

**Mental Health and  
Emotional Wellbeing  
Service for Children  
and Young People**

Infection Prevention and Control Assurance Policy

Implementation Date: April 2020

Review Date: April 2023



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## **Introduction**

The Health and Social Care Act 2008: Code of Practice for the NHS for the Prevention and Control of Healthcare Associated Infections (*revised January 2015*) stipulates that NHS bodies must, in relation to preventing and controlling the risk of Health Care Associated Infections (HCAI), have in place appropriate core policies/procedures. Implementation of this policy will contribute to the achievement and compliance with the Act.

Good infection prevention (including cleanliness) is essential to ensure that clients, families and professionals who use CHUMS services receive safe and effective care. Effective prevention and control of infection must be part of everyday practice and be applied consistently by everyone. Good management and organisational processes are crucial to make sure that high standards of infection prevention (including cleanliness) are developed and maintained.

CHUMS provides therapeutic support within a low risk community setting. Therefore this policy will cover the following three areas of infection and control:

- Hand hygiene
- Cleaning of premises
- Cleaning procedure for toys, games and therapeutic play equipment
- Staff training

## **Roles and Responsibilities for Infection Prevention & Control**

### **Role of Director**

The Operational Director has overall responsibility for:-

- Ensuring compliance with this policy
- Reviewing and updating policies and guidelines in line with relevant Department of Health notifications and/or national guidelines, when available and applicable.
- Monitoring the completion of mandatory infection control training by all staff. (Appropriate training packages to be sourced by the Training Department).
- Inform the Governance Committee of any serious issues relating to infection prevention and control.
- Ensure liaison with the Human Resources Department and Occupational Health Department with regard to staff health and transmission of infectious diseases.

### **Role of individual staff members:**

- All employees will be personally accountable for their actions and are responsible for ensuring that they comply with infection prevention and control guidelines.
- All employees are responsible for notifying the Operational Director of any infectious conditions or circumstances that may lead to outbreaks of infection that require specific controls to protect themselves, their clients or others.



- Any breach of the guidelines set out in this policy that could place staff, clients and visitors at risk will require the completion of an incident-near miss reporting form.

### **Hand Hygiene**

In order to comply with the Health and Social Care Act 2008, CHUMS encourages the involvement of staff, services users and professionals in infection prevention and control

In order to facilitate compliance with hand hygiene guidelines, the following are available on site:

- Antimicrobial hand rub at the entrance to waiting room and staff signing in area
- Hand hygiene posters displayed to attract the attention of staff, service users and visitors regarding hand hygiene (See Appendix A – Hand Hygiene Technique for Staff)

### **Cleaning of Premises**

High levels of general cleanliness and hygiene are maintained on a weekly basis by sessional cleaning staff who complete weekly cleaning schedules which are monitored by the Operational Director. All cleaning staff follow guidelines given within the Infection Prevention and Control Assurance Policy.

The Operational Director works closely with cleaning staff to ensure that:

- Infection risks posed by the delivery of services have been assessed
- Ensure that appropriate documentation is available to evidence how the above processes have been implemented (See Appendix B – Cleaning Standards and Schedule)
- Emphasize to all staff that cleaning is a shared responsibility.

### **Cleaning toys, games and play equipment**

Clinical staff are responsible for the upkeep, cleaning and general maintenance of any soft toys they choose to use within their sessions.

The Administration Team will be responsible for cleaning plastic toys in the waiting room on a weekly basis using the dishwasher located on the ground floor of Enterprise House.

### **Storage of Toys/Games**

- Toys/games will be stored in a dedicated box/cupboard which is fit for purpose
- Only clean toys/games will be stored in this box/cupboard/area



- The storage box must be cleaned weekly

#### **Group Play/Therapy**

- All toys/equipment must be cleaned at the end of all communal use sessions by clinicians before placing back into storage

#### **Waiting Room**

- Toys will be kept to a manageable minimum so that appropriate cleaning can be undertaken after use and at least weekly by a member of the admin team.
- Staff will examine each toy/game regularly (at least weekly) or when soiled to ensure that it is fit for purpose
- A notice will be displayed in each waiting area advising parents/ patients to report any dirty toys to a member of staff

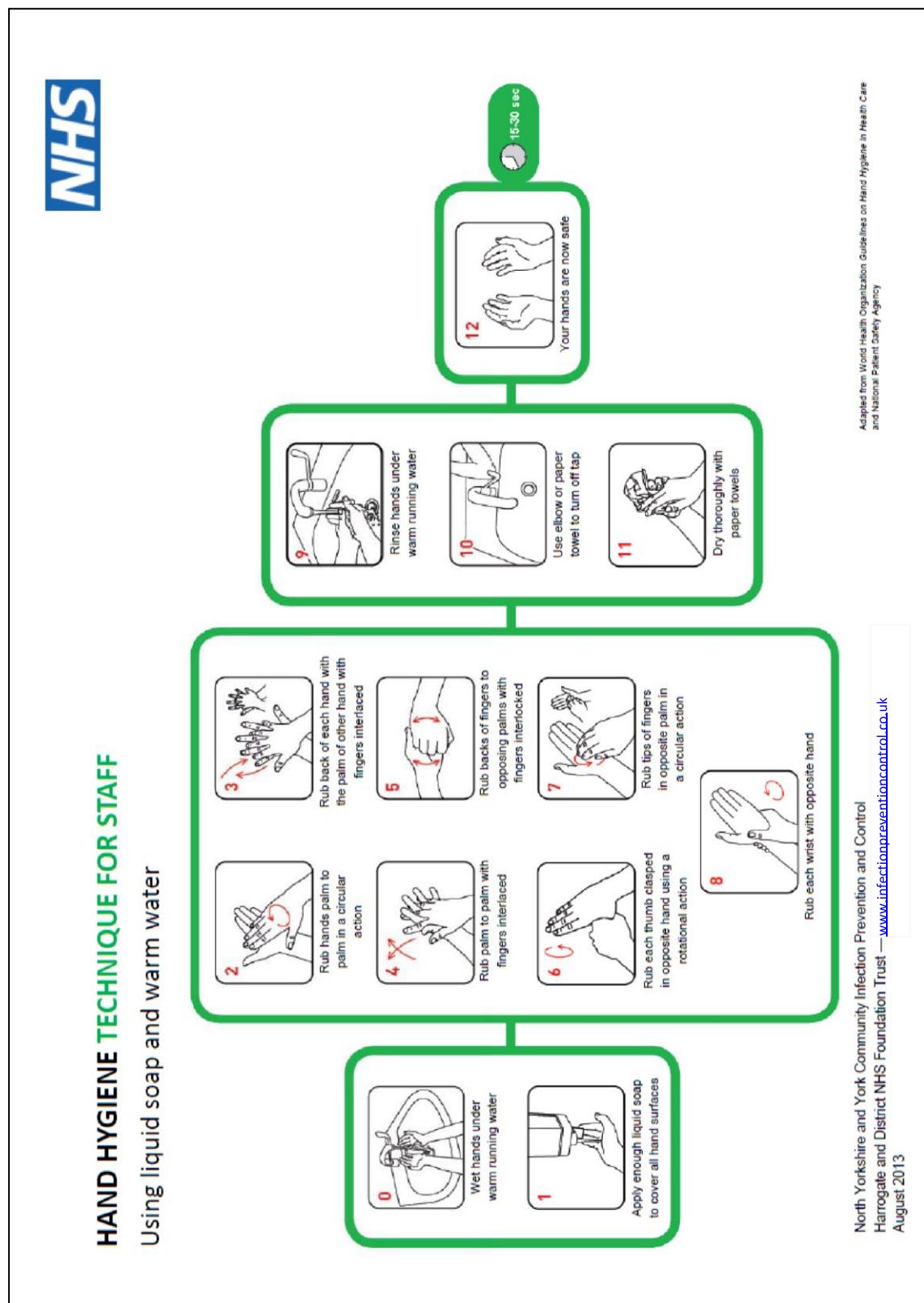
#### **Cleaning/Decontamination of Toys/Play Equipment**

- Toys awaiting cleaning should be stored in a box labelled as 'dirty toys' and kept in an area that children/patients cannot access
- Play equipment and storage containers must be made of materials which can easily be cleaned using general purpose detergent and water or a disposable detergent wipe

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**Appendix A – Hand Hygiene technique for staff**



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**Appendix B – Cleaning Standards and Schedule**

Element	Standard	Regularity	Date /signature
Clinical consultation rooms	All parts should be visibly clean, with no substances, dust, dirt, debris or spillages.	Daily	
Floor	The complete floor (including all edges and corners) should be visibly clean with no substances, dust, dirt, debris or spillages. Floors should have a uniform appearance and an even colour with no stains or watermarks.	Daily	
Electrical items including computer equipment, telephones and waiting room TV/radio	The casing of any electrical item should be visibly clean with no substances, dust, debris or adhesive tape.	Daily	
Chairs/sofas	All parts of the furniture should be visibly clean with no substances, dust, debris, adhesive tape, stains or spillages.	Daily	
Tables/desks	All parts of the table should be visibly clean with no substances, dust, dirt, debris, stains, adhesive tape or spillages.	Daily	
Hand wash dispensers	All parts of dispenser should be visibly clean with no substances, dust, dirt, debris, adhesive tape or spillages. Dispensers should be kept stocked.	Daily	
Waste receptacles	All parts of the waste receptacle should be visibly clean (including lid and pedal) with no dust, dirt, debris, stains or spillages.	Daily	
Toys	Toys should not contain any fabric parts and should be visibly clean with no dirt, dust, debris, adhesive or other substances.	Daily	
Fridges/Freezers	Fridges and/or freezers should be visibly clean with no substances, dust, dirt, debris, spillages, food debris or build-up of ice.	Fridges :weekly Freezers : defrost and clean monthly	
Hot water boilers	Hot water boilers should be visibly clean with no substances, dust, dirt, debris or spillages.	Weekly	
Kitchen cupboards	Kitchen cupboards should be visibly clean with no substances, dust, dirt, debris, stains, spillages or food debris.	External clean weekly. Internal clean monthly.	
Microwaves	All microwave surfaces should be visibly clean with no substances, dust, dirt, debris, spillages or food debris.	Daily	

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**Governance Committee Authorisation**

Signature\*

Name Print Jasmer Chauhan (Clinical Director)

Position/Role: Clinical Director, Chair, Governance Committee

Date: 7<sup>th</sup> April 2020

Date of review: 7<sup>th</sup> April 2023

\*Authorised signatory must be the chair (or deputising chair) of Governance Committee