## Attachment 1: Procedures for infection prevention and control relating to blood-borne viruses and body fluids

The use of standard precaution practice (see Definitions) is the best way to prevent transmission of blood-borne viruses and body fluids.

The procedures are based on information available from the Department of Education, the Victorian Government’s Better Health Channel and the National Health and Medical Research Council.

#### Important note on blood spills

Text Box

#### Managing exposure to blood and/or body fluids

Exposures include sharps injuries (such as needlestick) and splashes into or onto mucous membranes (such as eyes, nose, mouth) or non-intact skin (cuts, sores or abrasions).

Steps are:

1. Remove contaminated clothing (if applicable) and thoroughly wash exposed area with soap and water.
2. Affected mucous membranes should be flushed with large amounts of water.
3. Eyes should be flushed gently (no soap).
4. The exposed person must report any occupational exposures immediately
5. Seek medical attention for an assessment of the risk of infection and appropriate treatment.

#### Cleaning and removal of blood spills and body fluids

##### Equipment (label clearly and keep somewhere easily accessible)

* Disposable gloves
* Disposable plastic bags/zip-lock bags/biohazard container (if available)
* Detergent/bleach
* Disposable towels
* Warm water (or access to warm water)

##### Procedure

Put on disposable gloves.

1. Cover the spill with paper towels.
2. Carefully remove the paper towel and contents.
3. Place the paper towels in an appropriate disposable plastic bag/zip-lock bag/biohazard container.
4. Clean the area with warm water and detergent/bleach, then rinse and dry.
5. Remove and place gloves in an appropriate disposable plastic bag/zip-lock bag/biohazard container, then seal and place this in a rubbish bin inaccessible to children.
6. Wash hands in warm, soapy water and dry (follow the hand-washing guidelines in the *ELV Hygiene and Cleaning Policy*).

#### Needle stick injuries

If you are pricked by a discarded needle and syringe (often referred to as ‘needle stick injury’):

Flush the injured area with flowing water.

1. Wash the wound well with soap and warm water.
2. Dry the wound and apply a waterproof dressing.
3. Seek medical attention for an assessment of the risk of infection and appropriate treatment.
4. If the needle and syringe cannot be retrieved, mark the area so others are not at risk and contact the Disposal Helpline.

#### Safe disposal of discarded needles and syringes

##### Equipment (label clearly and keep somewhere easily accessible)

* Disposable gloves
* Long-handled tongs
* Disposable plastic bags
* ‘Sharps’ syringe disposal container, or rigid-walled, screw-top, puncture-resistant container available for free from local councils (which may also provide free training to staff on the collection of sharps)

##### Procedure

Put on disposable gloves.

1. Do not try to re-cap the needle or break the needle from the syringe.
2. Place the ‘sharps’ syringe disposal container on the ground next to the needle/syringe and open the lid.
3. Using tongs, pick the syringe up from the middle, keeping the sharp end away from you at all times.
4. Place the syringe, needle point down, in the ‘sharps’ syringe disposal container and close the lid securely on the container.
5. Repeat steps 3 to 5 to pick up all syringes and/or unattached needles.
6. If appropriate, clean the area with warm water and detergent/bleach, then rinse and dry.
7. Remove and place gloves in a disposable plastic bag, then seal and place the bag in a rubbish bin inaccessible to children.
8. Wash hands in warm, soapy water and dry (follow the hand-washing guidelines in the *ELV Hygiene and Cleaning Policy*).
9. To dispose of the ‘sharps’ container, contact the Syringe Disposal Helpline on 1800 552 355.

**Note**: Disposal containers or syringes must not be put in normal waste disposal.

Under no circumstances should children, work-experience students or volunteers be asked or encouraged to pick up needles/syringes.

If the needle/syringe is not accessible and cannot be collected, mark and supervise the area so that others are not at risk, then contact the Syringe Disposal Helpline on 1800 552 355.

Source: ELV Infection Control and Immunisation Policy