

## POLICY: 4.1 HYGIENE AND INFECTION CONTROL POLICY

### Procedure: 4.3 Management of Bodily Fluids

Prompt management of accidental spills, due to injury or illness, of body fluids including vomit, urine, faeces and nasal discharge will reduce the potential risk to children, Educators and families of the Service.

If a spill does occur, it is essential to avoid direct contact with bodily fluids. Ensure any cuts or abrasions are covered with a waterproof dressing and wear gloves. Remove the spilled substance and clean and disinfect the area.

#### 4.3.1 Linking to Policy

This procedural guidance should be read in conjunction with the service **4.1 Hygiene and Infection Control Policy** and will assist the Approved Provider, Management, Staff (Nominated Supervisors, Coordinators and Administrative Staff members) Educators, Educator Assistants and parents/guardians to implement the policy. The procedure covers:

#### [4.3.2. Skills and Knowledge](#)

#### [4.3.3. Safe Work Practice – Blood](#)

#### [4.3.4. Safe Work Practices - Faeces, Vomit and Urine](#)

#### [4.3.5 Safe Work Practices - Dealing with Nasal Discharge](#)

#### 4.3.2 Skills and Knowledge

- The Service will plan for and provide opportunities for each staff member, Educator and Educator Assistant to discuss the health and hygiene procedures including provision for:
  - o Identifying the safe work practices to keeping themselves and others safe from being contaminated by the bodily fluids of others;
  - o Ensuring staff and educators have access to personal protective equipment for example gloves, warm soapy water and sanitiser for cleaning;
  - o A fully stocked first aid kit at the Educator's residence and the office, a first aid kit is taken on all excursions; and
  - o There are facilities to dispose of bodily fluids safely and appropriately and staff and Educators have knowledge of safe work practices for managing bodily fluids.

#### 4.3.3. Safe Work Practice - Blood

**Blood:** If a child is bleeding, through either an injury, bites from other children or a nosebleed, you must:

1. **Make the child (and other children) priority - avoid contact with the blood**

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- Comfort the child and move them to safety away from the other children
  - Put on gloves, if gloves are not available, take the first opportunity to get gloves and wash your hands.
  - Apply pressure to the bleeding area with a bandage or paper towel. If treating a child's face with blood on it, do not put yourself at eye level with the child.
  - Elevate the bleeding area unless you suspect a broken bone; and
  - Remove your gloves, put them in a plastic bag, seal the bag and place in the bin.
2. **Dress the wound if appropriate**  
Call the ambulance, Service and the child's parent/guardian if necessary.
3. **Check that no one else has come into contact with the blood**  
Remove any blood from other people using soap and water and wash their hands.
4. **Clean up the blood**  
Wear gloves to clean up any blood using warm soapy water, remove gloves and any materials used, wash hands and dry them.

#### **Educators and Staff, when cleaning blood spill will:**

1. Ensure all children are separated from the blood spill
2. Wear gloves on both hands
3. Wipe up blood immediately with a damp disposable cloth, tissue or paper towel.
4. Place the damp cloth, tissue or paper towel in a plastic bag.
5. Remove gloves and put them in a plastic bag
6. Seal the bag and place it in the bin out of reach of children.
7. Replace gloves
8. Clean the surface with warm water and detergent and allow it to dry.
9. Where the blood spill is more than the size of the palm of your hand wiped over with diluted bleach.
10. Remove and discard gloves.
11. Wash hands thoroughly with soap and warm water.

#### **4.3.4. Safe Work Practice – faeces, vomit and urine**

##### **Cleaning up spills of faeces, vomit and urine**

1. Ensure all children are separated from the faeces, vomit or urine.
2. Wear gloves on both hands
3. Place a paper towel over the spill and allow the spill to soak in. Carefully remove the paper towel and any solid matter. Place the paper towel and gloves in a plastic bag, seal the bag and put it in the rubbish bin.
4. Reapply Gloves

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5. Clean the surface with warm water and detergent and allow it to dry.
6. If the spill came from a person who is known or suspected to have an infectious disease (e.g., diarrhoea or vomiting), use a disinfectant on the surface after cleaning it with detergent and warm water.
7. Wash hands thoroughly with soap and running warm water. Refer 4.4 Hand Washing Procedure

#### 4.3.5 Safe Work Practices - Dealing with Nasal Discharge

##### Educators will

1. Use disposable tissues to wipe noses or encourage children to wipe their own nose.
2. Wash your hands every time after you wipe a child's nose to reduce the spread of colds and infection. If you cannot wash your hands after every nose wipe, use an alcohol-based hand rub. If children are wiping their own noses, ensure the child washes their hands.
3. It is not necessary to wear gloves when wiping a child's nose if correct handwashing procedures are followed. Dispose of dirty tissues immediately.

##### Review

|             | Date    | Details                            |
|-------------|---------|------------------------------------|
| Revision 00 | 07/2015 | Original Policy Issued             |
| Revision 01 | 12/2016 | Reviewed                           |
| Revision 02 | 08/2017 | Reviewed                           |
| Revision 03 | 10/2020 | Reviewed and separated from Policy |
|             |         |                                    |

##### Related Documents

##### Policies

4.1 4. Handwashing and Personal Hygiene Procedure

##### Procedures

4.4 Handwashing and Personal Hygiene Procedure

##### Reference

Refer to 4.4 Handwashing and Personal Hygiene Procedure

Australian Government National Health and Medical Research Council (2013). Staying Healthy: Preventing infectious diseases in early childhood education and care services (5th Edition), retrieved from <https://www.nhmrc.gov.au/guidelines-publications/ch55>