Attachment 3

Procedures for infection control relating to blood-borne viruses

This procedure is based on information available from the Department of Education and Training (DET), the Victorian Government’s Better Health Channel and the National Health and Medical Research Council.

#### Important note on blood spills

A person responding to an incident involving blood at the service must first cover any cuts, sores or abrasions on their own hands and arms with waterproof dressings.

#### Equipment and procedures for responding to incidents that present blood-borne virus hazards

## Cleaning and removal of blood spills

#### Equipment (label clearly and keep in an easily accessible location)

* Disposable gloves
* Disposable plastic bags/zip lock bags/bio hazard container (if available)
* Detergent/bleach
* Disposable towels
* 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/bio hazard 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/bio hazard container, seal and place it in a rubbish bin inaccessible to children.
6. Wash hands in warm, soapy water and dry (follow the *Handwashing guidelines* in the *Hygiene Policy*).

## Safe disposal of discarded needles and syringes

#### Equipment (label clearly and keep in an easily accessible location)

* 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 council, who may also provide free training to staff on the collection   
  of sharps
* Detergent/bleach

#### Procedure

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

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, and contact the Syringe Disposal Helpline on 1800 552 355.

Advice on the handling and disposal of needles/syringes can be accessed from:

* the Syringe Disposal Helpline on 1800 552 355 (24 hours a day, 7 days a week) for the location of the nearest needle exchange outlet or public disposal bin
* the environmental officer (health surveyor) at your local municipal/council offices
* local general practitioners
* local hospitals.

Note: ‘Sharps’ syringe disposal containers and/or needles/syringes must not be put in normal waste disposal bins.