



# Family Nursing & Home Care

## **Standard Operating Procedures**

### **Provision and Maintenance of First Aid Kits and Biohazard Spillage Handling Equipment**

**1<sup>st</sup> June 2022**

## Document Profile

|                        |   |
|------------------------|---|
| <b>Type</b>            | Standard Operating Procedures (SOPs)  |
| <b>Title</b>           | Provision and Maintenance of First Aid Kits and Biohazard Spillage Handling Equipment   |
| <b>Author(s)</b>       | Clinical Effectiveness Facilitator in consultation with the: <ul style="list-style-type: none"> <li>• Facilities Administration Officer</li> <li>• Acting Director of Governance, Regulation and Care</li> <li>• Quality and Performance Development Nurse</li> </ul>   |
| <b>Category</b>        | Health and Safety   |
| <b>Version</b>         | 2   |
| <b>Approval Route</b>  | Organisational Governance Approval Group  |
| <b>Approved by</b>     | Organisational Governance Approval Group  |
| <b>Date approved</b>   | 1 <sup>st</sup> June 2022   |
| <b>Review date</b>     | 3 years from approval   |
| <b>Document Status</b> | This is a controlled document. Whilst it may be printed, the electronic version posted on the intranet is the controlled copy. Any printed copies of this document are not controlled. As a controlled document, it should not be saved onto local or network drives but should always be accessed from the intranet. |

## Version Control / Changes Made

| Date       | Version | Summary of changes made  |
|------------|---------|--|
| April 2022 | 2.      | Minor general updating for clarity<br>Amendments made to SOP 2 and Appendix 2 for clarification. List of equipment/supplies in appendix 2 amended – several items removed. |
|            |         |  |
|            |         |  |

## Contents

|   |   |
|---|---|
| Introduction.....   | 4 |
| SOP 1 Provision and Maintenance of First Aid Kits.....                        | 5 |
| SOP 2 Provision and Maintenance of Biohazard Spillage Handling Equipment..... | 7 |
| Appendix 1 First Aid Kit – monthly checklist.....                             | 8 |
| Appendix 2 Biohazard Spillage Handling Equipment .....                        | 9 |

## Introduction

As part of the measures to promote health and safety in the work place and to meet its legal obligations, Family Nursing & Home Care provide First Aid kits and equipment to handle blood and/or bodily fluid spillages.

These Standard Operating Procedures (SOPs) detail how the organisation will monitor the equipment provided so it will be available and in date whenever needed.

## SOP 1 Provision and Maintenance of First Aid Kits

### **Purpose**

First Aid Kits are provided by the organisation for use by staff and visitors should injury occur. Their location should be clearly marked by relevant signage. The items available, as well as their quantity, should be appropriate for the needs of the area.

The contents of all First Aid kits needs to be monitored to ensure sufficient supplies are available and in date and the kits are maintained in a good and clean condition.

### **Scope**

This SOP pertains to First Aid kits owned by Family Nursing & Home Care and includes responsibilities, kit contents, maintenance of supplies and infection prevention and control requirements.

### **Core Requirements**

Premises should be risk assessed to determine if a First Aid Kit needs to be supplied by Family Nursing & Home Care. In some premises, there may be access to a First Aid kit belonging to the landlord or another tenant of the property. Where a First Aid kit is required, this should be sourced via the Facilities Administration Officer noting the size required.

A risk assessment should determine the contents and size of the First Aid kit required. Where a proprietary First Aid Kit is purchased, the contents can be customised to reflect the needs of the area.

First Aid Kits belonging to Family Nursing & Home Care (FNHC) may vary in size depending upon the location in which they are situated. The table below provides an example of the contents of a First Aid kit; however, depending on the kit and the needs of the area, the contents may vary.

| <b>Kit Contents (example)</b>        |                  |
|--------------------------------------|------------------|
| Guidance Leaflet                     | Medium Dressings |
| Plasters                             | Large Dressings  |
| Eye Pads                             | Gloves (Pairs)   |
| Conforming bandages                  | Foil blankets    |
| Finger bandages                      | Burns dressings  |
| Triangular Bandages with safety pins | Dressings        |
| Shears                               | Wipes            |

There must be a person designated to take responsibility for the First Aid Kit/s within all locations where kits are present. This will either be the First Aider/s for that area or an appointed person.

Appropriate signage will indicate to staff (and visitors) where the First Aid kit/s can be found and the name/s of the First Aider/appointed person.

On a monthly basis, the FNHC First Aider or an appointed person with responsibility for the kit should check the contents to ensure that all items are in date and sufficient stock is available for the needs of the area.

The box containing the First Aid supplies should be wiped with Clinell Universal wipes (or equivalent).

Any missing or out of date supplies should be replaced.

The approved checklist ([appendix 1](#)) should be completed to evidence that the monthly check has taken place.

Adherence with the monthly checks will be monitored during the twice yearly internal health and safety premises reviews.

## SOP 2 Provision and Maintenance of Biohazard Spillage Handling Equipment

### **Purpose**

Biohazard spillage handling equipment is required for blood or bodily fluid spillages. Such equipment will be available in premises where required.

Currently, proprietary Biohazard Kits, containing all required equipment, including some personal protective equipment, are in use. When these require replacement and all current supplies are used up, Family Nursing & Home Care will move to the use of Clinell Spill Wipes <https://gamahealthcare.com/products/spill-wipe-range>. Where this product is in use, a supply of aprons and gloves must be made available for use.

### **Scope**

This SOP pertains to the provision and maintenance of the type of spillage handling equipment necessary for blood and/or bodily fluid spills in premises/venues used by the organisation. It also covers equipment (see [Appendix 2](#)), maintenance of supplies and infection prevention and control requirements.

The procedure for dealing with spillages of blood/bodily fluids is not within the scope of this SOP – see the organisation's Waste Management Policy.

Non-biohazardous spills should be dealt with through normal cleaning procedures and equipment.

Spillage of blood and/or bodily fluids occurring in patient/client's home is outside the scope of this SOP.

### **Core Requirements**

Equipment for dealing with blood and/or bodily fluid spillage is available through the Facilities Administration Officer. When equipment is used, ensure it is replaced.

Where required, a COSHH (Control of Substances Hazardous to Health) risk assessment will be available on Assure.

Ensure Biohazard Spillage Handling Equipment is inaccessible to vulnerable people e.g. young children.

### **Internal Health and Safety Premises Reviews**

During the twice-yearly Internal Health and Safety Premises Reviews, check the spillage-handling equipment (including expiry dates). Please note, in some areas, some of the equipment may be located elsewhere as a standard item for that area e.g. aprons, gloves. However, availability should still be checked.

Where a proprietary Biohazard Kit is in place, wipe down the box using an appropriate disinfectant wipe.

Where any equipment/supplies are missing or requiring replacement, arrangements should be made to do this through the Facilities Administration Officer.

## Appendix 1 First Aid Kit – monthly checklist

Year:

**Location of First Aid Kit** (include room and base): .....

**Location of Signage** (details where to find the First Aid kit): .....

**Location of Signage** (details name of the First Aider(s)/appointed person): .....

**Location of Signage** (details where to find the AED if one on premises): .....

|   | JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | OCT | NOV | DEC |
|---|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| The above signs are all still present and the details up to date. |     |     |     |     |     |     |     |     |     |     |     |     |
| The First Aid kit is adequately stocked                           |     |     |     |     |     |     |     |     |     |     |     |     |
| All the contents of the First Aid kit are in date                 |     |     |     |     |     |     |     |     |     |     |     |     |
| The kit contains information about first aid measures             |     |     |     |     |     |     |     |     |     |     |     |     |
| First Aid kit cleaned   |     |     |     |     |     |     |     |     |     |     |     |     |
| <b>Checked by</b>   |     |     |     |     |     |     |     |     |     |     |     |     |

**Date and Action Taken**



## Appendix 2 Biohazard Spillage Handling Equipment

### Biohazard Kit

These kits are likely to include the following items (see list of contents on box), but kits may vary:

- Oversleeves
- Disposable gloves
- Scoop and scraper
- Bonded wipes
- Disinfectant wipes
- Disinfectant spray
- Superabsorbent powder/granules
- Biohazard waste bags

Apron and gloves may already be available within the proprietary biohazard kit, however most areas have personal protective equipment as a standard requirement.

### Clinell Spill Wipes

<https://gamahealthcare.com/products/spill-wipe-range>

Aprons and gloves (these are not included in the Clinell Spill Wipes packet)

### Clinell Peracetic Acid Wipes (formerly known as Clinell Sporicidal wipes)

Some areas, such as the District Nursing Clinics may stock Clinell Peracetic Acid Wipes. These are appropriate for small spills of blood/bodily fluids. They should not be confused with Clinell Spill Wipes.

Apron and gloves