

Duncan Private Hire Infection Control Policy

Infection control is the name given to a wide range of policies, procedures and techniques intended to prevent the spread of infectious diseases amongst staff and service users. All staff working at Duncan's Travel are at risk of infection or of spreading infection, especially if their role brings them into contact with blood or bodily fluids like urine, faeces, vomit or sputum. Such substances may well contain pathogens that can be spread if staff do not take adequate precautions.

Policy Statement

Duncan Private Hire believes that adherence to strict guidelines on infection control is of paramount importance in ensuring the safety of both service users and staff. It also believes that good, basic hygiene is the most powerful weapon against infection, particularly with respect to hand washing

Duncan's Travel adheres fully to Outcome 8: of the Essential standards of quality and safety: Cleanliness and infection control and Regulation 12: of the Health and Social Care Act 2008 (Regulated Activities) Regulations 2010, which relates to the effective operation of systems designed to assess the risk of and to prevent, detect and control the spread of a health care associated infection

Aim

Basic principles of infection control. The aim of Duncan's Travel is to prevent the spread of infection amongst staff, service users and the local community

Goals

The goals of Duncan's Travel are to ensure that:

- (a) Service users, and staff are as safe as possible from acquiring infections through work-based activities
- (b) All staff at Duncan's Travel are aware of and put into operation Basic principles of infection control

Duncan Private Hire will adhere to infection control legislation:

- (a) The Health and Safety at Work Act, etc 1974 and the Public Health Infectious Diseases Regulations 1988, which place a duty on Duncan's Travel to prevent the spread of infection
- (b) The Reporting of Incidents, Diseases and Dangerous Occurrences Regulations 1995, which place a duty on Duncan's Travel to report outbreaks of certain diseases as well as accidents such as needle stick accidents

(c) The Control of Substances Hazardous to Health Regulations 2002 (COSHH), which place a duty on Premier Care (Plymouth) Limited to ensure that potentially infectious materials within the organisation are identified as hazards and dealt with accordingly

Infection Control Procedures at Duncan's Travel (Wilts) Ltd:

All staff are required to make infection control a key priority and to act at all times in a way that is compliant with safe, modern and effective infection control practice. The management of Duncan's Travel will make every effort to ensure that all staff working in their vehicles have access to sufficient facilities and supplies of appropriate equipment to ensure that they can implement effective infection control procedures and techniques

Any staff who does not feel that they have access to sufficient facilities and supplies of appropriate equipment to ensure that they can implement effective infection control procedures and techniques have a duty to inform their line manager or supervisor

Effective Hand Washing

Duncan's Travel believes that the majority of cross-infection in a care environment is caused by unwashed or poorly washed hands which provide an effective transfer route for micro-organisms.

Duncan's Travel believes that regular, effective hand washing and drying, when done correctly, is the single most effective way to prevent the spread of communicable diseases. Staff who fail to adequately wash and dry their hands before and after contact with service users may transfer micro-organisms from one service user to another and may expose themselves, service users and the public to infection

At Duncan's Travel (Wilts) Ltd:

- All staff should, at all times, observe high standards of hygiene to protect themselves and their service users from the unnecessary spread of infection
- All staff should ensure that their hands are thoroughly washed and dried:
 - Between seeing each and every service user where direct contact is involved, no matter how minor the contact
 - After handling any body fluids or waste or soiled items
 - After using the toilet
 - Before handling foodstuffs
 - After smoking
 - Before and after any care activity
- Hands should be washed thoroughly — liquid soaps and disposable paper towels should be used rather than bar soaps and fabric towels (whenever possible)
- All cuts or abrasions, particularly on the hands, should be covered with waterproof dressings at all times
- Ordinary soap is considered to be effective for routine use in removing dirt and reducing levels of transient micro-organisms on the skin to acceptably safe levels
- The use of antiseptic or antimicrobial preparations is recommended if service users are known to have an infectious disease or are colonised with antibiotic-resistant bacteria, such as Methicillin Resistant Staphylococcus Aureus (MRSA)

- Antiseptic hand washing solutions may also be used in situations where effective hand washing is not possible
- The use of alcoholic products for hand decontamination is not intended to replace washing hands with soap and water but rather to supplement hand washing where extra decontamination is required or to provide an alternative means of hand decontamination in situations where standard facilities are unavailable or unacceptable (for example between service users or in unsanitary conditions)
- To be effective hands should be thoroughly washed before the use of an alcoholic rub and again after the procedure or patient contact has ended. Please see the correct hand washing technique attached to this policy

The Handling and Disposal of Clinical and Soiled Waste

- All clinical waste should be disposed of in sealed yellow plastic sacks and each sack should be clearly labelled with the service user's address
- Non-clinical waste should be disposed of in normal black plastic bags
- When no more than three-quarters full, yellow sacks should be sealed and stored safely to await collection by an authorised collector as arranged
- Staff should alert their line manager if they are running out of yellow sacks, or any protective equipment

The Use of Protective Clothing

- Adequate and suitable personal protective equipment and clothing should be provided by Duncan Private Hire
- All staff who are at risk of coming into direct contact with body fluids or who are performing personal care tasks should use disposable gloves and disposable aprons
- Sterile gloves are provided for clinical procedures such as applying dressings. These should be worn at all times during service user contact and should be changed between service users. On no account should staff attempt to wash and reuse the gloves
- Non-sterile gloves are provided for non-clinical procedures
- The responsibility for ordering and ensuring that supplies of gloves and aprons are readily available and accessible lies with the main office

Cleaning and Procedures for the Cleaning of Spillages

- Staff should treat every spillage of body fluids or body waste as quickly as possible and as potentially infectious
- When cleaning up a spillage staff should wear protective gloves and aprons provided

Reporting

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) obliges Duncan Private Hire to report the outbreak of notifiable diseases to the HSE. Notifiable diseases include: cholera, food poisoning, smallpox, typhus, dysentery,

measles, meningitis, mumps, rabies, rubella, tetanus, typhoid fever, viral haemorrhagic fever, hepatitis, whooping cough, leptospirosis, tuberculosis and yellow fever

Records of any such outbreak must be kept specifying dates and times and a completed disease report form must be sent to the HSE

In the event of an incident, The Registered Manager is responsible for informing the HSE

Training

All new staff should be encouraged to read the policy on infection control as part of their induction process. Existing staff may be offered training covering basic information about infection control should it be requested

Correct Hand Washing Technique

Removing all dirt and contaminants from the skin is extremely important. Hands and other soiled parts of the body should be cleaned at least at the end of each work period, prior to breaks, or when visiting the toilet

The correct method of cleaning is also important. Developing a good hand washing technique is imperative to ensure hands are thoroughly clean. Particular attention should be paid to the backs of the hands and fingertips as these are frequently missed

It is usual to wet hands before dispensing a dose of soap into a cupped hand, however for heavily soiled hands it is advisable to apply the appropriate specialist hand cleanser directly to the skin before wetting. In all cases, it is important to follow the manufacturer's recommended instructions

1. Rub palm to palm
2. Rub palm over back of hand, fingers interlaced
3. Palm to palm, fingers interlaced
4. Fingers interlocked into palms
5. Rotational rubbing of thumb clasped into palm
6. Rotational rubbing of clasped fingers into palm

The skin should always be properly dried to avoid risk of chapping particularly during cold weather

Clean towels should be available at all times - dirty towels mean exposing the skin to more dirt and the risk of infection

Ideally, 'single issue' disposable towels should be used, as the use of 'communal' towels can lead to contamination

Vehicle Cleaning

All Passenger Transport Vehicles must be cleaned by our front-line staff following transfer of a patient. This includes cleaning all equipment used and the chair the patient was transferred on. Within every 35-day period, all front-line Passenger Transport Service vehicles must receive a full deep clean. This ensures that all passengers/patients are cared for in a clean environment. Spot checks around the cleanliness of our vehicles will be carried out each month. The vehicle Audit form used can be found below:

Duncan Private Hire “Infection Control” Check Sheet

Date:

ERM:

Driver:

Inspected by:

Signed by:

Standard: These criteria will be maintained to reduce the risk of cross infection and contamination	Yes	No	Comments
All vehicles are clean, dust free and the interior is well maintained, in good condition to ensure the fabric of the environment and equipment smells fresh and pleasant.	<input checked="" type="radio"/>	<input checked="" type="radio"/>	
The floor including edges and corners are visibly clean with no visible body substances, dust, dirt or debris. Floor coverings are washable and impervious to moisture.	<input checked="" type="radio"/>	<input checked="" type="radio"/>	
Alcohol hand rub is available on all vehicles at the point of care.	<input checked="" type="radio"/>	<input checked="" type="radio"/>	
Skin cleansers (Wet wipes) are available for visibly soiled hands prior to using alcohol hand rub.	<input checked="" type="radio"/>	<input checked="" type="radio"/>	
When used, linen is changed after every patient (Ask Crews).	<input checked="" type="radio"/>	<input checked="" type="radio"/>	