

# MANAGING SPILLS OF BLOOD AND BODY FLUIDS PROCEDURE

For the safety of Educators and children, it is essential to follow the appropriate procedure for managing spills of body fluids. Body fluids include blood, faeces, urine, vomit, saliva, broken skin, mucous membranes and any other fluids that instigate from the human body.

Working in conjunction with the *Administration of First Aid Policy, Sick Children Policy and Control of Infectious Disease Policy*, this procedure provides detailed steps for educators to follow if they come into contact with blood or body fluids at the service.

*Education and Care Services National Law or Regulations (R.12, 85, 86, 87, 88, 89, 97, 136, 161 and 162) NQS QA 2: Element 2.1.1, 2.1.2, 2.2.1 and 2.2.2 Health practices and procedures*

*Related Policy: Administration of First Aid Policy, Sick Children Policy, Control of Infectious Disease Policy*

MANAGING EXPOSURE TO BLOOD OR BODY FLUIDS PROCEDURE		
1	Educators are to ensure children are supervised at all times	
2	The responding educator is to comfort the child and move them to safety if required	
3	Educators are to avoid contact with blood or body fluids and wear gloves when administering first aid and cleaning spills	
4	The responding educator is to contact the first aid officer to administer first aid if required as per <i>Administration of First Aid Policy</i> and Procedure and utilise a spill kit if available	
5	Educators are to use tissues to wipe children's noses and thoroughly wash hands each time to reduce the spread of colds/germs	
6	Educators are to use disposable gloves if available	
7	The first aid officer is to apply pressure to the bleeding area with 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	
8	If an educator comes into contact with blood or body fluid in the eyes, rinse the area gently, but thoroughly with water while the eyes are open. Report the incident to Nominated Supervisor/Responsible Person and complete an <i>Incident, Injury, Trauma and Illness Record</i> and seek medical advice	
9	If an educator comes into contact with blood or body fluid in the mouth, spit it out and rinse the mouth with water several times, spitting the water out each time. Report the incident to Director/	

	Nominated Supervisor and complete an <i>Incident, Injury, Trauma and Illness Record</i> and seek medical advice	
10	The Nominated Supervisor/ Responsible Person is to follow the <i>Administration of First Aid Policy</i> and Procedure and complete an <i>Incident, Injury, Trauma and Illness Record</i> and notify the parent/guardian	

### MANAGING SURFACE CLEANING

1	Educators are to ensure the blood or body fluid is dealt with as soon as possible	
2	Educators are to manage the risk to other children and staff, if required move children to another area	
3	Educators are to ensure standard precautions are applied, including personal protective equipment (PPE) including disposable gloves, eye protections, plastic apron, face shield etc	
4	Educators are to remove as much blood or body fluid as possible with paper towel, for larger spills, place paper towel over the spill and allow spill to soak into towel	
5	Educators are to carefully remove paper towel and any solid matter, place into a sealed plastic bag with gloves and dispose in garbage bag	
6	Using new disposable gloves, educators are to clean the area with warm water and detergent using paper towel/disposable sponge. Dispose of paper towel/disposable sponge and gloves into a sealed bag and place in garbage bag	
7	Warm water and detergent is adequate to clean surfaces for most small spills however if a spill is from a person who is known to have an infectious disease or involves blood, vomit or faeces, use a disinfectant to clean the surface with warm water and allow to dry.	
7	Educators are to ensure the area is left clean and dry with a caution/wet floor sign or barricaded from children and staff	
8	Disinfectant must remain on the surface for at least 10 minutes before rinsing	
9	<p>For large spills (more than the size of the palm of your hand)</p> <ul style="list-style-type: none"> <li>• Wear gloves</li> <li>• Cover the area with an absorbent agent (e.g., kitty litter or sand) and allow the spill to soaked in</li> <li>• Use a disposable scraper and pan to scoop up the absorbent material and any unabsorbed blood or body fluids</li> <li>• Carefully remove the paper towel and solid matter and place in plastic bag</li> <li>• Plastic bag should be double bagged and placed in the garbage bin</li> <li>• Remove gloves and place in garbage bin</li> <li>• Mop area with warm water and detergent; wash the mop after use</li> <li>• Using gloves, wipe area with diluted bleach and allow to dry</li> <li>• Dispose of gloves in garbage bin</li> </ul>	

	<ul style="list-style-type: none"> <li>Wash hands thoroughly with soap and warm water</li> </ul>	
	Read and follow the safety and handling directions on the label Dilute bleach according to directions Wear gloves when handling and preparing bleach	
	<b>NEVER</b> Use bleach in a spray bottle Use hot water to dilute bleach Mix bleach with other chemicals	