District Council of ROBE

Robe Child Care on Wheels Service
Nurturing our future.

ROBE CHILD CARE ON WHEELS SERVICE

MANAGING SPILLS OF BLOOD AND BODY FLUIDS PROCEDURE

Responsible Officer:	*Manager Childcare Services*
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Relevant Regulations:	EDUCATION AND CARE SERVICES NATIONAL LAW AND NATIONAL REGULATIONS S. 12 Meaning of serious incident S. 161A Offence for nominated supervisor not to meet prescribed minimum requirements 85 Incident, injury, trauma and illness policies and procedures 86 Notification to parents of incident, injury, trauma and illness 87 Incident, injury, trauma and illness record 88 Infectious diseases 89 First aid kits 97 Emergency and evacuation procedures 136 First aid qualification 161 Authorisations to be kept in enrolment record 162 Health information to be kept in enrolment record
National Quality Standards (NQS):	QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY 2.1.1 Wellbeing and comfort-Each child's wellbeing and comfort is provided for, including appropriate opportunities to meet each child's needs for sleep, rest and relaxation.

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	2.1.2 Health practices and procedures-Effective illness and injury management and hygiene practices are promoted and implemented. 2.2.1 Supervision- At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard 2.2.2 Incident and emergency management-Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented

Our Service is committed to minimising biological hazards and preventing the spread of infectious diseases by implementing recommendations outlined in Staying healthy: Preventing infectious diseases in early childhood education and care services (6th Ed.). All blood and body fluids must be treated as potentially infectious. Body fluids include blood, faeces, urine, vomit, saliva, and any other fluids that originate from the human body. Routine cleaning of indoor learning environments is addressed separately in the *Indoor Cleaning Procedure*.

Working in conjunction with the *Administration of First Aid Policy* and *Dealing with Infectious Diseases Policy*, this procedure provides detailed steps for educators to follow if they are exposed to blood or body fluids at the Service, including cleaning contaminated areas, disposing of waste safely and responding to any exposure. This includes appropriate hand hygiene, risk-based use of personal protective equipment (PPE), safe handling of contaminated materials, and effective cleaning and disinfection.

Related Policy*: Administration of First Aid Policy, Dealing with Infectious Diseases Policy*

MANAGING EXPOSURE TO BLOOD OR BODY FLUIDS PROCEDURE		
The approved provider will:		
1	with the nominated supervisor and educators, review and update the Service's *Administration of First Aid Policy* and *Dealing with Infectious Diseases Policy* annually to ensure awareness of how to respond to biological hazards like blood and body fluid spills	
2	ensure suitable personal protective equipment (PPE) is available, maintained and readily accessible where required and that stock levels are regularly monitored	
3	ensure a spill kit is readily accessible at the Service and contains appropriate cleaning materials and personal protective equipment required to safely manage spills of blood and body fluids. (See *Spill Kit Checklist*)	
4	conduct a review of practices following a medical emergency at the Service, including an assessment of areas for improvement	
5	provide support for educators to implement infection prevention and control measures with information, instruction, training and supervision appropriate to the hazards they may encounter in their role	
Educators will:		
6	restrict access or isolate the spill area and ensure children are supervised at all times	
7	comfort the child or children and move them to safety (if required)	
8	avoid contact with blood or body fluids, wash and dry hands before wearing disposable gloves when administering first aid and cleaning spills	
9	administer first aid as required, seek assistance where necessary in accordance with the *Administration of First Aid Policy*, ensuring an *Incident, Injury, Trauma and Illness Record* is completed	
10	utilise a spill kit if available (See *Spill Kit Checklist*)	
11	use tissues to wipe children's noses and wash and dry their hands thoroughly, or use hand sanitiser after wiping children's noses, to prevent the spread of infectious disease	
12	apply pressure to the bleeding area using a bandage or paper towel. When the wound is no longer bleeding, remove gloves, paper towel and place in double sealed bag in a garbage bin away from children.	
13	if blood or body fluids come into contact with the eyes, rinse the eyes gently but immediately and thoroughly with water while keeping the eyes open.	

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	Report the incident to nominated supervisor/responsible person and complete an *Incident, Injury, Trauma and Illness Record* and seek medical advice.	
14	if blood or body fluids enter the mouth, spit them out and rinse the mouth several times with water, spitting the water out each time. Report the incident to nominated supervisor/responsible person and complete an *Incident, Injury, Trauma and Illness Record* and seek medical advice.	
15	notify the Regulatory Authority within 24 hours of becoming aware of a serious incident, via the ESB, by completing the CCCFR Incident Notification form and also send it to the CCCFR inbox Community Child Care Fund Restricted Grant - Incident Notification Form	

MANAGING SURFACE CLEANING		
Educators will:		
1	ensure blood or body fluid spills are cleaned as soon as possible	
2	manage the risk to other children and staff and visitors by restricting access to the spill area. If required, move children to another area and use a warning sign or temporary barrier during clean-up.	
3	wash and dry hands before wearing disposable gloves and ensure standard precautions are applied, including appropriate personal protective equipment (PPE) such as disposable gloves, eye protection, plastic apron and face shield where required	
4	remove as much blood or body fluid as possible with paper towel. For larger spills, place paper towel over the spill and allow the spill to soak into the towel	
5	carefully remove paper towel and any solid matter, place into a sealed plastic bag with gloves and dispose in a leak-proof bag within a lined garbage bin inaccessible to children	
6	wear new disposable gloves and clean the area with warm water and detergent using paper towel/disposable sponge. Dispose of paper towel/disposable sponge and gloves into a leak-proof bag within a lined garbage bin inaccessible to children. Educators must wash and dry hands immediately after removing gloves.	
7	clean most small spills using warm water and detergent however, where a spill involves blood, vomit or faeces, or is from a person known to have an infectious disease, educators will clean the surface with warm water and	

	detergent, then apply a disinfectant and allow the surface to dry. For larger blood spills, educators will use a bleach solution in accordance with the Service's procedures.	
8	ensure the area is left clean and dry with a caution/wet floor sign or barricade from children and staff	
9	ensure disinfectant remains on the surface before rinsing. Follow the manufacturer's instructions and Safety Data Sheet (SDS) for dilution rates and contact times.	
10	clean nearby surfaces, equipment or resources that may have been contaminated with blood or body fluids, where required, dispose of items that are unable to be thoroughly cleaned	
11	wash any washable items, such as pillow covers, linen etc, separately according to the manufacturer's instructions and appropriate infection control practices to ensure items are thoroughly cleaned and safe for use	
12	For large spills greater than the size of the palm of your hand • wear gloves • cover the area with an absorbent agent (e.g. kitty litter or sand) and allow the spill to soak in • use a disposable scraper and pan to scoop up the absorbent material and any remaining blood or body fluid • carefully remove the paper towel and solid matter and place in plastic bag • double bag the waste and place it in the garbage bin • remove gloves and dispose of them in the garbage bin • mop the area with warm water and detergent and wash the mop after use • wearing gloves, wipe area with an appropriate disinfectant (for body substances) and diluted bleach, as required, and allow to dry • dispose of gloves in the garbage bin • wash hands thoroughly with soap and warm water	
Read and follow the safety and handling directions on the label Dilute bleach according to directions Wear gloves when handling and preparing bleach Services may use cleaning (utility) gloves when handling bleach rather than disposable gloves		
NEVER Use bleach in a spray bottle Use hot water to dilute bleach Mix bleach with other chemicals		

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SPILL KIT CHECKLIST

ITEMS TO BE INCLUDED	CHECKED
Single-use gloves	
Paper towels	
Disposable cloths, sponge or wipes	
Detergent	
Bleach (sodium hypochlorite) solution	
Non-toxic absorbent powder	
Biohazard container/leak proof bag for disposal of waste material	
Safety Data Sheets	
Eye protection	
A designated strong scraper and pan for spills	
A disposable apron	
A respiratory protection device (to protect against inhalation of chemicals)	
Baking powder (Can be used to neutralise both acids and alkalis).	
Other:	

NOTE: Single or disposable items in the spills kit must be replaced after use

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