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| **1.** | **Always wash your hands** |
|  | * **before** and **after** using protective gloves (gloves should always be worn when in contact with blood or other body fluids) * after sneezing or blowing your nose * after handling bed linen or laundry * after using the toilet * after providing physical care for a service user * before preparing or serving meals or drinks * at any time when the hands are visibly soiled.   Note: Alcohol gel is only to be used **in support** of hand washing. |
| **2.** | **Take simple protective measures**  Appropriate gloves and plastic apron must be used to prevent contamination from bodily fluids and blood stained products. Avoid contaminating yourself or your clothing with blood. Always wear gloves appropriate to the task and a plastic apron when delivering all personal care and when dealing with body fluids and dispose of as instructed below. Household rubber gloves should be used for general cleaning. Afterwards wash them and then remove please see appendice 2 for donning and removing of gloves. |
| **3.** | **Always cover cuts or abrasions on your skin**  Clean the wound with water and paper towels or tissues, use clean waterproof plasters. Take every care to avoid damaging your skin with cuts or abrasions in the presence of blood. |
| **4.** | **Clear up spillages of body fluids promptly**  Spillages of body fluids and blood stained spillages on soft fabrics should be cleaned up with paper towels and the area washed thoroughly with detergent or shampoo solution. Refer to individual risk assessment and COSHH risk assessments and safety datasheets. |
| **5.** | **Take care with chlorine based products**  These are corrosive and can damage fabrics. Always use at the strength directed and never use on skin. Never mix with anything other than water as they can liberate chlorine gas in contact with acids like toilet cleaners and urine, refer to COSHH risk assessments and safety data sheets for more information. |
| **6.** | **Dispose of waste safely**  Waste such as soiled incontinence pads, dressings and disposable gloves, aprons and paper towels contaminated with body fluids should be disposed of in the appropriate clinical waste collection bin, where provided. Where such bins are not provided, unless you are told otherwise, you may place small quantities of clinical waste in a plastic bag, tie it securely then place in another plastic bag and dispose of it with the normal waste. Sharps must always be placed in a ‘Sharps’ container for collection and must never be disposed of with normal waste. |

**The simple precautions described above must be adopted at all times**

If you have damaged skin and believe yourself to have been exposed to bodily fluids from a client at risk then immediately wash the cut or abrasion liberally with soap and water but without scrubbing. Splashes of blood into the eyes or mouth should be washed out immediately with copious amounts of water. If the skin has been punctured, free bleeding should be encouraged but the wound must not be sucked.

Any incident must be reported immediately to the Line Manager and dealt with exactly as an accident. Where necessary, seek emergency advice from your GP or nearest accident and emergency department.

**Effective hand washing**

Remember that effective hand washing is the single most fundamental means of preventing and controlling the spread of infection. In certain circumstances your local Infection Control Team may advise the use of alcohol based hand rub solution to follow a hand wash with soap and water.

**Note: The use of alcohol gel is not on its own sufficient to reduce infection.** It is essential to use soap and water for hand washing. Remember to use the following technique with soap and water (shown in appendice 1):

* between fingers - around finger tips around the wrist and thumbs
* both the front and back of palms
* then rinse soap off thoroughly and dry your hands using disposable paper towels.

The picture below shows the areas in dark that are easy to miss.





