

Corrections Management (Management of Blood Spills and Needle Stick Injury) Procedure 2014

Notifiable instrument NI2014-79

made under the

Corrections Management Act 2007, section 14(1) (Corrections policies and operating procedures) and section 15 (1) (Exclusions from notified corrections policies and operating procedures)

1 Name of instrument

This instrument is the *Corrections Management (Management of Blood Spills and Needle Stick Injury) Procedure 2014*.

2 Commencement

This instrument commences on the day after it is notified.

3 Procedure

I make the

MANAGEMENT OF BLOOD SPILLS AND NEEDLE STICK INJURY
PROCEDURE

to facilitate the effective and efficient management of correctional services.

4 Revocation

This instrument revokes notifiable instrument NI2007-442.

Bernadette Mitcherson
Executive Director
ACT Corrective Services
18 February 2014



MANAGEMENT OF BLOOD SPILLS AND NEEDLE STICK INJURY PROCEDURE

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Purpose

To outline the procedure for the management of detainees who are known to have a contagious or infectious disease.

Authority

Legislation

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

Scope

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

Procedure

Where a serious injury occurs, the Area Manager (or a Supervisor on nightshift) will arrange for the injured person to receive medical attention.

Management of blood and bodily fluid spills

Note: all blood or bodily fluid spills are to be treated as if they are infectious.

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
<u>3</u>	Preserve the crime scene (if required).	Discovering Corrections Officer
<u>4</u>	Notify other Corrections Officers of the location and type of spill.	Discovering Corrections Officer
<u>5</u>	Request that another Corrections Officer bring the blood spill kit to the area.	Discovering Corrections Officer

<u>6</u>	Either a Corrections Officer or suitably trained detainee is to put on protective equipment before coming into contact with the blood or bodily fluid.	All personnel
<u>7</u>	Clean up spill.	Corrections Officer/ detainee
<u>8</u>	Decontaminate.	All persons involved
<u>9</u>	Officers' Reports Forms submitted.	Corrections Officer/s

Step 1

On discovering the blood or bodily fluid spill, the area will be cordoned off. Do not clean the area without protective equipment.

Step 2

If the spill is a result of injury, 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 will be worn.

Step 3

Depending on the nature of the spill, it may be necessary to preserve the scene in accordance with the *Preservation of Evidence Policy and Procedure*. In this case, no clean-up should occur.

Step 4

The discovering Corrections Officer will alert other Corrections Officers of the spill.

Step 5

The discovering Corrections Officer will request that another Corrections Officer bring a blood spill kit. The spill should not be left unattended.

Blood spill kits are located at the following areas at the AMC:

- Sentenced cellblock;
- Remand cellblock;
- Admissions building;
- Visits Centre;
- Women's Community Centre;
- High Needs Cottage;
- Management Unit;
- Crisis Support Unit; and
- Transitional Release Centre.

The kit contains gloves, coveralls, safety glasses, antibacterial gel, micro-encapsulation absorbent material, cleaning cloths, clinical detergent, and large clinical waste disposal bags.

Step 6

Either a Corrections Officer or suitably trained detainee is to put on protective equipment before coming into contact with the blood or bodily fluid.

Step 7

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 disposed of appropriately.

Step 8

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

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

Wash hands with an appropriate hand wash.

Step 9

The spill must be reported in accordance with the *Incident Reporting Policy and Procedure*.

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
<u>2</u>	Notify other Corrections Officers of the location of the sharp.	Discovering Corrections Officer
<u>3</u>	Request that another Corrections Officer bring the sharps disposal kit to the location.	Discovering Corrections Officer
<u>4</u>	Put on 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
<u>7</u>	Close the sharps container.	Discovering Corrections Officer
<u>8</u>	Sterilise equipment.	Discovering Corrections Officer
<u>9</u>	Dispose of soiled, non-disposable equipment.	Discovering Corrections Officer
<u>10</u>	Wash hands thoroughly with soap and running water.	Discovering Corrections Officer
<u>11</u>	Submit Officers' Reports.	Corrections Officer/s

Step 1

On discovering the needle/sharp, no person is to touch the article without protective equipment.

Step 2

The discovering Corrections Officer will alert other Corrections Officers to the needle/sharp and its location.

The discovering Corrections Officer is to maintain custody of the sharp.

Step 3

The discovering Corrections Officer is to request that another Corrections Officer bring the sharps disposal kit to the location.

Sharps disposal kits are located at the following areas at the AMC:

- Sentenced cellblock;
- Remand cellblock;
- Admissions building;
- Visits centre;
- Women's Community Centre;
- High Needs Cottage;
- Management Unit;
- Crisis Support Unit; and
- Transitional Release Centre.

The kit contains 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 4

The Corrections Officer will not touch the needle/sharp until they have put on disposable gloves.

Step 5

Open the sharps disposal container and place it on the ground.

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

Step 6

Use the tongs to pick up the sharps and place into the container.

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 will be placed first into the container.

Step 7

Close the sharps container.

Dispose of the sharps container appropriately.

Step 8

Wipe tongs down with bacterial wipes and sterilise by soaking in a bleach solution for 30 minutes.

Step 9

Dispose of soiled, non-disposable equipment.

Remove gloves by turning them inside out.

Step 10

Wash hands thoroughly with soap and running water.

Step 11

The discovery of a needle/sharp must be reported in accordance with the *Incident Reporting Policy and Procedure*.

Exposure to blood/bodily fluids

Step	Action	Responsibility
<u>1</u>	Wash hands/body.	Detainee, Corrections Officer or other person
<u>2</u>	Change clothing (if required).	Detainee, Corrections Officer or other person
<u>3</u>	Seek first aid.	Corrections Officer/Area Manager/Supervisor
<u>4</u>	Complete an Accident and Injury Report Form.	Injured Corrections Officer or other staff member/Area Manager
<u>5</u>	As soon as practicable, write Officers' Reports.	Injured or Discovering Corrections Officer
<u>6</u>	Report to WorkSafe ACT.	Area Manager
<u>7</u>	Facilitate access to the Employee Assistance Program and Peer Support.	Area Manager/Supervisor night senior

Step 1

The detainee, Corrections Officer or other person is to thoroughly wash the affected area with soap and running water.

Step 2

If the blood/bodily fluids have come into contact with a detainee's or Corrections Officer's clothing, that clothing should be removed and replaced. The clothing must be destroyed.

If the blood/bodily fluid have come into contact with the clothing of another person, they should be encouraged to dispose of the clothing.

Step 3

Without delay, detainees will be referred to Justice Health Services staff. Staff will be referred to a medical practitioner without delay (see below). Other persons should be encouraged to seek medical attention without delay.

The Area Manager/Supervisor (PDC, CTU or AMC Night Senior) will arrange for the affected Corrections Officer to go directly to the emergency department of the nearest hospital or to one of the designated medical centres.

The designated medical centres are:

Garema Place Surgery

Above Develin's City Chemist

Garema Place

Canberra City

Ph: 62571000

Fax: 62486055

Surgery hours: Monday to Friday 0830-1800, Saturday 0900 - 1230

Dickson Medical & Travel Clinic

Cnr Cowper & Antill Streets

Dickson

Ph: 62573853/6249

Fax: 62471022

Surgery hours: Monday to Friday 0800-1730

Before sending a Corrections Officer to one of these medical centres, the Area Manager or Supervisor must first advise the centre that they should expect a Corrections Officer.

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

In the event that both of the above medical centres are closed, the Corrections Officer will be taken to the emergency department of the nearest hospital.

Step 4

The injured Corrections Officer or staff member is to complete an ACT Government Accident and Injury Report Form consistent with the *Injury Reporting Policy* and *Procedure*.

Step 5

As soon as practicable, the incident must be reported in accordance with the *Incident Reporting Policy* and *Procedure*.

Step 6

All injuries and 'near misses' involving Corrections Officers or other staff must be reported to WorkSafe ACT in accordance with the *Injury Reporting Policy* and *Procedure*.

Step 7

The Area Manager/Supervisor is to ensure that the injured Corrections Officer has access to Peer Support Officers and the EAP in accordance with the *Peer Support Policy* and the *Critical Incident Debriefing Policy*.

Needle stick injury

Step	Action	Responsibility
<u>1</u>	Allow bleeding.	Detainee, Injured Corrections Officer or other person
<u>2</u>	Report the injury immediately to the Supervisor.	Injured or Discovering Corrections Officer
<u>3</u>	Wash the area with hand wash.	Detainee, Injured Corrections Officer or other person
<u>4</u>	Cover the wound.	Detainee, Injured Corrections Officer or other person
<u>5</u>	Report the incident to the Area Manager and the OH&S Officer.	Injured or Discovering Corrections Officer
<u>6</u>	Arrange for the detainee, injured Corrections Officer or other person to have medical treatment.	Area Manager/Supervisor
<u>7</u>	Complete an Accident and Injury Report Form.	Injured Corrections Officer or other staff member/Area Manager
<u>8</u>	As soon as practicable, write Officers' Reports.	Injured or Discovering Corrections Officer
<u>9</u>	Report to WorkSafe ACT.	Area Manager
<u>10</u>	Facilitate access to the Employee Assistance Program and Peer Support.	Area Manager/Supervisor

NB: Where an officer is injured by a needle stick, a second Corrections Officer must complete the procedure for disposal of sharps.

Step 1

The detainee, Corrections Officer or other person is to allow the bleeding to assist and expel the infection from the wound. DO NOT suck on the wound.

Step 2

The injured Corrections Officer or discovering Corrections Officer is to report the injury immediately to the Supervisor.

Step 3

The detainee, injured Corrections Officer or other person is to wash the area with hand wash.

Step 4

The detainee, injured Corrections Officer or other person is to cover the wound.

Step 5

The Supervisor is to report the incident to the Area Manager or the OH&S Officer.

Step 6

Without further delay, detainees will be referred to Justice Health Services staff. Staff will be referred to a medical practitioner (see below). Other persons should be encouraged to seek medical attention without further delay.

The Area Manager/Supervisor (PDC, CTU or AMC Night Senior) will 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.

The designated medical centres are:

Garema Place Surgery

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

In the event that both of the above medical centres are closed, the Corrections Officer will be taken to the emergency department of the nearest hospital.

Step 7

The injured Corrections Officer or staff member is to complete an ACT Government Accident and Injury Report Form consistent with the *Injury Reporting Policy and Procedure*.

Step 8

As soon as practicable, the incident must be reported in accordance with the *Incident Reporting Policy* and *Procedure*.

Step 9

All injuries and ‘near misses’ involving Corrections Officers or other staff must be reported to WorkSafe ACT in accordance with the *Injury Reporting Policy* and *Procedure*.

Step 10

The Area Manager or Supervisor is to ensure that the injured Corrections Officer has access to Peer Support Officers and the EAP in accordance with the *Peer Support Policy* and the *Critical Incident Debriefing Policy*.

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

Officer Report Form

ACT Government Accident and Injury Report Form

Related policies and procedures

Preservation of Evidence Policy

Preservation of Evidence Procedure

Incident Reporting Policy

Incident Reporting Procedure

Critical Incident Debriefing Policy

Incident Reporting Policy

Incident Reporting Procedure