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# Acacium Group

# Standard Precautions

Procedure Reference | SOP INF CONT 02

Version | V3.0

<b>Procedure Name</b>	Standard Precautions
<b>Purpose of Document</b>	To ensure that the correct preparation, procedure and outcome are achieved by implementing a consistent, and systematic, approach to the procedure of universal precautions.
<b>Target Audience</b>	All nurses and appropriately trained carers.
<b>Version</b>	V3.1
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<b>Lead Director</b>	Karen Matthews-Shard
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<b>Last Reviewed</b>	3 yearly, or when clinical or operation guidelines change.
<b>Next Review Date</b>	November 2025
<b>Equality Impact Assessment (EIA) Form</b>	Acacium Group is committed to Equality, Diversity and Inclusion and in line with our values, we strive to ensure that everyone that is part of the Acacium community is not disadvantaged or discriminated against given their individual need or characteristics. To support this, an Equality Impact Assessment has been undertaken on this policy/procedure. This information is held centrally and can be requested from the Clinical Governance Team.
<b>About Acacium Group</b>	Details of all Acacium Group trading companies that this policy applies to are detailed within Appendix A

Document History			
Version	Date	Changes made/comments	By whom
V1	Dec 2016	Implementation of document history page.	KNF/SJ
V1	Mar 2018	Updated front sheet to include new review frequency date.	KMS/MS
V2	Nov 2019	3 Yearly Review	Clinical Advisory Group
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V2.2	Jan 2021	Rebrand 2	CC
V2.3	Apr 2021	Added CHS brand	CC
V3	Nov 2022	3 Yearly Review	Clinical Advisory Group
V3.1	Jan 2024	Rebrand	Clinical Advisory Group

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## 1. Introduction

The need to promote health by preventing the spread of infection is a requirement from all involved who are involved in providing and receiving health and social care.

## 2. Aim

To prevent the spread of infection between clients/patients and Acacium Group staff.

## 3. Relatives and Carer Involvement

The need to prevent the spread of infection should be communicated to all relatives and carers and their full involvement sought in making plans to promote an environment that minimises infection risks to all members of the family, Acacium Group staff and future contacts.

## 4. If an Acacium Group worker is not sure what to do

The Acacium Group worker should contact the person in charge or follow escalation plan.

## 5. Standard Precautions

### Hand Washing

Good hand washing is the most important way to prevent the spread of infection. Intact skin is an efficient waterproof barrier; therefore, everyone should look after their skin and cover any lesions with a waterproof plaster. If skin becomes contaminated with body fluids, wash off as soon as possible. Hand jewellery should be removed before hand washing and fingernails should be kept short and clean. No false nails / tips / gel or nail varnish.

Hands should be washed before and after all procedures and once gloves have been removed.

Please refer to SOP INF CON 03 for the hand washing procedure.

### Gloves

Gloves must be worn if in contact with blood, body fluids, secretions, excretions, or hazardous substances. Sterile Gloves may be necessary for certain procedures e.g. aseptic technique. Household gloves may be used for cleaning the environment. Discard when punctured or torn.

Disposable gloves are single use items and must be discarded after each procedure.

Hand washing is considered necessary following the use of gloves because hands can become contaminated on removal of gloves, or gloves can puncture or leak. (Korniewicz et al 1994).

Please also refer to the CLIN 10: Allergy Management Policy.

### Plastic Aprons

Fluid repellent protection should be worn for procedures anticipated to cause significant contamination of skin or clothing with blood or body fluid. The front of the body is the part most frequently contaminated, therefore plastic disposable aprons provide adequate protection in most circumstances e.g. dealing with body fluid spills, dressing wounds. This also functions to provide a clean covering over clothing/uniform where an aseptic technique is being performed.

Plastic aprons are single use items and must be discarded after each procedure. To remove a contaminated apron, the apron should be turned inward, rolled into a ball and discarded.

### Sharps

**All staff have a responsibility to ensure the safe use and disposal of sharps.**

The prevention of contaminated sharps injuries through safe handling is the single most important safety measure.

For injuries with needles, sharp instrument, bites, or deep scratches encourage bleeding (not by sucking) and wash well with soap and water.

Exposure by splashing into the eyes, mouth or open lesions irrigate with copious amounts of water.

Report the accident immediately and within the hour for known or suspected high-risk injuries. Should an injury occur with a contaminated sharp ALWAYS follow the Needlestick Injury SOPs.

### Safety Measures:

- you are responsible for the disposal of your own sharps do not ask someone else to do this for you.
- never re-sheath used needles by hand. If there is any safety device present on syringe (e.g. pre-filled syringes, retractable needles) use it according to manufacturer's instructions.
- dispose of syringe and needles as one complete unit wherever possible
- always take the sharps container to the point of use. Do not carry used sharps in hands / pockets. If sharps do need to be carried to a sharps container, always use a receptacle e.g. tray/kidney bowl
- dispose of any used sharps immediately.

### Sharps Containers:

- only sharps containers meeting the standard UN 3291 are to be used.
- use the designated sharp container for the specific sharp being used (identified by different coloured sharp bin lids)
- ensure container is correctly assembled and labelled with date started, client's address/location and the initials of the person assembling.
- dispose of container when  $\frac{3}{4}$  full (or to indicator line) or at maximum intervals not exceeding three months, whichever is earlier.
- sharps containers must be placed in convenient but safe locations, especially away from children.
- after ensuring containers are correctly sealed according to manufacturer's instructions and labelled with the client's address/location, date and initials of the person sealing the container, collection should be arranged according to local agreed requirements.
- needles must never be decanted from one container to another.

**NB:** The client, commissioner, In case of emergency (ICE) or family are responsible for ensuring the correct procedures are used for setting up and collecting the sharps containers. All Acacium Group employees should double check that requirements have been satisfied in order to promote safety of all involved.

### Blood and body fluid spillage procedure

All spillages must be dealt with as soon as possible.

Protect the area with the spillage in some way to make sure that the client and or relatives and carers do not fall because of slippery floors.

After clearing up complete an incident form.

**Method:**

- put on an apron and gloves if the spillage is body fluids
- soak up excess spillage with paper towels and discard
- if there is broken glass or sharps in the spillage DO NOT pick it up with your fingers – use a scoop of cardboard and dispose of into Sharps container
- wash the area with detergent and hot water
- dispose of waste along with personal protective equipment used
- leave the spill area clean and dry.

**Waste Management**

In a client's own home, it is expected that the management of waste is managed mostly through normal methods. The client should be told to bag up any waste from any procedures immediately and seal it before being put into the usual waste management bins. Waste should be kept away from children. Sharps would be disposed of into a sharp's container.

**Linen**

Within a client's own home, it is expected that laundry will be managed in the home environment. Clients and their family should be advised to wash linen on normal temperatures or if soiled on a hot temperature by following the fabric washing guidelines on each item. In some scenarios, Acacium Group staff will undertake this if commissioned to do so.

Linen may need to be washed at the end of the day once normal family washing has been done.

If linen is too soiled and not possible to be re used, it should be double bagged before being put in the waste.

If handling dirty or soiled linen, it is essential that gloves and an apron are worn.

Used linen should be removed from the bed with care to avoid any unnecessary agitation of fabric, thereby limiting the number of micro-organisms/aerosols in the air.

Armfuls of linen should never be carried around in the home environment so where possible a washing basket should be made available by the bedside when changing the bed.

The family should be reminded to clean the wash basket with detergent and water after use with fouled linen or at least once a week.

Advise family to store clean linen away from linen that is to be washed and not to overload the washing machine when doing the washing.

If soiled items are to be rinsed or sluiced this should be done on a pre-wash cycle.

**Environmental Cleaning**

The home environment would be cleaned as a family home would and is the responsibility of the client and his/her family. Acacium Group staff however would be expected to clean up any mess they have made and respect the family home environment.

## 6. Associated Policies / SOPs

### Policies

CLIN 03 Medicines Management Policy  
CLIN 07 Infection Prevention and Control Policy  
ORG 03 Health and Safety Policy

### SOPs

SOP INF CON 01 Aseptic Technique  
SOP INF CON 03 Hand Washing

## 7. References

- NHS South Staffs 2009 Standard Precautions and Personal Protective policy  
<http://www.southstaffordshirepct.nhs.uk>
- Palgrave Macmillan 2009 Universal Precautions PowerPoint, Palgrave Macmillan,  
<https://www.palgrave.com/nursinghealth>
- NHS Walsall 2010 Linen Management Policy, <http://www.walsallcommunityhealth.nhs.uk>
- Royal Marsden 9<sup>th</sup> Edition
- NICE Healthcare Associated Infections: Prevention and control in primary & community care



## Appendix A: About Acacium Group

Acacium Group consists of a number of trading companies, each providing services within core niche areas of the health and social care industries. Therefore, as this document is a Group Policy, the Policy herein applies to all trading companies detailed below:

 Part of Acacium Group	 Part of Acacium Group	 Part of Acacium Group
		 multistaffing   one solution
 Part of Acacium Group	 Part of Acacium Group	 Part of Acacium Group
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