

Axis Recruitment Ltd

Policy Title	Control of Infection	March 2017	
CQC KLOE Reference	Safe	September 2017	

Policy

The Agency fully recognises and accepts its responsibility to promote and maintain a safe working environment and to protect the health, safety and welfare of Clients and staff. The control of infectious communicable diseases is an important aspect of this overriding duty, and although the Agency does not provide nursing care some risks remain, and need to be managed in a safe and organised manner.

Advice will be sought from time to time from appropriately trained professionals working in Infection Control and the Agency follows the general guidance provided by the Code of Practice for health and adult social care on the prevention and control of infections published by the Department of Health.

Procedure

The approach to Infection Control

The Agency's approach embraces –

- Recruitment procedures which are geared to ensuring that no employee arrives at the Agency carrying any unknown Infectious Disease, or if a disease is present, that safe working practices are designed, implemented and monitored so as to minimise the risk of the disease spreading;
- The general principle that all staff and Clients are encouraged to report any instance of fever, feeling unwell etc., so that a proper medical diagnosis can be made as quickly as possible, and where necessary, appropriate containment measures are put in place without delay;
- The principle that any employee who becomes infected with an Infectious Disease, such as Swine Flu, for example, is isolated from other staff for as long as is necessary and does not take part in care activities during this time;
- The identification of an Infection Prevention and Control Lead who is responsible for all Risk Assessments related to Infection Control, staff training and development, implementing appropriate control and prevention procedures etc.;
- The implementation of appropriate standard and universal precautions, such as effective and regular hand washing, use of personal protective equipment etc. so as to minimise the possibility of infections being spread;
- The education and training of Clients, staff etc. on Infection Control and prevention measures within the Agency so as to create a safe environment for everyone.

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Immunisation

The Agency's recruitment procedures include a requirement that prospective employees complete a Health Questionnaire which details their health record and vaccinations/immunisations that have been received. The immunisation status will be used to determine whether further vaccination may be required, such as –

- Annual flu vaccination;
- Specific flu vaccination, such as swine flu;
- Hepatitis B vaccination for those care workers who may come into contact with blood or body fluids;
- BCG for those care workers who may be exposed to Clients with tuberculosis;
- Varicella vaccine, which is recommended for care workers who do not know whether they have a previous history of chicken pox or herpes zoster.

If a risk assessment identifies that there may be a possibility of a care worker developing any of these diseases (or any other diseases) during the course of their work then the Agency will offer vaccinations and pay any charges which may be levied by the Health Practitioners providing the vaccination. In addition the Agency will provide advice on universal or specific precautions which may be taken in order to minimise the risk of acquiring the disease.

Systems to manage and monitor the prevention and control of infection.

Infection Prevention and Control Lead

- Reporting to the Registered Manager, The Infection Prevention and Control Lead is to:
- be responsible for the Agency's infection prevention and control management and structure;
- oversee local prevention and control of infection policies and their implementation;
- assess the impact of all existing and new policies on infections and make recommendations for change;
- produce an annual statement with regard to compliance with good practice on infection prevention and control.

The Registered Manager is responsible for identifying the appropriate person to undertake the above tasks on an ongoing basis.

Staff Training

All staff receive training on Infection Control as part of their induction to the Agency. Refresher training is to be provided on a regular basis, and not less than every 2 years, or as necessary according to new circumstances.

Risk Assessment

The Agency views the process of risk assessment as the key element in Infection Control and all risk assessments are prepared by the Infection Prevention and Control Lead and shared/discussed with staff in order that they may understand their personal duties and obligations.

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Quality Assurance Framework

The Quality Assurance Framework for the Agency includes –

- evidence of appropriate action to deal with occurrences of infection;
- an audit programme to ensure that appropriate policies have been developed and implemented;
- evidence that the annual statement from the Infection Prevention and Control Lead has been reviewed and where indicated, acted upon.

Provision of suitable accurate information on infections to service users, their visitors and relevant others concerned with providing support or nursing/medical care.

The Agency provides general information appropriate to service users etc. on common infections and standard/universal procedures and precautions which are designed to minimise the possibility of an infection occurring, and if it does, to minimise the risk that it may spread wider.

Should a Client leave the Agency (for example to be transferred to another Care Agency or Care Facility), the Agency's Leaver's Form will provide information on any infections present at the time of transfer.

Ensuring that people who have or develop an infection are identified promptly and receive the appropriate treatment.

The Agency provides advice to staff on symptoms of infection and measures which must be taken if suspect that either they or a Client has an infection.

In each case, where an infection is suspected, then this must be reported immediately. The senior member of staff on duty will determine whether medical diagnosis is required, and will make arrangements for the Client to have a consultation.

Where an employee of the Agency suspects that they may have an infection then they must report this to their supervisor without delay. The precautions necessary to ensure that the infection does not spread will be determined on a case by case basis. Where necessary, in order to safeguard Clients and other staff, the employee may be requested to cease duties and seek advice and treatment.

Ensuring the involvement of staff in the prevention and control of infection.

All staff are required to participate in education and training programmes on the prevention and control of infection.

Isolation of infected persons.

Staff who have an Infectious Disease are required either not to attend for duty or to implement agreed and appropriate control measures so that their infection may not spread.

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Notifications to the Health and Safety Executive and the Care Quality Commission

There may be instances where a disease contracted at work (i.e. at the Agency) may be notifiable to the Health and Safety Executive Incident Contact Centre under RIDDOR, (e.g. Hepatitis or Legionellosis) and where a serious illness, injury or Infectious Disease may be reportable to the Care Quality Commission under the Agency's statutory reporting obligations. When necessary, the Agency will make these notifications without delay and using the relevant procedures.

References to Legislation and Fundamental Standards	
Health and Social Care Act 2008 (Regulated Activities) Regulations 2014	Regulation 12
Fundamental Standards	Care and treatment must be provided in a safe way

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