



# **Bodily Fluids Policy**

## **BODILY FLUIDS**

(Bodily Fluids: urine, blood, faeces, vomit)

### Hazards

Preventing Needle-stick and sharps (hypodermic needles/syringes and other similar instruments), and bite injuries, splash injuries and the related prevention of infection.

The main risks from accidental skin puncture are from hepatitis B and C and HIV viruses. The hepatitis viruses are more infectious than HIV and Hepatitis C can also cause a life threatening illness.

Hepatitis B and C are blood-borne diseases and are spread by 'sharps' that have been contaminated with blood or blood stained body fluids such as vomit or urine.

Anyone with broken skin or a condition such as dermatitis/eczema should seek advice as a priority to prevent infection if splashed.

'Sharps' are often found in a number of common areas as below:

<b>Examples of some areas/places/sources where there may be a risk</b>	<b>Examples of some categories of people who may be at risk</b>
Toilets (including waste bins), Refuse sacks, Litter bins	Site supervisors, cleaners, other waste handlers – kitchen/welfare.
School playing areas Children's playgrounds (some needles found in playgrounds are known to have been deliberately wedged in slides or buried in sand).	Students, teachers, site supervisors, grounds maintenance workers, others – visitors.
Concealed on person	Students, teachers, First aiders, parents and carers.

### Safe Systems

The following matters are suggested as a guide for consideration:

- Employees working in at risk areas should be alert to foreign objects in the work area before carrying out work activities.
- Under no circumstances should an employee put their unprotected hands where they cannot see, such as into soil, drains, u bends, bins etc.
- Where a task involves kneeling, consideration should be given to additional protection.

### Preventative Measures

- Where there is any risk of coming into contact with syringes or other sharps, tools or tongs should be used, or otherwise, personal protective equipment should be provided in accordance with PPE regulations.
- If a sharp is found, ensure that it is effectively guarded until it can be safely removed.

- Employees should not touch the sharp – use ‘remote’ methods when picking up needles/syringes/sharps, eg spade, brush & shovel, litter-picker, gloves etc.
- Where remote methods are not available the item should be picked up by the handle or plunger end.
- Place the sharp in a sharps disposal container, if available, needle end down and replace the lid firmly. (If no disposal container is available, use a tin or plastic box with lid until it can be taken to a disposal container).

NOTE: ‘Sharps’ bins can be found at local pharmacies, health centres, hospitals etc.

- Employees finding sharps should report the incident to their line manager who should follow it up and review the risk assessment for the task and complete an incident report. The Headteacher should be informed.

Action if Needlestick/Sharps Injury Occurs

In the event of such an injury, or a scratch or bite or splashes of body fluids into the eyes, mouth or open wound, the following action should be taken without delay:

- Encourage the wound to bleed but do not suck it.
- Wash it well under cold running water with soap if available.
- Cover with a dry, waterproof dressing.
- Employees should seek medical help as soon as possible from either their own GP or from the A & E department of the local hospital; (if applicable take the ‘sharp’ which caused the injury with them in a suitable container).
- Record the incident and the action taken on the DSO Accident Form. Line Managers should investigate and notify HSE under RIDDOR if applicable.

This policy should be read in conjunction with the following policies:

- Safeguarding Policy                      First Aid Provision Policy
- Child Protection Policy                Students with medical conditions policy
- SEND    Intimate Care Policy

This policy was reviewed: April 2015

Signed: ..... Date: .....  
(on behalf of the Governing Body)

Review Date: April 2016

This policy is written from guidance provided by Lancashire County Council Occupational Health and Safety Management System: Corporate H & S Guidance on dealing with Bodily Fluid contamination.