

**RADMERE MEDICAL  
INFECTION CONTROL &  
PREVENTION  
POLICY & PROCEDURE**

<b>Policy title:</b>	<b>RADMERE MEDICAL INFECTION CONTROL &amp; PREVENTION POLICY &amp; PROCEDURE</b>
----------------------	--

<b>Issue date:</b>	Aug 2018	<b>Date policy is to be reviewed:</b>	Jul 2019
--------------------	----------	---------------------------------------	----------

<b>Version:</b>	<b>Issued by:</b> Managing Director – Mike Johnson
-----------------	--

<b>Scope:</b>	Whole company
---------------	---------------

<b>Associated documentation:</b>	Radmere Health & Safety Policy
<b>Appendices:</b>	(None)
<b>Approved by:</b>	Managing Director - Mike Johnson
<b>Date:</b>	28-Aug-18

<b>Review and consultation process:</b>	Annually from review date above by Managing Director – Mike Johnson & Medical Director – Mr Das
<b>Responsibility for Implementation &amp; Training:</b>	Day to day responsibility for implementation & training: Managing Director – Mike Johnson

<b>Revisions:</b>		
<b>Date:</b>	<b>Author:</b>	<b>Description:</b>
28-Aug-18	Ben Meade	Updated following annual review.
09-Aug-17	Ben Meade	Updated following annual review.
14-Dec-16	Ben Meade	Updated to include colour coding for cleaning equipment & re-issued.
09-Sep-16	Ben Meade	Final version for signing
23-Aug-16	Ben Meade	Initial version for Radmere Medical.

<b>Distribution</b>	Current PDF version to be distributed and available electronically as required for employees, also to 3 <sup>rd</sup> parties and clients upon request so long as suitable confidentiality agreements in place.
---------------------	---

## Contents

<b>1. Introduction</b>	<b>4</b>
<b>2. Aim and scope of this policy</b>	<b>4</b>
<b>3. Responsibilities</b>	<b>4</b>
<b>4. Legislation</b>	<b>5</b>
<b>5. Personnel</b>	<b>5</b>
Contracts of Employment	5
Infection Control Awareness and Training	5
<b>6. Standard Precautions</b>	<b>5</b>
Hand washing procedures	5
General Dress Code	6
Basic Patient Transport Services Hygiene	6
Protective Clothing	6
Sharps and Single-use Devices	6
Ambulance Cleaning	6
Radmere HQ Cleaning and Facilities	7
Cleaning Controls	7
<b>7. Infection Control</b>	<b>7</b>
General Procedure	7
Needle Stick Injuries	8
<b>8. Further Information</b>	<b>8</b>

## 1. Introduction

This Infection Control & Prevention policy is a key component of the management framework for **Radmere Medical Ltd (Radmere)**.

Radmere is committed to minimising the risk of infection and to ensure the safety of patients and staff while providing patient transport services.

**Infection Control & Prevention directly supports high quality Patient Centred Care which is at the heart of what Radmere represents and all employees, contractors or 3<sup>rd</sup> parties working with Radmere are expected to be fully aware of this policy and procedure to raise any Infection concerns promptly and correctly.**

## 2. Aim and scope of this policy

The purpose of this policy is to:

- Minimise the risk of Infection by defining and adopting effective procedures
- Provide staff with clear guidance on how to minimise the risk of Infection and the steps to be followed should an Infection be identified.

This policy applies to all Radmere staff or those supplied under contract to it.

## 3. Responsibilities

- Ultimate responsibility for Infection Control & Prevention rests with the **Managing Director – Mike Johnson**, including managing and implementing the policy and related procedures.
- Responsibility for maintaining this Policy is held jointly by **Managing Director – Mike Johnson** and **Non-Exec Medical Director – Mr Das** and it will be reviewed at least annually with any changes being approved by both of these.
- Any Line Managers are responsible for ensuring that their permanent staff, temporary staff and any contractors are aware of:-
  - The Infection Control & Prevention policy & procedures
  - Their personal responsibilities for Infection Control & Prevention
  - How to access advice on Infection Control & Prevention matters
- Line managers shall be individually responsible for Infection Control & Prevention within their business area and ensuring that any concerns raised are dealt with properly and as quickly as possible, also maintaining proper records
- Staff are responsible for properly following the defined Infection Control & Prevention procedures and raising any concerns promptly to an appropriate manager or director.

**All staff, contractors and 3<sup>rd</sup> parties shall comply with the Infection Control & Prevention policy and must understand their personal responsibilities. Failure**

**to do so may result in disciplinary action, termination of contracts and legal prosecution where necessary.**

#### **4. Legislation**

For Infection Control & Prevention Radmere is required to comply with the Health and Safety at Work Act (1974) and associated, relevant regulations:

- Health and Safety (Sharp Instruments in Healthcare) Regulations 2013
- Health and Safety (Training for Employment) Regulations 1990
- Personal Protective Equipment at Work Regulations 1992
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

Related documentation/links:

- Radmere Health & Safety Policy (including Risk Assessments)
- NICE Infection Control Guidelines - <https://www.nice.org.uk/guidance/CG139>

#### **5. Personnel**

##### **Contracts of Employment**

- Infection Control & Prevention expectations of staff shall be included within appropriate job definitions.

##### **Infection Control Awareness and Training**

- The aim of the training and awareness programmes are to ensure that effective procedures to minimise the risk of Infection and to control any Infections that do occur are promoted and maintained.
- Infection Control & Prevention awareness training shall be included in the staff induction process and shall be carried out annually for all staff
- An on-going awareness programme shall be established and maintained in order to ensure that staff awareness of Infection Control & Prevention is maintained and updated as necessary.
- Staff are actively encouraged to promptly raise any Infection Control & Prevention issues to any manager or **Managing Director - Mike Johnson**.

#### **6. Standard Precautions**

##### **Hand washing procedures**

All staff are trained in effective hand-washing and expected to carry out hand-washing as necessary. As a minimum staff should hand-wash before going out on duty and after dropping off each patient.

Washbasins with suitable taps, liquid soap dispensers and drying facilities are maintained within Radmere HQ and should also be available in all clinical pick-up and drop-off locations.

All ambulances carry disinfectant wipes, hand wipes and sanitising (alcohol) gel and waste (generally white) bags.

### **General Dress Code**

All staff should wear clothes and footwear that are clean and fit for purpose. Radmere Medical provides uniform for staff providing Patient Transport Services and staff are expected to keep this clean and let managers know if any more is required.

### **Basic Patient Transport Services Hygiene**

- Any linen or laundry (sheets, pillowcases, blankets, etc.) required as part of providing Radmere Patient Transport Services should be sourced from the pick-up location as clean items **for each individual patient**.

Spare sheets, blankets and pillow cases are kept in ambulances just in case the above isn't possible and are monitored as part of regular checks.

- Any linen or laundry used as part of providing Radmere Patient Transport Services should be disposed of at the drop-off location for the patient into suitable clinical waste or laundry facilities.

If it is not possible to dispose of used linen and laundry at the drop-off location then it should be kept securely within a laundry bag (generally white) bags available within each ambulance until it is possible to dispose of it appropriately (at the next clinical location visited - not Radmere HQ).

- Any equipment (stretchers, wheelchairs, etc) used to transport patients should be cleaned and sterilised **immediately after each patient has been dropped off**, making use of drop-off location disinfectant wipes and clinical waste facilities wherever possible.

If it is not possible to do this at the drop-off location then it should be done on returning to the ambulance using the facilities available within there.

- Any ambulance equipment (seats, handrails, etc) that the patient has been in contact with should also be cleaned and sterilised after each patient has been dropped off using the facilities available within each ambulance.

### **Protective Clothing**

Plastic gloves are kept available in all ambulances and should be used as necessary and then disposed of as clinical waste. Gloves are single use only.

### **Sharps and Single-use Devices**

Contaminated sharps buckets are maintained within HDU ambulances only. These are monitored and emptied as part of regular HDU ambulance kit checks.

### **Ambulance Cleaning & Inspections**

Each ambulance has planned cleaning at least once a week inside and out. On the inside all floors are mopped using disinfectant and all surfaces and equipment are also wiped down using disinfectant.

Each ambulance will also have a planned “deep clean” at least once a month. This involves emptying out all of the equipment and kit and then doing a thorough clean of the ambulance including shelves, cupboards, ceilings, surfaces and floors and then doing the same for equipment and kit as it is replaced. For HDU ambulances “deep cleans” may be required more regularly than once a month, particularly during adverse weather conditions or should there be any contamination (e.g. vomit, faeces, urine, blood, etc).

Staff are responsible for carrying out any return to base cleaning required of ambulances (i.e. mopping ambulance floor if it is wet/dirty or if there has been any spill or contamination during patient transport, also if there is any broken equipment and/or wear & tear that could affect Patient Transport Services or ambulance hygiene). Ambulances are to be left clean and tidy so that they are ready for the next patient.

### **Radmere HQ Cleaning and Facilities**

Radmere premises (primarily Radmere HQ on St Margarets Way, Huntingdon) will be kept tidy and be regularly cleaned to minimise the risk of any Infection being transmitted from there to Staff (& potentially subsequently to Patients).

Radmere premises will also be equipped to support all cleaning and disinfection procedures (including hand-washing, cleaning of ambulances and re-stocking of any used preventative equipment necessary such as gloves, sharps buckets, mops & disinfectant, waste bags, hand-wipes, etc).

### **Cleaning Controls**

All cleaning equipment (particularly mops & buckets) must be clearly marked and used for specific purposes to minimise the risk of any cross-contamination or infection:

**Red** – ambulance floors

**Blue** – ambulance equipment

**Black** – general purpose cleaning (e.g. premises floors)

Mops must be cleaned and disinfected after each use and stored separately from buckets.

## **7. Infection Control**

### **General Procedure**

Should a member of staff become aware of any actual or potential Infection issue then they should take immediate action to minimise the risk of any further spread or contamination.

Depending upon the specific circumstances this might involve one or more of the following:

- Securing the area/Patient and minimising any further contact or access by others
- Notifying appropriate contacts at drop-off and pick-up locations and advising them of actual or potential Infection so they can take appropriate action
- Making use of appropriate protective equipment needed (primarily plastic gloves)

Any **actual or potential Infection issue must be notified as soon as possible** to any Radmere Medical manager for awareness and to help with any support or further action needed (including any wider notifications needed such as to HSE, CQC or any other agencies that need to be involved).

- Any actual or potential Infection issues will be recorded as Radmere Incidents and fully investigated with appropriate follow-up actions being taken promptly
- Risk Assessments and preventative measures will be reviewed and re-assessed following any actual Infection to ensure that any lessons are learned and procedures improved where necessary.

Full written records of any actual or potential Infection raised should be kept as part of Radmere's Incident and Complaints process.

### **Needle Stick Injuries**

1. If the mouth or eyes are contaminated with blood or body fluid, they should be washed thoroughly with water
2. If skin is punctured, free bleeding should be gently encouraged and the wound should be washed with soap or chlorhexidine and water, but not scrubbed or sucked
3. If there is any possibility of HIV exposure, immediate medical advice should be sought about the relative indications for anti-retroviral post-exposure prophylaxis
4. Specialist advice and assistance from Accident and Emergency and/or 3<sup>rd</sup> party Occupational Health Services & any Counselling services should be arranged by Radmere Medical managers as appropriate.

## **8. Further Information**

Further information and guidance on this policy can be obtained from **Managing Director – Mike Johnson**. Comments and suggestions to improve Radmere Infection Control & Prevention are always welcome.



**Policy approved by:**

Date: 28-Aug-18

Signature:

A handwritten signature in black ink, appearing to be 'MJ', with a large, stylized flourish on the right side.

Mike Johnson, Managing Director.