to louse bites can develop in 10 days of continuous exposure. There are two reactions to the bite itself, and/or pruritic inflammatory wheal, caused by the host immune response.

Transmission

Most transmissions occur during contact between fully clothed persons.

Treatment and Management

In the UK treatment does not usually require pesticides.

- Dry clothes turned inside out, they can be tumbled dried at approximately 50 degrees centigrade for 30 minutes, this will kill lice and eggs and clothes can then be washed in normal way.
- Dry cleaning is effective against lice and eggs but expensive. Infested clothes should not be cleaned together with unaffected clothing
- Clothes washed on a hot cycle should kill eggs and lice.
- Affected individuals should brush, shower or bathe to remove any lice left on the body after removing infested clothing.

If undertaking this procedure in the Trust staff should wear gowns and gloves while carrying out the treatment.

Appendix 37 – Crab Pubic Louse (*Pthinus Pubis*)

Sign and Symptoms

Itching, often intense, is the main symptom but may begin some months after onset of infestation.

Transmission

Person to person transmits the lice. Clothing, bed linen and toilet seats do not play a role in transmission. It is normally considered to be sexually transmitted as the pubic and peri-anal areas are the most frequently affected. *P. pubis* can infest all coarse body hair. Its claws are large and it has a wide leg span enabling it to cling to thicker, sparsely distributed hairs including axillary hair, beard, eyebrows and eyelashes.

Treatment and Management

Permethrin and malithion are used to eliminate *crab lice* (*Pthinus pubis*). An aqueous preparation should be applied, allowed to dry naturally and washed off after 12 hours: a second treatment is needed after 7 days to kill lice emerging from surviving eggs. All surfaces of the body should be treated, including the scalp, neck, and face.

For treatment of the eyelashes, removal of the hatched lice is recommended, but this is a difficult procedure as this involves the risk of harming the eye. Alternatively use petroleum jelly among the closed lashes twice a day for 10 days, this kills the nymphs as they hatch. Ant lice on the eyebrows can also be treated this way.

If undertaking this procedure in the Trust staff should wear gowns and gloves while carrying out the treatment.

Appendix 38 – Scabies (Sarcoptes Scabie Var Hominis)

Sign and Symptoms

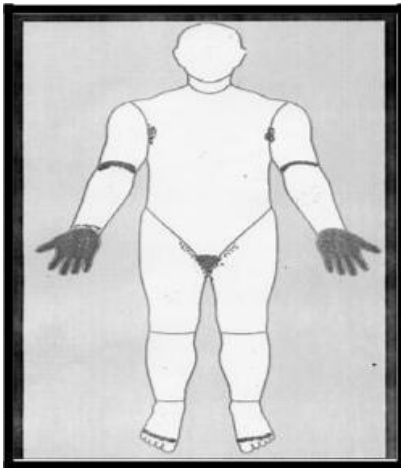
Classical Scabies

The clinical picture in healthy individuals is the appearance of raised burrows, or small, red, slightly elevated papules or vesicles, particularly on the wrists, back of the hands and between the fingers. Further spread is usually confined to elbows, armpits, beneath the breast, waist, groin, genitalia, buttocks, knees and ankles.

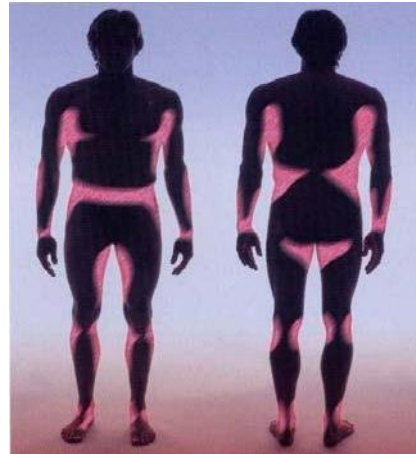
The incubation period is: 2-6 weeks before the onset of itching in those affected for the first time, but symptoms may occur 1-4 days after re-exposure. Symptoms are due to an allergic reaction to toxins released by mite faeces, and include itching particularly at night. Itching is most intense when the patient is in a warm bed or when the body is warm.

The distribution of the rash is unrelated to the location of the mites and burrows, so the whole body of the infected person must be treated.

Typical Sites of Scabies Mites



Typical Sites of Scabies Rash



Atypical and Crusted Scabies (Norwegian Scabies)

Immuno-compromised people/service users may present with an atypical form with minimum signs, or rarely a severe crusted form. When the immune response is impaired, thousands, and may be millions of mites may present compared with only (10-20) when healthy people become infected.

Patients with this atypical form are highly infectious but may not itch. A delay in diagnosis may lead to a widespread dissemination including all that have close contact with them. Typical burrows may not be seen and the service user may present with a rash resembling a chronic dermatitis. There may also not be the classical itch present. This form of scabies is highly infectious and can cause environmental contamination. Within in-patient - bedded areas the patient should be isolated.

Transmission

Spread is person to person via direct skin contact including sexual contact. Transfer from under-garments and bedclothes, occurs only if these have been contaminated by infectious persons immediately beforehand. The mites penetrate the epidermis causing tiny, characteristic, linear burrows that may be seen in the skin. Eggs are laid in the epidermis, and hatch after 3-4 days.

The emerging larvae then appear on the surface of the skin before excavating new tunnels. The life cycle of *S. scabies* begins with the pregnant female laying two to three eggs a day in burrows several millimetres to several centimetres in the length of the skin. After about 5-72 hours larvae emerge, and wander to make new burrows. Mites usually live 30-60 days.

Treatment and Management

A thorough single application of scabicide is usually adequate. In cases particularly of heavy infestations a second application is useful after an interval of 5-6 days. This is long enough for eggs to give rise to larvae but not for adult mites to develop. Treatment should be applied on cool, dry skin over the entire body and allowed to work between 8-24hrs depending on the manufacturers instructions. The lotion or cream should be applied from the chin downwards. All areas of the body, including genitalia, must be treated, except for the face and neck. It should be left on for the instructed length of time, after which the service user should bath or shower.

Outbreak of Scabies – Management

In the event of an outbreak of scabies in the community, some people may be asymptomatic incubators of infection. All close contacts of infected people, bed partners and members of the household of the index case, even if asymptomatic must be treated simultaneously.

Contact tracing is required to identify those with intimate skin contact over a prolonged period of time within the previous 2-6 weeks (including sexual). In the event of an outbreak UKSHA should be informed.

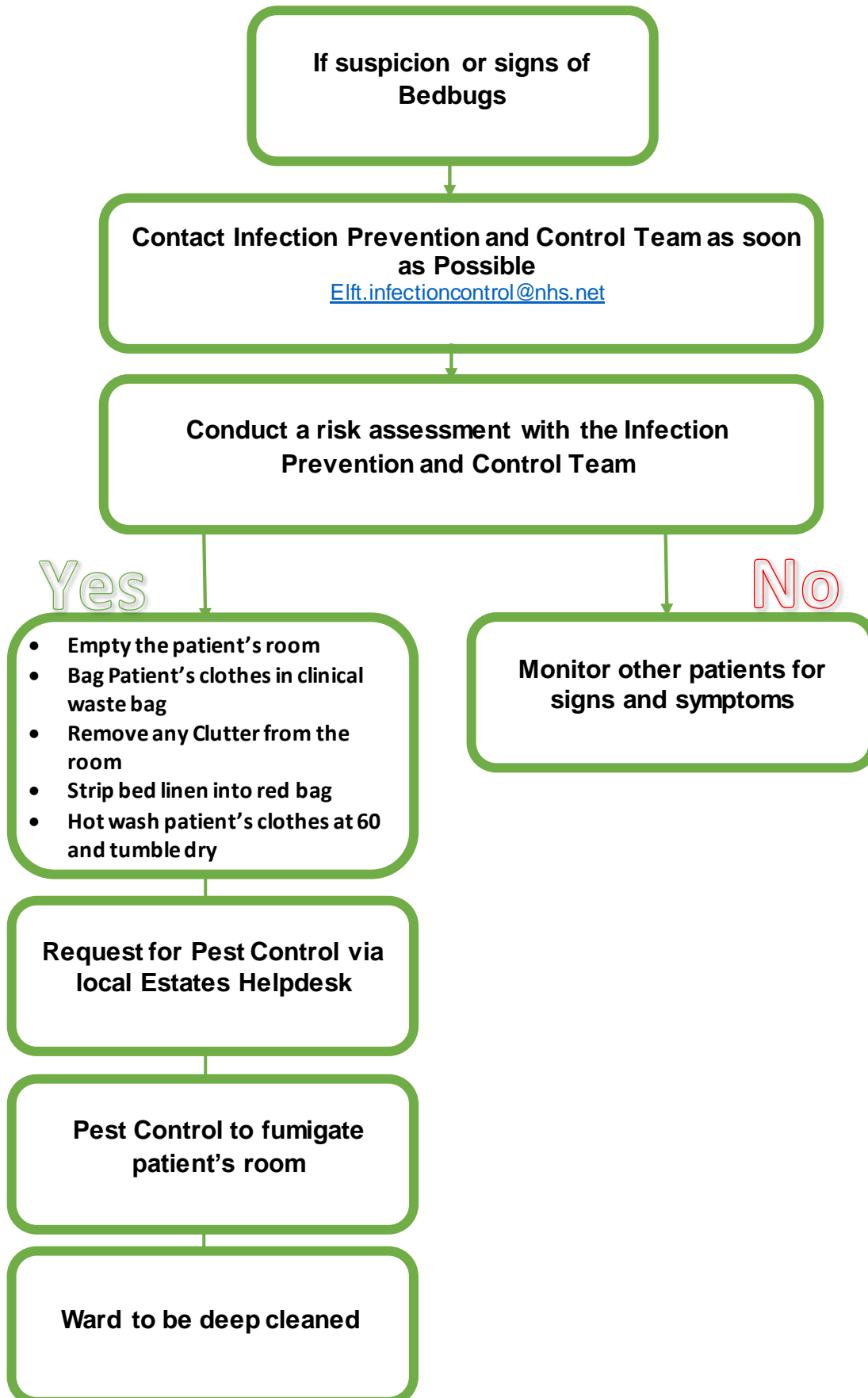
If undertaking this procedure in the Trust staff should wear gowns and gloves while carrying out the treatment.

Appendix 39 – Treatment and Prophylaxis of Scabies

Application of Scabicides: General Principals	
1	Gowns and gloves are worn when applying scabicides to patients.
2	Bathe patients as usual and change bed linen. Allow skin to cool completely.
3	Apply scabicide to every square inch of skin, from the posterior ear folds down over the entire body. Include intergluteal cleft, umbilicus, skin folds, palms and soles, and webs between fingers and toes. If scabicide is washed off during handwashing, toileting, or perineal care, it must be reapplied.
4	In infants and young toddlers, the elderly, and the immunocompromised, the head (forehead, temples, and scalp) requires application of scabicide. Pay close attention to the area behind the ears. Do not get the scabicide near the eyes or mouth. Prior treatment failure may be an indication to include the head upon retreatment.
5	Fingernails and toenails should be clipped and scabicide applied under nails.
6	Follow directions and precautions in the package accompanying scabicide.
7	A cleansing bath is taken when scabicide is to be removed.
8	Linen and clothing are changed after treatment. Contaminated clothing and linens may be 1) dry-cleaned or 2) washed in the hot cycle of the washing machine and dried in the hot cycle of the dryer for 10-20 minutes.
9	Provide detailed written instructions for scabicide use when dispensing scabicide for home application by employees and household members.
Treatment Regimen for Typical Scabies Infestation	
1	A single adequate application of 5% permethrin cream is usually sufficient to eradicate typical scabies, whether a symptomatic case or asymptomatic carrier. Re-evaluate response to treatment in 14 days
2	In facilities with recurrent or endemic scabies or when application of scabicide for treatment of symptomatic scabies is not performed by a trained individual, a second application 3-7 days after the first is recommended by some authorities
Treatment Regimens for Crusted (Norwegian) or Severe Atypical Scabies	
1	Cases of crusted scabies and other variants of severe atypical scabies are best managed with the assistance of a dermatologist. Controlled studies to determine the most effective regimen for treatment of crusted scabies infestation have not been performed. The following regimens were selected from several that have appeared in the literature and have been successful in single or small series of cases. They are included as examples and are not necessarily endorsed by Advisory Committee on Dangerous Pathogens (ACDC).
2	Patients with crusted or keratotic lesions should be soaked in a tub of lukewarm water for 10 minutes immediately prior to application of scabicide to hydrate the skin; use of keratolytic agents (e.g., salicylic acid) may soften scales and enhance penetration of scabicide. Allow skin to cool before applying scabicide.
Regimen A	
1	% permethrin cream for 12 hours, followed by repeat application of 5% permethrin cream for 12 hours, wash off
2	After seven days, repeat step (a), above.
3	Seven days following last treatment, obtain scrapings from at least 3 sites. If scrapings are positive or if symptoms unabated, treat again.
Regimen B	
1	Apply 5% permethrin cream, as previously described, on day one.
2	Apply 10% crotamiton lotion, as previously described, on days 2-6.
3	Reapply 5% permethrin cream on day 7.
4	Reassess on days 7 through 14, obtain scrapings from at least 3 sites in one month. If scrapings are positive or if symptoms unabated, begin regimen again

5	1 Partners and close contacts should be treated simultaneously (within 24 hours) HPA 2010
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Appendix 40 – Flowchart on Management of Bedbugs in Inpatient Wards



Appendix 41 – Management of Bedbugs in Domestic/Community Settings

Staff in community and people’s homes may come into contact with premises and patients with infestations

Community health staff face particular risks This document describes procedures to mitigate the risk to healthcare staff and other patients

There are a variety of “insects” that houses or patients may be infested with, this protocol should be used in conjunction with the trust infection control policy

Bedbugs

Bedbugs are small blood-sucking insects that live in cracks and crevices in and around beds. They crawl out at night and bite exposed skin to feed on blood. They do not fly, swim or jump they do crawl slowly.



Adult bedbugs are oval-shaped, flat and up to 5mm long – similar to an apple seed. Their colour varies between dark yellow, red or brown.

Bedbugs aren't dangerous and don't spread any diseases, but some people experience a reaction to their bites and they can be stressful to live with.



Signs of a bedbug infestation can include:

- Small bugs or tiny white eggs in the crevices and joints of your mattress and furniture – use a bright torch to check for these
- Bites on your skin
- Tiny black spots on your mattress – this could be their dried poo mottled bedbug shells – bedbugs shed their skin as they grow
- Blood spots on your sheets – these can occur if you squash a bug after it has fed.
- An unpleasant, musty scent in your bedroom
- Bedbugs tend to prefer fabric or wood over plastic and metal, and often hide near to where you sleep– for example, under the mattress or along the headboard.

- They can be found away from the bed in other furniture, along the edges of carpets and even behind mirrors or inside smoke alarms.

Bedbug bites are painless, but some people experience a reaction to them. This can occur from a few minutes after being bitten up to a week or two later.

•

Bedbug bites:



- can cause itchy red bumps on the skin
- usually occur on exposed areas such as the face, neck, hands or arms
- often occur in lines across the skin
- may cause a rash or fluid-filled blisters in more severe cases
- can become infected with bacteria if scratched – signs of infection include pain, increasing redness and swelling

The bites usually fade in a few days. If they're very itchy, you can buy a mild steroid cream (such as hydrocortisone) or antihistamine tablets to relieve the itch.

Advise the occupants of the premises to:

- wash infested clothes or bed linen at 60C, or put them in a dryer on a hot setting for 30 minutes
- use a vacuum cleaner with a hose to suck up any bugs you can see – dispose of the contents of the vacuum cleaner in a sealed bag
- consider throwing away any mattress or furniture that's heavily infested
- use plastic mattress covers that encase the entire mattress – this will stop any bedbugs getting in or out

Once in the home, they can quickly spread from room to room. They don't jump or fly, but can crawl long distances.

It can help to:

- inspect your mattress and bed regularly for signs of infestation and get professional advice if you think you have bedbugs
- avoid buying second-hand mattresses and carefully inspect second-hand furniture before bringing it into your home
- keep your bedroom tidy and remove clutter

Bedbugs are not attracted to dirt, so they're not a sign of an unclean home, but clearing up any clutter will reduce the number of places they can hide.

Appendix 42 – Management of Fleas in Domestic/Community Settings

The entire cycle, from egg to adult flea, is complete in 12 – 22 days when temperature and humidity conditions are ideal, but more commonly takes 3 – 4 weeks. Surprisingly, only approximately 5% of a flea infestation is made up of adult fleas on your pet, whereas 95% is in your home as eggs, larvae and pupae.

Fleas won't climb up humans. There's little concern for the insects reaching a person's hair. Even the pubic area is too far from the ground. Flea jumps reach slightly above a human ankle. Once landing, they bite people right away without much wandering, and leave after feeding.

Fleas are well-known for their jumping abilities. However, jumps are usually only performed by newly emerged adults to acquire a host. Once emerged from their cocoons, fleas jump from the ground and onto a passing animal. Fleas will also jump if they're disturbed or are abandoning a dead host. Fleas do not swim. Fleas live on pets such as cats and dogs.



Healthcare workers who routinely have to visit people's homes may be at risk of transporting **insects** **Using good standard precautions with all patients all of the time will reduce the risks** of spread to office home or vehicle.

Prevention

The prevention and management of infestations starts with awareness. Staff should be up to date with standard infection control training precautions and should be aware of:

Risk assessment

- Communication of risks
- Identification of live risks

Evidence of a bed bug infestation, where bed bugs hide, how to conduct a self-inspection for bed bugs, and proper containment or isolation procedures for infested items.

Standard Precautions

Preparing for Home Visits

- Wear simple clothes.
- Wear shoes that can be heated in clothes dryer.
- Avoid accessories, especially scarves, jewellery, and handbags.
- Carry a supply of sealable plastic bags overshoes aprons and hand gel.
- Carry a large plastic bag to be used to place all necessary items inside for the duration of the visit.

Discovering Bed Bugs at a Client's Home

If bed bugs are discovered whilst you are at the client's home, remain calm. Take the following steps to avoid transporting the bed bugs out of the client's home:

- Inform your line manager
- Remove your clothes as soon as you get to the office or home Place your clothes and shoes in a plastic bag
- Place your clothes in a hot dryer Complete an incident form
- Report the infestation to social services
- If you feel unable to deal with the issue alone make polite excuses and leave to call your line manager to discuss how best to deliver care.

Confirmed infestation

Work with other agencies involved to plan how best to ensure visits are organised and that prevention strategies and eradication plan is in place.

Be extra diligent if a bed bug infestation has been confirmed at the home. Contact infection control team prior to visit if you are unsure what to do.

Contact the client prior to visiting

- Inform the client that you will be visiting and what for and that you have been advised to take extra precautions.
- Wear protective booties. Inform the client that the booties help protect against potentially having insects transported into the client's home.
- Do not sit on upholstered furniture or on the bed. Inspect the cracks of hard chairs before sitting down. If possible, bring a hard surface chair or plastic stool.
- Carry only essential items into the home. Use a plastic clipboard to hold any paperwork. Avoid placing any belongings on upholstered furniture, bedding or against the walls.

After the visit

- When leaving the house remove the booties immediately and seal them in a plastic bag. Dispose of the bag before getting into the car. If the client lives in a multi-unit dwelling, remove the protective gear just outside the client's door. Do not leave the shoe covers on while walking through the building. Place them in a tightly sealed bag and place the bag in an outdoor trash receptacle.
- If coveralls were worn, remove the coveralls by turning them inside out and trapping any bed bugs inside.
- Put the coveralls in a plastic bag and dispose of the bag before getting into the car.
- Check clothes, shoe treads, cuffs, and collar.
- If an insect is found, use a wet wipe to capture it. Place it in a Ziploc® bag for identification. Use a second wet wipe to wipe down seams, buttons, and other bed bug hiding places.

Additional Suggestions

The following additional practices may help avoid transporting bed bugs from a client's home:

- Keep the car clear of clutter; inspect it frequently; vacuum weekly.
- Keep a pair of shoes and a jacket for use only in clients' homes in a sealed container in the car.
- Discourage clients from sharing their vacuum cleaner with neighbours.
- Discourage clients from accepting clothes, furniture, or other items from friends or neighbours.
- Keep informed about bed bugs in order to offer clients accurate bed bug information.

Appendix 45 – Carbapenem-Resistant Enterobacteriaceae

FACT SHEET – COMMUNITY SERVICES

Carbapenem-Resistant Enterobacteriaceae (CRE)

(also known as Carbapenemase-Producing Enterobacteriaceae CPE))

What are Carbapenem-resistant Enterobacteriaceae?

Carbapenem-resistant Enterobacteriaceae are a subgroup of Gram negative organisms that are difficult to treat because they are resistant to commonly used antibiotics including carbapenems. Occasionally these organisms are resistant to all available antibiotics. They are therefore an important risk to public health.

The Enterobacteriaceae family of bacteria include *Escherichia coli* (E coli) and *Klebsiella* species and which are found in the normal human intestine. Sometimes these bacteria can cause serious infections such as pneumonia, bacteraemia, urinary tract infections, wound infections and meningitis. Enterobacteriaceae are one of the most common causes of bacterial infections in both healthcare and community settings.

Carbapenems are a group of antibiotics frequently used to treat severe infections. They include doripenem, ertapenem, imipenem and meropenem.

Resistance to carbapenems can be due to several different mechanisms. One common way is through the production of *Klebsiella pneumoniae* carbapenemase (KPC). KPC is an enzyme that is produced by some carbapenem resistant Enterobacteriaceae which breaks down carbapenems, rendering these antibiotics ineffective. In addition to KPCs, other enzymes such as NDM, VIM and IMP can also break down carbapenems.

Carbapenem-resistant Enterobacteriaceae remain relatively rare in the UK, but infection and colonisation with these organisms is rapidly increasing. Carbapenem resistant organisms are found in many countries:

NDM	Widespread in Enterobacteriaceae (especially <i>K. pneumoniae</i> & <i>E. coli</i>) in India and Pakistan
VIM	Scattered globally. Sometimes imported to UK via patients previously hospitalised in Greece
IMP	Scattered worldwide
KPC	In USA since 1999. Also prevalent in Israel, Greece and Italy
OXA-48	Widespread <i>K pneumoniae</i> in Turkey, Middle East and N Africa.

Who is at risk?

Carbapenem-resistant Enterobacteriaceae cause a variety of infections, ranging from pneumonia, urinary tract infections, serious bloodstream or wound infections. Symptoms vary depending on the infection. Infection typically occurs in ill patients with exposure to acute and long-term care settings. Patients are particularly at high risk if they have received medical treatment in hospitals within countries where these pathogens are more prevalent. Some people may only be colonised with Carbapenem-resistant organisms.

Spread of Carbapenem-resistant Enterobacteriaceae:

Carbapenem-resistant Enterobacteriaceae bacteria are most often spread person to person in healthcare settings through direct or indirect contact with infected or colonised patients. The resistant organisms can cause infections when they enter the body, often through medical devices such as IV lines, urinary catheters or wounds caused by injury or surgery.

Treatment of Carbapenem-resistant Enterobacteriaceae:

Carbapenem-resistant Enterobacteriaceae are often resistant to many commonly prescribed antibiotics. Occasionally they are resistant to all available antibiotics. Decisions on treatment of

infections with these organisms should be made on a case-by-case basis. Some people may be colonised rather than infected with CRE, and may therefore not require treatment.

Infection prevention & control (IPC) measures required within the community:

Detection of CRE must be followed promptly by the implementation of a robust and effective infection prevention and control strategy to prevent both transmission locally and transmission to other healthcare facilities.

Scrupulous adherence to standard (universal) infection control precautions is the most effective way of preventing the spread of CRE. Precautions should bear in mind that these organisms are generally carried in faeces and that risk of spread is increased if the patient is incontinent or has diarrhoea. Precautions include:

- Meticulous adherence to hand hygiene with soap and water. In addition, alcohol gel must be available for healthcare workers.
- Promotion of high standards of hygiene within the household or care home.
- Gloves and aprons to be worn when providing direct patient care. A risk assessment will need to be carried out regarding the use of disposable gowns i.e. in cases where there is significant contact between patient / resident and healthcare worker. For example, in the case of babies or very young children.
- Re-usable equipment must be kept to a minimum. However, any re-usable equipment that is required should be left in the patient's home / residents room wherever possible. Strict decontamination of re-usable equipment following the organisations Decontamination of Equipment Policy. Additional disinfection of equipment or the environment is not normally necessary in the community. However, additional cleaning of frequently touched surfaces in the vicinity of the patient / resident is recommended.
- Linen soiled with faeces should be washed at the maximum temperature allowed for the fabric (ideally minimum 65°C) and should not be washed by hand.
- Clinical waste should be dealt with according to the organisations Waste Policy. Additional waste collections beyond those usually recommended are not usually considered necessary. However, an individual risk assessment should be undertaken.
- The presence of CRE must be clearly communicated in any referral to other healthcare provider/service, and where possible sufficient time provided to enable the provider to ensure that effective Infection Prevention and Control arrangements are in place.
- Patients in their own home should have their home visits arranged at the end of the day and care home residents should have personal care carried out after that of other residents (where possible, and safe to do so).

In order to determine whether any additional precautions are required, an individual assessment should be undertaken, taking into account the sites of patient colonisation or infection, level of continence, ability to maintain personal care, as well as standards of hygiene and hand washing facilities within the home,

Screening of contacts is usually recommended in the acute care setting depending on a persons level of exposure to a case. Screening is usually by rectal swab or stool sample, plus wound swabs and catheter urine (if present). Within the community, the requirement for screening needs to be decided on a case-by-case basis.

Decolonisation therapy is not routinely recommended for colonised patients.

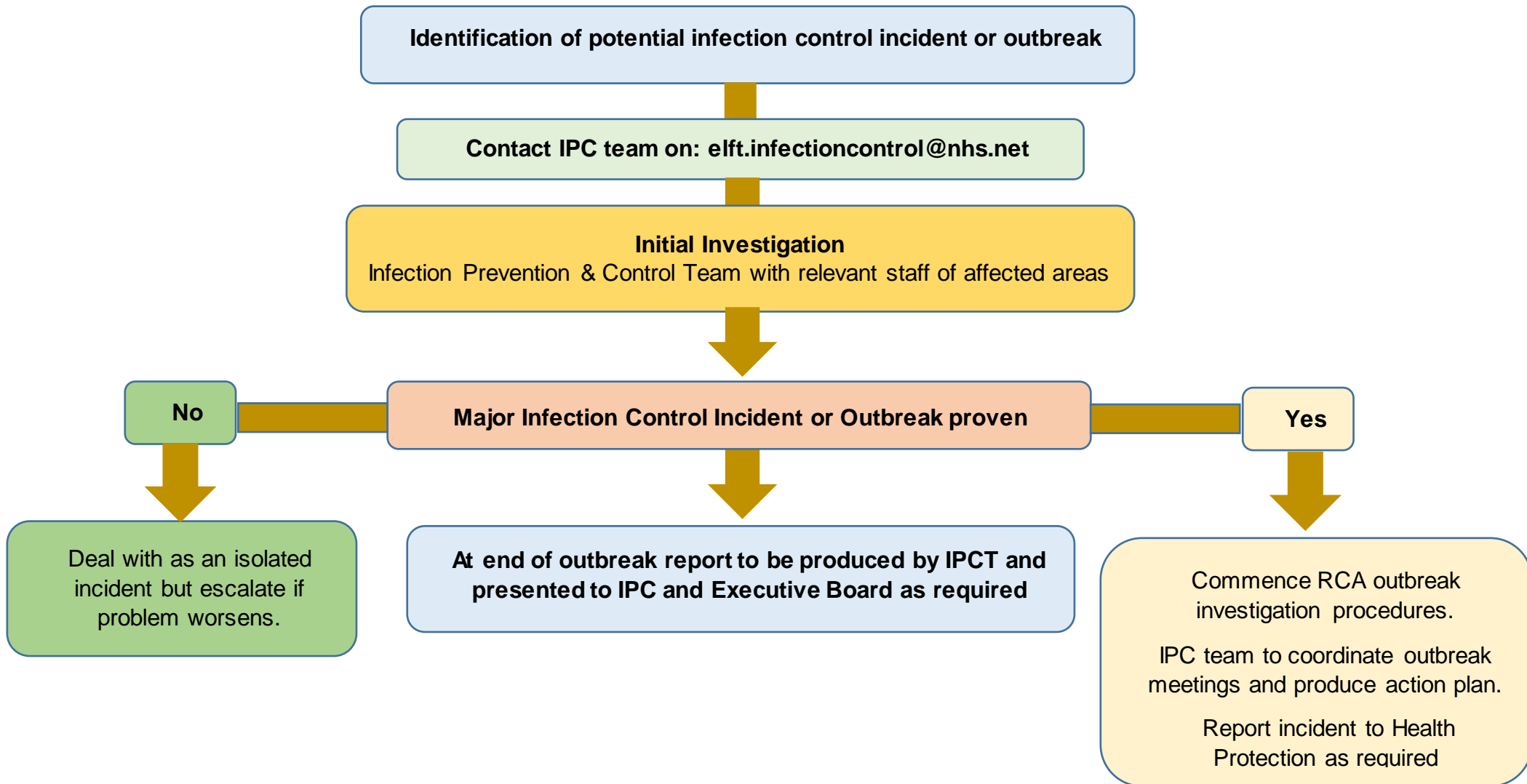
Carbapenem resistant Enterobacteriaceae prevention strategies:

- Antibiotic stewardship
- Robust diagnostics and surveillance to ensure early detection (including screening of all high risk acute admissions)
- All acute Trusts to have written plans for managing cases, clusters and outbreaks. These should be agreed and endorsed by the Board.

Appendix 46 – Healthcare Outbreak Checklist

<i>(Document and Communicate all decisions and actions throughout the outbreak)</i>		
<i>All out breaks need to be reported to and on NHSE portal with updates.</i>		
1 Alert Signal- organism Laboratory, clinical , surveillance data IPC assessment: <i>Is this an Outbreak ?</i> <i>Are Patients infected? Are patients linked? Has patient exposure occurred?</i>		
2	Put in place initial control measures for patient, staff and visitor safety. e.g. close the ward, isolate co-hort cases. Stop suspect procedures.	
3	Confirm Standard and transmission based precautions in place	
4	IPCT to agree and then set up an incident /outbreak management team	
5	Use local agreed communication strategy	
6	Look at Situation /control measures ,seek patient and visitor support	
7	Refer to expertise to aid in early control or diagnosis e.g. labs	
8	Investigations and actions by outbreak /incident Management Team	
9	Define a case(confirmed/probable/possible/colonised) may take time	
10	Identify and count all cases , Laboratory, look back, screening, sampling of patients , Contacts e.g. shared en-suite facilities , No PPE etc.	
11	Describe the case-time place, person ,questions from admission history	
12	Look for a change in the system that may have provoked the outbreak i.e. changes in people, equipment, procedures, the environment.	
13	Present the data , Epi curve , time line , transmission plot or ward map	
14	Develop a Hypothesis	
15	Consider the need for additional case finding, e.g. discharges/transfers	
16	Take microbiological samples to test hypothesis	
17	IPCT to visit to observe step by step procedures e.g. hand hygiene/PPE	
18	Confirm through audit and data review that standard based precautions and transmission based precautions as required are being adhered to	
19	Confirm control measures are being effectively applied in relevant areas	
20	Are IPC control measures working? If new cases are still occurring, re-check control measures applications. e.g. high touch surfaces x3 daily.	
21	Continue to assess and communicate and refer to expertise as required	
22	IPCT assessment: is it safe to return to normal services discussion with Service Leads ?	
23	Take action to ensure environment , equipment safe including high touch surfaces and has infectious/terminal clean before reopening unit.	
24	Undertake a debrief with all staff involved to identify learning points with regards to prevention, early detection and management of the outbreak.	
25	Complete and action plan following a de-brief to identify actions with timescale.	
26	Identify and share lessons with service and wider for the organisation and to prevent future incidents /outbreaks	
27	Produce a final report for IPC Committee	

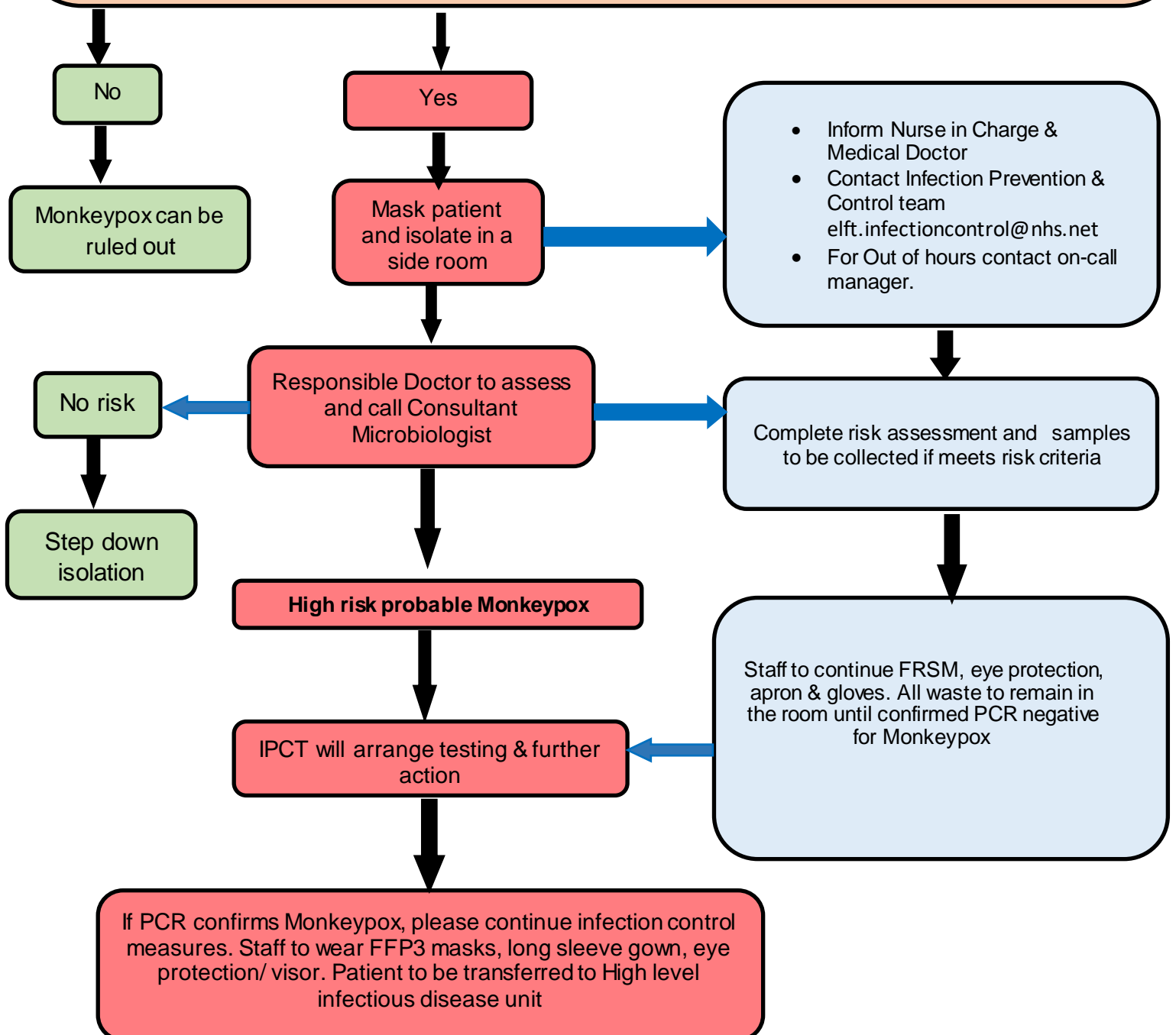
Appendix 47 - Flowchart of Outbreak Management



Appendix 48- Suspected Monkeypox Patient Pathway

A person with an **unexplained rash** on any part of their body plus one or more classical symptom(s) of *Monkeypox* infection since 15th March 2022 and either:

- Has an epidemiological link to a confirmed or probable case of *Monkeypox* in the 21 days before symptom onset **OR**
- Reported a travel history to West or Central Africa in the 21 days before symptom onset **OR**
- Is a gay, bisexual or other man who has sex with men (GBMSM)
- Acute illness with fever (>38.5oc), intense headaches, myalgia, arthralgia, back pain, lymphadenopathy.
- Has unexplained genital, ano-genital or oral lesion(s) (for example, ulcers, nodules) or proctitis (for example anorectal pain, bleeding)



36. Document Control

36.1 Procedure Checklist

To be completed and attached to any document which guides practice when submitted to the appropriate committee for consideration and approval.

	Title of document being reviewed:	YES / NO / UNSURE	Comments
1	Title		
	Is the title clear and unambiguous?	Yes	
2	Purpose		
	Are reasons for development of the document stated?	Yes	
3	Development Process		
	Are people involved in the development identified?	Yes	
	Do you feel a reasonable attempt has been made to ensure relevant expertise has been used?	Yes	
	Is there evidence of consultation with stakeholders and users?	Yes	
4	Style/Format		
	Is the document in the correct structure/format?	Yes	
	Is the document clear and concise?	Yes	
	Are key terms defined?	Yes	
5	Content		
	Is the objective of the document clear?	Yes	
	Is the target population clear and unambiguous?	Yes	
	Are the intended outcomes described?	Yes	
	Are the statements clear and unambiguous?	Yes	
6	Evidence Base		
	Is the type of evidence to support the document identified explicitly?	Yes	
	Are key reference cited?	Yes	
	Are the reference cited in full?	Yes	
	Are supporting documents referenced?	Yes	
7	Approval		
	Does the document identify which committee/group will approve it	Yes	Infection Prevention & Control Committee and Quality Committee
	If appropriate have the Joint Human Resources/Staff side committee (or equivalent) reviewed the document?	N/A	
8	Implementation Plan		
	Is there an implementation Plan?	Yes	
	Does the plan clearly state how the procedure will be disseminated?	Yes	

	Does the plan include the necessary training/support to ensure compliance?	Yes	
9	Document Control		
	Does the document identify where it will be held?	Yes	
	Have archiving arrangements for superseded documents been addressed?	Yes	
10	Impact Assessment		
	Is the impact assessment completed?	Yes	
11	Review Date		
	Is the review date identified?	Yes	
	Is the frequency of review identified? If so is it acceptable?	Yes	
12	Overall Responsibility for the Document		
	Is it clear who will be responsible for co-ordinating the dissemination, implementation and review of the document?	Yes	Deputy Director of Infection Prevention & Control. Infection Prevention & Control Team.

Individual Approval			
If you are happy to approve this document, please sign and date it and forward to the chair of the committee/group where it will receive final approval.			
Name	Director of Infection Prevention & Control.	Date	9 th November 2022
Signature			

Committee Approval			
If the committee is happy to approve this document, please sign and date it and forward copies to the person with responsibility for dissemination and implementing the document and the person who is responsible for maintaining the organisation's database of approved documents.			
Name		Date	
Signature			

36.2 Equality Analysis

A template for undertaking equality analysis of new and existing policies, function, service redesign, internal reorganisations or restructuring processes.

Contents

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Part 4: Equality Analysis of Service Users/Patients	201
Part 5: Findings from the Equality Analysis	202
Part 6: Equality Analysis Action Plan	203
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Part 1: Equality Analysis Details

Title of 'Proposal'	Policy review
Name of Directorate	Corporate services
Name of Manager Undertaking the Equality Analysis	Rana Begum – Trust-wide Lead Infection Prevention and Control Nurse
Consultation Date/s with Staff	N/A
Consultation Date/s with Service Users	N/A
Date Equality Analysis Completed	7 th November 2022
Review Date (Review at least once every 3 years)	7 th November 2025

Part 2: Proposal Details

1) What are the aims of the proposal? Indicate if this is a new proposal or the review of an existing one?

(The term 'proposal' covers activities such as policy development, policy review, service redesign and internal reorganisation or restructuring processes)

This is a review of existing Infection Prevention and Control Policy Manual

2) Provide a summary of the current activity to which the proposal relates e/g/ policy or service structure and provision and the reasons for the changes being proposed? (State if the proposal involves relocating a service to another site; extended service hours; puts staff at risk or involves significant change)

This is a review of existing Infection Prevention and Control Policy Manual

Part 3: Equality Analysis of Staff

<p>Protected Groups Identify the impact or potential impact on each of the following protected groups, with due regard to the three aims of the PSED (Public sector equality duty)</p>	<p>Impact Positive or Negative? Or No Impact?</p>	<p>Please describe the process of your analysis with reference to the following:</p> <ul style="list-style-type: none"> • Results of consultation • Data or research on the protected groups that you have considered • Implications for the protected groups
Age:	No impact	
Disability: (Consider a range of impairments, including – sensory, mental, physical and learning disability)	No impact	
Sex:	No impact	
Religion or Belief: (including no belief)	No impact	
Sexual Orientation:	No impact	
Race: (Including ethnicity and nationality)	No impact	
Gender Reassignment:	No impact	
Pregnancy and Maternity:	No impact	
Marriage and Civil Partnership:	No impact	

Part 4: Equality Analysis of Service Users / Patients

Protected Groups Identify the impact or potential impact on each of the following protected groups, with due regard to the three aims of the PSED (Public sector equality duty)	Impact Positive or Negative? Or No Impact?	Please describe the process of your analysis with reference to the following: <ul style="list-style-type: none"> • Results of consultation • Data or research on the protected groups that you have considered • Implications for the protected groups
Age:	No impact	
Disability: (Consider a range of impairments, including – sensory, mental, physical and learning disability)	No impact	
Sex:	No impact	
Religion or Belief: (including no belief)	No impact	
Sexual Orientation:	No impact	
Race: (Including ethnicity and nationality)	No impact	
Gender Reassignment:	No impact	
Pregnancy and Maternity:	No impact	
Marriage and Civil Partnership:	No impact	

Part 5: Findings from the Equality Analysis

Use this space provided below to elaborate on your decision based on the findings of the equality analysis
<p>1. Accept the Proposal – No evidence of discrimination and appropriate opportunities have been taken to advance equality and foster good relations.</p> <p>Accept the proposal as there is no equality impact</p>
<p>2. Adjust the Proposal – Take steps to remove barriers to advance equality. It may involve introducing actions to mitigate the potential effect or to look at how to deliver the proposal in a different way. It is lawful under Equality Law to treat people differently in some circumstances, for instance developing single sex provision where required.</p> <p>N/A</p>
<p>3. Continue the Proposal – Despite adverse effect or taking opportunities to advance equality provided the proposals do not unlawfully discriminate and can be objectively justified. (To identify whether a proposal may unlawfully discriminate due regard should be given to discrimination on the basis of the protected characteristics)</p> <p>N/A</p>
<p>4. Stop the Proposal – The policy shows unlawful discrimination and adverse effects that cannot be mitigated</p> <p>N/A</p>

Part 6: Equality Analysis Action Plan

Adverse Impact - Staff	
	No adverse impact on staff

Adverse Impact – Service Users	
	No adverse impact on service users

What Happens Next?

Once a plan has been put in place to mitigate against adverse impacts, the Equality Analysis should then be signed off by the Director/Head of the Service. Following this, the proposal can then be implemented. It is important to remember that Equality Analysis is not a once off process. It is important therefore, to be alert to emergent equality impacts throughout implementation.

This Analysis has been checked and approved by:

Name: Rana Begum

Title: Trustwide Lead Infection Prevention & Control

Date: 4th August 2022

Once completed, the document should be sent to the Trust’s Risk & Datix Manager to support the policy development and review process: j.sims3@nhs.net

36.3 References

http://www.eastlondon.nhs.uk/about_us/equality_and_diversity.asp Equality Information including examples of Equality Analysis, East London Foundation Trust

www.equalityhumanrights.com Equality and Human Rights Commission

www.stonewall.org.uk Lesbian, Gay & Bisexual Information and Research, Stonewall

www.ndti.org.uk; [Achieving](#) Age Equality in Local Mental Health Services, National Mental Health Development Unit