

Australian Capital Territory

Corrections Management (Infectious Diseases) Procedure 2007*

Notifiable instrument NI2007-442

made under the

Corrections Management Act 2007, section 14(1) (Corrections policies and operating procedures)

1 Name of instrument

This instrument is the *Corrections Management (Infectious Diseases) Procedure 2007*.

2 Commencement

This instrument commences on the day after it is notified.

3 Policies and operating procedures

Under section 14 of the *Corrections Management Act 2007* (the Act), I make the

INFECTIOUS DISEASES PROCEDURE

in Schedule 1 to this instrument, to facilitate the effective and efficient management of correctional services.

James Ryan
Executive Director
ACT Corrective Services
17 December 2007

*Name amended under Legislation Act, s 60



**Belconnen Remand Centre (BRC)
Symonston Temporary Remand Centre (STRC)
Court Transport Unit (CTU)
Symonston Periodic Detention Centre (PDC)**



INFECTIOUS DISEASES PROCEDURE

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Purpose

To provide direction for the management of prisoners who are known to have a communicable disease.

Authority

Legislation

Corrections Management Act 2007, sections 14, 53, 77, and 92

Public Health Act 1997

Occupational Health and Safety Act 1989

Scope

This process starts whenever a prisoner is identified as being infected with an infectious disease, or when any person is at risk of exposure to an infectious disease.

Procedure

1 Reporting possible exposure to infectious/contagious diseases

- 1.1 Upon being notified by medical staff that a prisoner is infected with a contagious disease, the Deputy Superintendent must complete an Officer's Report as provided for in the *Incident Reporting Policy and Procedure*.
 - 1.1.1 This Officer's Report must be filed on the prisoner's case management file.
- 1.2 The Superintendent will inform the Executive Director.

2 Management of blood and bodily fluid spills

Step	Action	Responsibility
<u>1</u>	On discovering the blood or bodily fluid spill, cordon off the area. DO NOT clean the area without protective equipment.	Discovering Corrections Officer
<u>2</u>	Identify the source of the spill.	Discovering Corrections Officer
3	Notify other Corrections Officers of the location and type of the spill.	Discovering Corrections Officer
<u>4</u>	Request that another Corrections Officer locate and bring the blood spill kit to the area.	Discovering Corrections Officer
5	Either a Corrections Officer or suitably trained prisoner is to don all relevant protective equipment before coming into contact with the blood or bodily fluid.	All personnel
<u>6</u>	Clean up spill.	Corrections Officer/prisoner
<u>7</u>	Decontaminate.	All persons involved
8	Officer's Reports submitted.	Corrections Officer/s

Step 1

Cordoning off the area may involve clearing the area of non-essential persons, closing a door, or otherwise ensuring limited access to the area.

Step 2

If the source of the spill is identified as being a person, there may be a need to administer first aid. This should be done as a priority, though any first aid efforts must not put any person at an increased level of risk of exposure. As such, protective equipment must be worn.

Step 4

The blood spill kit will be located in Induction and the First Floor Administration Area in the Security Block at BRC, and Induction and Nurses area at STRC. The kit will include gloves, coveralls, safety glasses, antibacterial gel, micro-encapsulation absorbent material, cleaning cloths, clinical detergent, and large clinical waste disposal bags.

Step 6

The person cleaning the spill should follow the instructions contained in the blood spill kit.

All cleaning waste is to be treated as a biohazard and should be disposed of in the appropriate bins.

Step 7

Dispose of any clothing that has come in contact with body fluids.

Any equipment that cannot be cleaned is to be disposed of.

Wash hands with medical grade hand wash.

3 Disposal of sharps

Step	Action	Responsibility
<u>1</u>	On discovering the needle/sharp, no person is to touch the article without protective equipment.	Discovering Corrections Officer
2	Notify other Corrections Officers of the location of the sharp.	Discovering Corrections Officer
<u>3</u>	Request that another Corrections Officer locates and brings the sharps disposal kit to the area.	Discovering Corrections Officer
4	Don disposable gloves.	Discovering Corrections Officer
<u>5</u>	Open the sharps disposal container and place it on the ground.	Discovering Corrections Officer
<u>6</u>	Using the tongs, pick up the sharps and place into the container.	Discovering Corrections Officer
7	Using the tongs, place any other injecting equipment into the container.	Discovering Corrections Officer
<u>8</u>	Close the sharps container.	Discovering Corrections Officer
<u>9</u>	Sterilise equipment.	Discovering Corrections Officer
10	Remove gloves by turning them inside out.	Discovering Corrections Officer
<u>11</u>	Dispose of soiled, non-disposable equipment.	Discovering Corrections Officer
12	Wash hands thoroughly with soap and running water	Discovering Corrections Officer
13	Officer's Reports submitted.	Corrections Officer/s

Step 1

Do not touch the needle/sharp with any part of your body.

Step 3

The blood spill kit will be located in Induction and the First Floor Administration Area in the Security Block at BRC, and Induction and Nurses area at STRC. The kit will include gloves, coveralls, safety glasses, antibacterial gel, micro-encapsulation absorbent material, bleach, and large clinical waste disposal bags.

The sharps disposal kit will include sharps disposal bins, long handled tongs, and gloves.

Step 5

Should the sharp be needed for evidence, such as a syringe containing a substance, the small sharps container should be used and *Preservation of Evidence Policy and Procedure*, should be followed.

Step 6

Needles should not be recapped, purposely bent or broken by hand, removed from disposable syringes, or otherwise manipulated by hand.

The needle end of a syringe should be placed first into the container.

Step 8

Close the sharps container. If the container is full contact TOTALCARE on 6213 0746 to arrange for the disposal of the container.

Step 9

Wipe tongs down with bacterial wipes and sterilise by soaking in a bleach solution for 30 minutes or wash in cold water and detergent and boil for 10 minutes.

Step 11

Place used wipes and gloves in a plastic bag, tie securely, then place inside a second plastic bag which should also be tied securely and disposed of in a bio-hazard bag.

4 Needle stick injury

Step	Action	Responsibility
<u>1</u>	Encourage bleeding.	Injured Corrections Officer
2	Report the injury <u>immediately</u> to the CO2.	Injured Corrections Officer
3	Wash the area with hospital grade hand wash.	Injured Corrections Officer
4	Cover the wound.	Injured Corrections Officer
5	Report the incident to the Duty Chief or the OH&S Officer.	Injured Corrections Officer
6	Arrange for the injured Corrections Officer to go directly to the emergency department of the nearest hospital or to one of the designated medical centres.	Duty Chief
7	Arrange for the injured officer to receive counselling from the Canberra Sexual Health Centre.	Duty Chief
<u>8</u>	Complete an Accident Report Form.	Injured Corrections Officer/ Duty Chief
9	As soon as practicable, Officer's Reports to be written.	Injured Corrections Officer

Note: a second Corrections Officer must complete the procedure for disposal of sharps

Step 1

Encouraging bleeding may expel the infection from the wound. DO NOT suck on the wound.

Step 6

The medical centres are:

Garema Place Surgery

Above Develin's City Chemist

Garema Place

Canberra City

Ph: 62571000

Fax: 62486055

Surgery hours: Monday to Friday 0830-1600

All Seasons Medical Practice

Cnr Cowper & Antill Streets

Dickson

Ph: 62573853/6249

Fax: 62471022

Surgery hours: Monday to Friday 0800-1900

Saturday 0830-1230

Sunday and Public Holidays 0900-1200

Plaza Medical Centre

48 Corinna Street

Woden

Ph: 62823388

Surgery hours: Monday to Friday 0800-1800

Saturday 0900-1300

Before sending a Corrections Officer to one of these medical centres, the Duty Chief must first advise the centre that they should expect a Corrections Officer.

All of the above medical centres have access to pathology practices.

Step 8

Injured staff members should be advised of the availability of support/assistance for the prevention of such incidents, counselled on the availability of vaccinations and the requirement to report any subsequent illness that may develop.

Forms/Templates

Incident report form

Job application form

Accident report form

Related policies and procedures

Preservation of Evidence Policy

Preservation of Evidence Procedure

Suicide and Self-Harm Policy

Suicide and Self-Harm Procedure

Incident Reporting Policy

Incident Reporting Procedure