

INFECTION PREVENTION AND CONTROL POLICY & PROCEDURES

SCOPE

This Policy refers to all MDNSW staff, volunteers and carers throughout all face-to-face program delivery (hereinafter referred to as "workers").

PURPOSE

MDNSW recognises the importance of good infection control processes.

MDNSW seeks to create safe and healthy environments to deliver our programs. With this in mind, it is essential that good infection control processes are adhered to, including;

- Good hand hygiene.
- The use of Personal Protective Equipment (PPE), including, but not limited to regular mask wearing, glove use and the provision of face shields, aprons.

MDNSW commits to further facilitate safe and healthy programs through:

- regular risk assessment and management, incident management, effective waste management practices, good food handling practices, mandatory training (and refresher) of infection control procedures, developing outbreak policies and procedures and the integration of infection control policies throughout all MDNSW programs.
- Regular review and monitoring of peak outbreak periods and recommendation of management strategies per State and Federal advice.

INFECTION PREVENTION AND CONTROL

Infection control is the name given to a wide range of policies, procedures and techniques intended to prevent the spread of infectious diseases amongst workers, carers and members.

MDNSW is committed to a practical, evidence-based approach to infection prevention and control to ensure the safety of workers, carers and members from being harmed by avoidable infections. Regular assessment (and re-assessment) of risk and monitoring the environment is conducted to ensure infection control procedures are appropriate and adequate.

MDNSW recognised that infection control procedures protect both clients and workers from known and unknown sources of infection associated with everyday risks of cross-contamination or infection from personal hygiene, meal preparation, assistance with medication, high intensity personal care activities and domestic tasks.

Within the context of MDNSW services, people who require close, in person supports including, personal care, are those who are at greatest risk of acquiring and therefore transmitting harmful infections. Many of MDNSW clients are more susceptible to prolonged health complications, (particularly relating to respiratory complications due to the nature of their disability), following exposure to infections. In some instances, these infections can be life threatening, therefore MDNSW workers must remain vigilant at all times, ensuring

infection prevention and control procedures are at the forefront of all policy and procedure development, planning and service delivery.

In many instances MDNSW is unable to eliminate the infection control risk entirely, however through strategies which include, regular (and increased) use of PPE, reducing ongoing exposure to infection through isolation, we actively facilitate a vigilant and aware infection management environment.

PROCEDURE

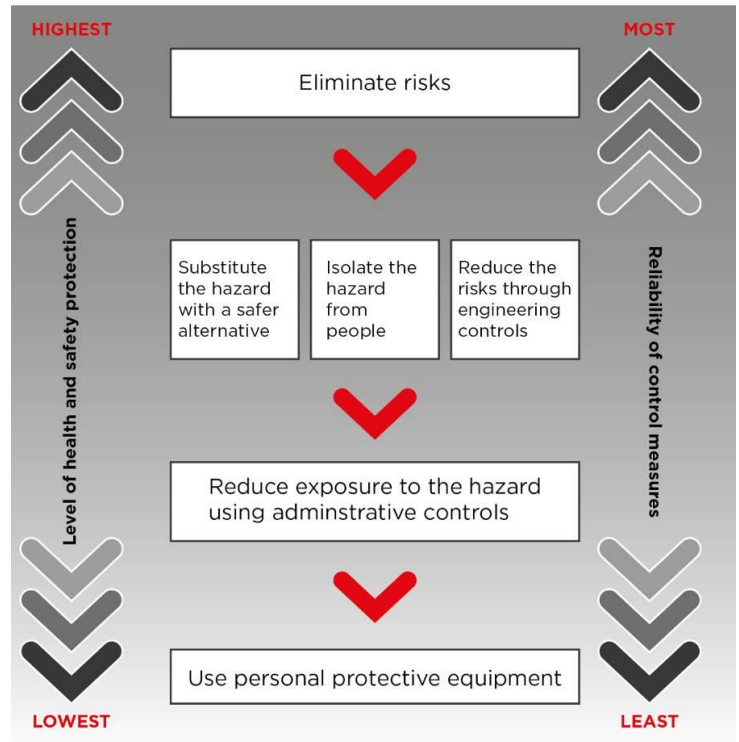
HIERARCHY OF CONTROL

According to Safe Work Australia, all workers must do what is reasonably practical to prevent the risk of harm.

In assessing infection control risks we must, where possible:

1. Eliminate the risk
2. Substitute the hazard
3. Isolate the hazard
4. Reduce the risk through engineering
5. Reduce exposure through control mechanisms
6. Use Personal Protective Equipment (PPE)

The Hierarchy of Controls (right) further explains the process for identifying and addressing risks.



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Safety for all

MDNSW primary tools for managing the risk of the spread of infection is through the use of PPE. In all instances where personal care is provided in context to our programs, MDNSW:

- Promotes good hand hygiene (*see appendix 1*) and trains staff accordingly.

- Supplies hand sanitiser at all face-to-face events, and encourages all parties to use this on arrival, before and after meals, before and after personal care, and throughout service delivery (*see appendix 2 &3*).
- Displays posters and includes in training, sneezing and cough etiquette (*see appendix 4*).
- Facilitates the provision of gloves, masks, disinfectant and hand wash for all shared amenities and personal care supports.
- thorough cleaning protocols including the regular use of disinfectants and monitoring systems including Daily Infection control in participant rooms throughout overnight events.
- Implements safe food preparation protocols.
- Implements waste management strategies including the appropriate disposal of PPE and other safe disposal of hazardous materials (including, but not limited to subcutaneous injections) following use.
- Will encourage vaccinations for all workers and mandate Covid-19 vaccinations for some roles, as per the Vaccination Policy.

To further facilitate good hygiene and safe infection control practices, MDNSW:

- Encourages social distancing and mask wearing at all face-to-face events, including making available face masks for anyone who would like to use one.
- Per state regulations for Covid-19, will not allow a staff member who has tested positive to Covid-19, to return to any face-to-face program delivery for a minimum of 7 days.
- Encourages non-attendance at events if there are signs of infection including (but not limited to), cold and flu symptoms, recent exposure to contagious infections (eg chicken pox), stomach bugs (eg gastroenteritis), influenza, covid-19 etc. MDNSW facilitates this by promoting “keeping everyone safe” and sending out a reminder notice 48hours prior to all face-to-face events.
- Has increased training opportunities for staff and carers, to thoroughly understand infection control, best practice and use of PPE and the application of risk assessment strategies in real to life scenarios.
- Discusses personal hygiene expectations including cleanliness of fingernails, and the safe disposal of contaminated PPE.
- The provision of Rapid Antigen Testing (RAT) as required.
- The use of sanitary bins and regular emptying of these where appropriate

In instances of an infection outbreak, MDNSW will:

- Increase PPE availability to carers and encourage the use of face masks for all in attendance at the event.
- Implement isolation strategies, whereby the person who is showing signs of infection (proven or otherwise) will be isolated from the group and supported by a limited number of carers, to prevent the further spread of infection. If there are concerns regarding the likelihood of infection already being passed to other individuals, where appropriate, these individuals will also be isolated.
- Family of the individual showing signs of infection, will be contacted and requested to pick up their family member to prevent further spread of infection.
- Families all attendees will be contacted and advised of the outbreak and given the choice to leave their child/young adult at the program or pick them up early
- Carers will be spoken to regarding their safety and wellbeing and given the opportunity to decline providing further care for an individual who is showing signs of

infection if they feel unsafe to do so. In this instance, an alternate carer will be allocated.

Personal Protective Equipment (PPE)

- PPE will be made readily available for all carers and participants as needed
- PPE use and instructions will be included in training packages for staff and carers
- Staff and carers will be advised how to safely dispose of all PPE (see Waste Management)
- Refer to Donning and Doffing PPE ([video](#))

Waste Management

- All staff will be trained to dispose of waste materials appropriately (see Waste Management Procedure)
- Rapid Antigen Testing will be disposed of in bio hazard bags and collected in Biohazard bins for disposal
- A sharps receptacle will be provided if subcutaneous injections are required. Only authorised workers (trained) will administer these injections
- Where appropriate, sanitary and nappy bins will be provided and utilised for continence support products
- Refer to Donning and Doffing PPE ([video](#))

Safe Medication Administration

- Refer to Medication Administration Policy and Procedure for more information
- All medication will be provided in Webster Packs and accuracy verified on arrival at event
- All medication will be administered by the camp RN (for camps)
- All staff administering medication will wear gloves when handling medications
- Camp staff will be trained to support medication administration for adults

Safe Food Handling

- All meal preparation areas will be thoroughly cleaned and disinfected before and after meal preparation
- When preparing and handling food, staff will be trained on cross-contamination protocols including, coloured chopping board use, raw and cooked food, glove wearing
- A preference will be given for the use of antimicrobial surfaces in all preparation activities
- All food will be prepared in accordance with
- Staff who are sick will not be involved in food preparation
- See Appendix 3 - 5 Moments for Hand Hygiene
- See Appendix 5 – 5 Simple Tips
- See Appendix 6 - Keep Hands Clean and Food Safe

Spills and Injuries

- If there is a spill of bodily fluids (eg vomit, blood etc), on body parts other than hands, the area should be washed thoroughly with soap and water, immediately
- If the spill gets in an eye, or mouth, rinse with water and follow basic first aid protocols
- If the spill occurs on a hard surface, the surface should be washed down with warm soapy water and thoroughly disinfected.

Implementation of Emergency and Disaster Management

In all incidences of emergency and/or disaster, the relevant Manager will refer to the Emergency and Disaster Management Procedure and implement accordingly. This procedure will be reviewed post emergency and/or disaster and improvements identified and noted through the Continuous Improvement procedure.

Review Of Outbreak Management procedures

Following an Outbreak, MDNSW will review all procedures and identify any areas for improvement. This will be added to the Continuous Improvement Register. Suggested changes and improvements will be discussed with the MDNSW team; regular monitoring will be conducted as part of the quality review process with the Leadership team.

Incident Reporting

Incident Reporting is crucial to the management of Infection Control and Outbreak Management. It is also an important element of the continuous improvement process for MDNSW. All incidents relating to infection control, including issues relating to an outbreak, waste management and/or the incorrect application of strategies will be:

1. reported to a supervisor, and;
2. recorded on the **Accident / Incident Report** or **Hazard Identification Report** as appropriate, and;
3. entered in the **Incident Register** by MDNSW staff after the service.
4. Reviewed regularly and risk management strategies revised

Relevant legislation and Resources

[World Health Organization \(WHO\)](#)

- [Hand washing technique](#)
- [Hand rub technique](#)

NSW Health: [Donning and doffing personal protective equipment in primary care](#)

[Managing risks | Safe Work Australia](#)

[NDIS Standards](#)

[Food Safety Standards](#)

[Food Safety resources](#)

[Department of Health, Victoria](#)

Australia Guidelines for preventions and Infection Control

Reference Policies and Procedures

Outbreak Management Policy

Emergency and Disaster Plan

Covid-19 Plan

Incident Report

Hazard Identification Report

Continuous Improvement Register

Risk Management Policy and Procedure

Incident Management Policy and Procedure

Mealtime Management Policy and Procedure

Medication management Procedure

Subcutaneous Injection Policy and Procedure

Bowel Care Policy and Procedure

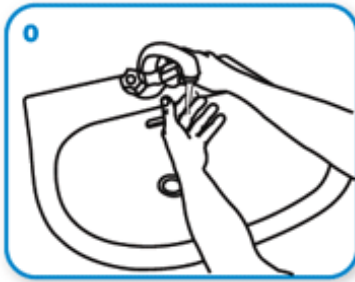
Wound Management Policy and Procedure

Non-Invasive Ventilation Policy and Procedure

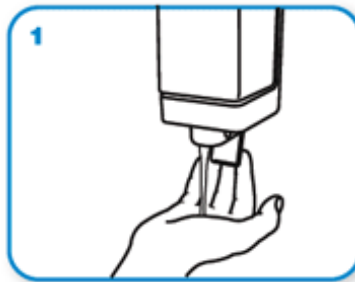
Policy Review

Changes Made	Name and Role	Date of Review	Version #	Date Approved	Next Review Date
<i>Minor change: Hyperlinked to related Policies and documents for ease of access</i>	<i>Keely Thompson – HR & Quality Coordinator</i>	<i>09/05/2022</i>	<i>V3</i>	<i>N/A</i>	<i>May 2023</i>
<i>Major changes: Re-write of Guidelines to create a Policy with supporting resources (in appendix and resource list in doc), to facilitate good Infection Control, not purely related to Covid-19</i>	<i>Alex Marshall Ops Manager</i>	<i>21/02/2023</i>	<i>V4</i>	<i>28/02/2023</i>	<i>Feb 2024</i>

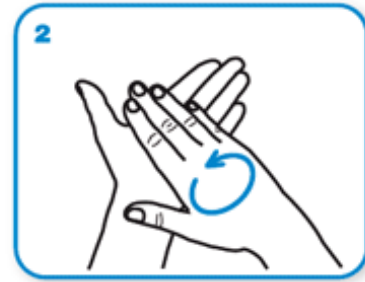
APPENDIX 1 - Handwashing technique



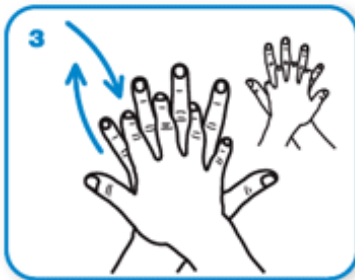
Wet hands with water



apply enough soap to cover all hand surfaces.



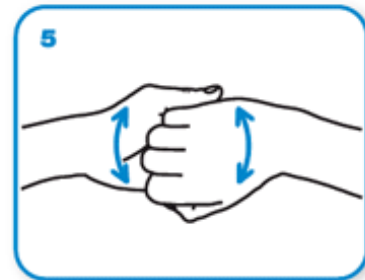
Rub hands palm to palm



right palm over left dorsum with interlaced fingers and vice versa



palm to palm with fingers interlaced



backs of fingers to opposing palms with fingers interlocked



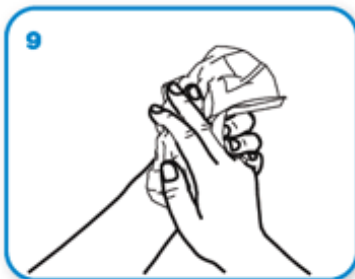
rotational rubbing of left thumb clasped in right palm and vice versa



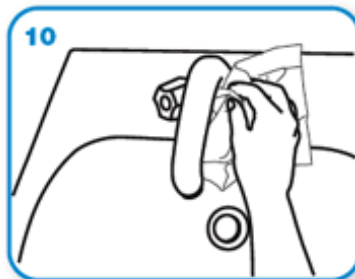
rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa.



Rinse hands with water



dry thoroughly with a single use towel



use towel to turn off faucet



...and your hands are safe.

APPENDIX 2 - Hand rub procedure

How to Handrub?

RUB HANDS FOR HAND HYGIENE! WASH HANDS WHEN VISIBLY SOILED

 **Duration of the entire procedure: 20-30 seconds**



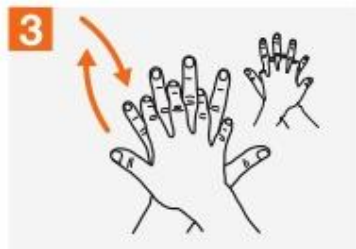
1a Apply a palmful of the product in a cupped hand, covering all surfaces;



1b Rub hands palm to palm;



2 Rub hands palm to palm;



3 Right palm over left dorsum with interlaced fingers and vice versa;



4 Palm to palm with fingers interlaced;



5 Backs of fingers to opposing palms with fingers interlocked;



6 Rotational rubbing of left thumb clasped in right palm and vice versa;



7 Rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa;



8 Once dry, your hands are safe.



World Health Organization

Patient Safety

A World Alliance for Safer Health Care

SAVE LIVES

Clean Your Hands

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May 2009

APPENDIX 3 - 5 moments for hand hygiene

Your 5 Moments for Hand Hygiene



APPENDIX 4 – Cough and sneeze etiquette

Cough etiquette

Cover your cough



- When coughing or sneezing, use a tissue to cover your nose and mouth
- Dispose of the tissue afterwards
- If you don't have a tissue, cough or sneeze into your elbow.

Wash your hands



- After coughing, sneezing or blowing your nose, wash your hands with soap and water
- Use alcohol-based hand cleansers if you do not have access to soap and water

APPENDIX 5 – 5 Simple Tips

5 Simple tips to avoid becoming one of the 4.1 million cases of food poisoning each year



CLEAN

Wash hands with soap and running water before handling food, wash the dishes regularly and keep the kitchen clean



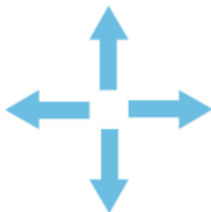
CHILL

Keep the fridge at 5°C or below, refrigerate any leftovers as soon as they've stopped steaming and use or freeze them within 3 days



COOK

Cook poultry or minced products to 75°C in the centre, be aware of the risk of raw or minimally cooked egg dishes



SEPARATE

Prevent cross contamination especially between raw meat or poultry and other foods that won't be cooked like salads



DON'T COOK FOR OTHERS IF YOU HAVE GASTRO

You could make them sick too - so ask someone else to cook or get a takeaway

Learn more about food safety <https://foodsafety.asn.au/food-safety-training>



FOOD SAFETY INFORMATION COUNCIL
www.foodsafety.asn.au

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Appendix 6 – Keep Hands Clean and Food Safe

Keep hands clean and food safe

Hand hygiene for food handlers

Washing your hands



1. Wash your hands in the basin provided for this purpose.



2. Use soap to work up a lather.



3. Wash palms, fingers, thumbs, nails and wrists.



4. Rinse by washing hands under running warm water.



5. Dry hands well.

Staff must wash their hands **before**:



- starting or recommencing food handling (for example, starting a shift, returning from a break)



- handling food



- wearing disposable gloves.

Staff must wash their hands **after**:



- going to the bathroom
- handling raw ingredients
- eating, drinking or smoking
- habits that may cause contamination, such as licking fingers, biting nails, smoking, touching pimples or sores



- coughing, sneezing, using a handkerchief or disposable tissue
- handling or disposing of waste
- touching animals



- touching anything else other than the food (for example, money, cleaning cloths, cleaning equipment)
- handling any food that may potentially contaminate other food products (for example, raw meat, nuts or other known allergens).

**Don't let your
food turn nasty**

www.betterhealth.vic.gov.au www2.health.vic.gov.au/public-health/food-safety

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