

OA Reablement service	OA Day Care	OA Residential Care	DMH Day Services	DMH Supported Living	DMH Residential Services	EIA'd
✓	✓	✓	✓	✓	✓	✓

## 13

# INFECTION PREVENTION AND CONTROL POLICY

The Infection prevention and control policy assists all staff working in Cumbria Care in managing infection risks.

### PROCEDURES

The steps taken within Cumbria Care establishments to protect service users from infection represent an important element in the quality of care provided and Cumbria Care have an obligation to ensure that the environment is also safe for their employees and visitors.

- Managers must ensure the guidelines in this policy form the basis of good practice within their establishment. All employees within Cumbria Care must abide by the safe practices laid down in these guidelines.
- Managers must ensure the guidelines in this policy form the basis of good practice within their establishment and ensure that all healthcare workers have appropriate supplies of the following in accordance with the current health and safety legislation, materials for hand decontamination, sharps containers and personal protective equipment (March 2012).
- All managers must ensure there is an infection prevention and control file which is to be held in the establishments in an accessible location known to all staff. The file must contain the following sections and information:

#### **Infection prevention and control policy and procedure**

##### **Section 1**

1. Infection prevention and control useful contacts
2. Outbreak check list
3. Link workers details and a copy of their roles and responsibilities (Senior management team and Health Protection Team to be notified of a change of personnel)

Date last reviewed	12/10/15	18/12/17					Issue date
Amendment	7	8					04/10/05 P&P

OA Reablement service	OA Day Care	OA Residential Care	DMH Day Services	DMH Supported Living	DMH Residential Services	EIA'd
✓	✓	✓	✓	✓	✓	✓

# 13

## INFECTION PREVENTION AND CONTROL

**Section 2** – The Department of Health Prevention and Control of Infection in Care Homes – an information resource 2013

**Section 3** – Health Policies and guidance which should be renewed as policies are updated:

- 1. Animals in Health & Social Care
- 2. Aseptic techniques
- 3. Blood borne viruses
- 4. Clostridium Difficile
- 5. Creutzfeldt Jak
- 6. Decontamination, cleaning 7 disinfection
- 7. Enteral feeding
- 8. Environment cleanliness
- 9. Hand hygiene
- 10. Inter health and social care infection cross contamination
- 11. Isolation
- 12. Last office
- 13. Laundry
- 14. Mattress & covers
- 15. MRGNB, ESBL & CPE
- 16. MRSA
- 17. Notifiable diseases
- 18. Outbreak management
- 19. Scabies
- 20. Sharps and inoculation injuries
- 21. Specimen collection
- 22. Standard precautions
- 23. Urinary catheterisation
- 24. Viral Gastroenteritis
- 25. Waste Management
- Campylobacter
- Chickenpox (Varicella)
- Conjunctivitis
- Cryptosporidium
- Head Lice
- Hepatitis A
- Impetigo
- Influenza (Also refer to the Cumbria County Council Health & Safety procedures section 27, pandemic flu).

Date last reviewed	12/10/15	18/12/17					Issue date
Amendment	7	8					04/10/05 P&P

OA Reablement service	OA Day Care	OA Residential Care	DMH Day Services	DMH Supported Living	DMH Residential Services	EIA'd
✓	✓	✓	✓	✓	✓	✓

## I3

# INFECTION PREVENTION AND CONTROL

- Mumps
- Parvovirus
- Rubella
- Salmonella
- Shingles

Other useful information regarding health issues can be found using the NHS Choices website: [Healthhttp://www.nhs.uk/Conditions/Pages/hub.aspx](http://www.nhs.uk/Conditions/Pages/hub.aspx)

**Section 4** - Control of an outbreak, communicable diseases.

**Section 5** – A copy of the last completed Infection Prevention and Control audit

**Section 6** - Additional policies / information

- C15 Cleaning schedule (Cumbria Care policies and procedures manual).

**Section 7** – Information leaflets

**Section 8** – Other relevant infection control information

### AUDIT PROCESS

1. The audit report must be completed annually (or sooner if needed) by the IPC link worker with managerial oversight. Peer audits can be conducted but must be planned in advance.
2. The IPC IPAD audit tool for residential care must be used in residential homes. An audit must be downloaded for the establishment annually and then the audit completed throughout the year for all areas requested.

For all other Cumbria Care services paper audit tools must be completed (appendix 1 supported living, reablement and domiciliary care, appendix 2 day centres). Each question must be answered by either ticking in the Yes / No / N/A box. If No or N/A is ticked, you must clarify your answer. After each section has been completed you must add up the total number of YES's and N/A's to get the section

Date last reviewed	12/10/15	18/12/17					Issue date
Amendment	7	8					04/10/05 P&P

OA Reablement service	OA Day Care	OA Residential Care	DMH Day Services	DMH Supported Living	DMH Residential Services	EIA'd
✓	✓	✓	✓	✓	✓	✓

## I3

# INFECTION PREVENTION AND CONTROL

percentage. When all the sections have been completed use the following formula to complete the report and to gain an overall percentages scoring rate:

- Add up the total number of percentages from the end of each section e.g. 1545
- Divide by the number of sections (19) e.g.  $1545 / 19 = 81.31$
- Then either round up or down to get the nearest percentage e.g. 81%

3. As audits are completed immediate and ongoing actions must be documented. The timescales for completion are logged and the person responsible ensures they are completed.
4. A copy of the completed audit must be sent or emailed to:

Jackie Leech : Quality and Performance Manager  
 Petteril House Residential Services  
 Lightfoot Drive  
 Harraby  
 Carlisle CA1 3BN  
[Jackie.Leech@cumbria.gov.uk](mailto:Jackie.Leech@cumbria.gov.uk)

5. Action plans for all services should be an ongoing process and should be uploaded onto share point at the beginning of the year and added to appropriately so managers can have oversight.
6. The link worker undertaking the audit must discuss the overall scoring from audit and action plan with the manager / supervisor at supervision. The overall percentage must be added to the working sheet for inclusion on the management risk matrix (To start from 1<sup>st</sup> April 2015).
7. The aim is to achieve an overall score of above 80% for each establishment, a robust action plan is essential and evidence that issues are being addressed with promptly. The quality and performance team and health protection team are available for support and will visit establishments.

Date last reviewed	12/10/15	18/12/17					Issue date
Amendment	7	8					04/10/05 P&P

OA Reablement service	OA Day Care	OA Residential Care	DMH Day Services	DMH Supported Living	DMH Residential Services	EIA'd
✓	✓	✓	✓	✓	✓	✓

## I3

# INFECTION PREVENTION AND CONTROL

### Review of the Action Plan

1. Continuous monitoring of progress on actions should be established between the link worker and establishment manager and unresolved issues escalated appropriately.
2. On every internal quality audit the auditor will check and ensure the actions from the IPC audit have been completed. Where the IPC actions have not been completed the auditor will add these as a requirement onto the quality action plan.

### Training

Link workers and managers must attend the mandatory annual in-house Infection Prevention and Control training; this must then be cascaded to their colleagues.

New staff to healthcare will on day one of employment in Cumbria Care receive infection control awareness training using chapter 22 standard precautions and be given an Infection Control workbook to complete.

Reference:

Health Care Associated Infections: prevention and control in primary care and community care (March 2012). Nice.org.uk

Date last reviewed	12/10/15	18/12/17					Issue date
Amendment	7	8					04/10/05 P&P