



Clearing Away Bodily Fluids Policy

Reviewed: January 2022

Next Review: January 2025

Procedure for clearing away vomit/bodily fluids

Introduction

Blood and body fluids (e.g. faeces, vomit, saliva, urine, nasal and eye discharge) may contain viruses or bacteria capable of causing disease. It is therefore vital to protect both yourself and others from the risk of cross infection. In order to minimize the risk of transmission of infection both staff and pupils should practice good personal hygiene and be aware of the procedure for dealing with body spillages. This document is to be used in conjunction with Public Health England: Guidance on infection control in schools and other childcare settings (March 2017).

Body Fluid Spillage Clean-Up Procedure

1. Cordon off the area until clean-up is completed.
2. Put on disposable gloves from the nearest First Aid kit.
3. Place absorbent towels over the affected area and allow the spill to absorb.
4. Wipe up the spill using these and then place in a bin (which has a bin liner).
5. Put more absorbent towels over the affected area.
6. The contaminated paper towels need to be placed in a bin with a bin liner, tied up and ideally put in a yellow bin bag or double bagged and put in an outside bin.
7. If the spillage has been quite extensive then the area may need to be closed off until the area can be cleaned correctly.
8. The area must be cleaned with disinfectant following the manufacturer's instructions.
9. An appropriate hazard sign needs to be put by the affected area.
10. The area should be ventilated and left to dry.
11. All reusable cleaning equipment needs to be appropriately disinfected according to the manufacturer's instructions.
12. Anyone involved in cleaning up the spillage must wash their hands.

Please note that:

- Disposable gloves, paper towels, disinfectant, j-cloths, a roll of plastic bags and a bucket are kept in each designated first aid area.
- The bin that has had the soiled paper towels put in needs to be tied up and ideally placed in the yellow bin or double bagged and placed in one of the large dustbins in the bin enclosure which is sited on the car park.
- Any article of clothing that has been contaminated with the spill should be wiped, cleaned and then put in a plastic bag and tied up for the parents to take home.
- Any soiled wipes, tissues, plasters, dressings etc. must ideally be disposed of in the clinical waste bin (yellow bag).
- If vomit is in playground, the affected area is to be swilled with a bucket of hot water.
- Mops must not be used when cleaning away vomit/bodily fluids.

Personnel responsible for clearing away vomit/bodily fluids

07:00 – 10:30 (Mon – Fri)	Site Manager is responsible
10:30 – 12:00 (Mon – Fri)	Teaching Assistants
11.45 – 13:15 (Mon-Fri)	Lunchtime Supervisor as directed by the Principal Supervisor
13:15 – 14:30 (Mon – Fri)	Teaching Assistants
14:30 – 18.00 (Mon – Thu)	Site Manager is responsible
14.30 – 17.30 (Fri)	