

Lynnfield Primary School  
Bodily Fluids and Good Health Practises Policy

**Contents:**

1. Statement of intent
2. Legal framework
3. Equipment
4. Contact with the skin
5. Protective clothing
6. Spillages
7. Extensive spillages
8. Bodily fluids
9. Disposal
10. Disinfection
11. Cuts
12. Reporting
13. Training
14. Monitoring and review

### **1. Statement of Intent**

At Lynnfield Primary School, we believe that maintaining a clean and hygienic environment is an essential part of our health and safety duty. Bodily fluids are a source of infectious micro-organisms, such as bacteria and viruses. Any bodily fluids will be cleaned up immediately, by the member of staff who discovers them.

Any member of staff who discovers bodily fluids will follow the procedures outlined in this policy. The aim of the procedure outlined in this policy is to ensure pupils and staff are safe from infection.

### **2. Legal Framework**

This policy has due regard to legislation, including, but not limited to the following:

- The Health and Safety at Work etc. Act 1974.
- Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations 2013.

This policy will be implemented in conjunction with the school's:

- Health and Safety Policy.

### **3. Equipment**

The following equipment will be kept on the premises at all times:

- Anti-bacterial disinfectant
- Bleach
- Mops
- Dustpans and brushes
- Closable containers for disposal
- Refuse bags
- Buckets
- Short and long-handled brushes
- Plastic gloves and aprons
- Waterproof plasters

The site manager and business manager will be responsible for ensuring all the equipment is fit for use and replenished.

The site manager and business manager will undertake an inventory check.

The site manager will ensure that any equipment that is used during cleaning will be thoroughly cleaned, using anti-bacterial disinfectant before it is placed back into storage.

Any disposable equipment will be treated as clinical waste.

### **4. Contact with the skin**

- Any cuts or scrapes will be covered with a waterproof plaster.
- If the plaster starts to come off, it will be taken off and replaced with a new one, after the affected area has been cleaned and dried.
- If any member of staff develops a skin irritation after dealing with bodily fluids, they will consult a doctor at the earliest opportunity.
- If a member of staff is splashed by bodily fluid on an area of unbroken skin, they will wash it off immediately using hot soapy water for three to five minutes, and then rinse and dry well.
- If staff are allergic to soap they should use plenty of plain water.

- If any member of staff develops a skin condition, such as eczema or dermatitis, they will consult a doctor at the earliest opportunity.

### **5. Protective clothing**

All protective clothing, such as disposable gloves and aprons, will be disposed of after use. Protective clothing will not be used more than once.

Disposal plastic gloves will always be worn when dealing with bodily fluids.

When dealing with larger incidents, which cover more than 1 metre squared, a plastic apron will also be worn.

If any item of protective clothing is torn or damaged, it will be replaced before continuing with cleaning.

### **6. Spillages**

Any spillage on a flat surface will be covered with an absorbent material, such as newspaper, kitchen roll, paper towels or saw dust.

Where possible, the use of mops will be avoided and paper towels will be used to clean up spillages.

If a surface is not flat, a handful of absorbent material dipped in disinfectant solution will be used to wipe up the spillage.

A solution of hot water and anti-bacterial disinfectant will be used to clean the affected area.

Disinfectant will be added to hot water, not the water to the disinfectant. This is to minimise splash from the disinfectant.

If a member of staff gets disinfectant on their skin they will wash it off as soon as possible, using soap and hot water.

If the disinfectant is likely to damage the surface, hot water and soap will be used.

### **7. Extensive spillages**

In the case of extensive spillages, the area will be cordoned off.

Where possible, the room will be made unavailable for use until the cleaning process is complete.

In cases of extensive spillages, a mop will be used to clear excess liquid before anti-bacterial disinfectant is used.

Any mops that are used to clear up bodily fluids will be disposed of as clinical waste after use and not reused.

### **8. Bodily fluids**

Dried vomit will be soaked with hot water and anti-bacterial disinfectant, left to soften, and then disposed of as infected waste.

Faeces will be scraped up using a dust pan and brush and disposed of in a toilet.

Diarrhoea will be treated the same way as dried vomit.

After bodily fluids have been disposed of the affected area will be cleaned using anti-bacterial disinfectant.

### **9. Disposal**

All infected waste will be disposed of in a clinical waste sack or container.

When clinical waste sacks are two thirds full they will be sealed and stored safely until they are collected.

Clinical waste will never be disposed of with ordinary waste.

### **10. Disinfection**

All surfaces immediately surrounding the affected area will also be cleaned, using hot water and disinfectant.

A warning sign will be used to show that the area is wet.

All areas will be dried after cleaning.

Any pupil's soiled clothing will be hygienically bagged and given to the parent/carer to take home. Soiled clothing will never be washed by hand.

Any other clothing which has been splashed by bodily fluids will be washed separately from other laundry.

Any equipment used to clean up bodily fluids, such as dust pans or shovels, will be thoroughly washed with hot soapy water, before they are placed back into storage.

### **11. Cuts**

If a member of staff is cut by a sharp object, the cut will be encouraged to bleed by pinching the affected area.

If a member of staff cuts themselves, they will place the affected area under cold water.

A clean absorbent pad will then be applied to the wound with firm pressure until the bleeding stops; if the bleeding does not stop a first aider will be called.

Any blood around the wound will be washed off, before a waterproof plaster is applied.

### **12. Reporting**

Any incident involving injury or discovery of bodily fluids will be reported at the earliest opportunity.

A report form will be completed and returned to the site manager or business manager.

Report forms can be found at the main reception.

### **13. Training**

All members of staff will receive training related to the cleaning of bodily fluids.

The school office staff is responsible for arranging training during the induction of new staff, and at regular intervals during their employment.

### **14. Monitoring and review**

This policy will be reviewed annually by the Executive Headteacher.

**Date: September 2019**

**Reviewed by: S. Sharpe**

**Approved by Governors:**

**Next Review Date: September 2020**