

INFECTIOUS DISEASES POLICY

Guildford YMCA aims to ensure that all staff are sufficiently informed about the routes of transmission of infectious diseases, and are therefore able to protect themselves both professionally and personally.

In order to ensure that good practice takes place within all areas of the organisation, the guidelines must be followed at all times.

In particular, the diseases addressed by this policy are the Human Immuno Deficiency Virus (HIV), for which there is no known cure, and the Hepatitis virus of which there are several strains. An infectious disease may be carried by a person who appears in all respects to be fit and healthy. It is not possible to tell by looking at someone whether they are infected or not.

Good Practice

1. This makes universal precautions mandatory by all staff, and assumes that any resident, visitor, member of staff or volunteer could have an infectious disease.
2. Rubber gloves must be used when in contact with blood or other body fluids.
3. Through health and safety procedures Guildford YMCA will provide adequate supplies of gloves, and that staff are aware of their whereabouts, and the whereabouts of first aid boxes.
4. Staff should inform residents of the availability of inoculation against Hepatitis B and advise them to consult with their GP.
5. Guildford YMCA will ensure that health and hygiene practices are reviewed regularly, and updated if necessary.
6. If a member of staff refuses to comply with these procedures, their refusal will be treated as a disciplinary matter. Guildford YMCA will not be liable for claims arising from work related infection where the policy has not been strictly adhered to.
7. Through key working, residents will be informed by staff of the risk of infection. The purpose of universal hygiene practices will be explained to them and they will be asked to comply with these practices.

Inoculations for Staff

Tuberculosis: Although TB is not on the increase, the number of cases of TB resistant to most forms of treatment are increasing. You will most probably have been immunised with the BCG injection at about the age of thirteen. However if you have not had a BCG, although the risk of contracting TB is slight, you should speak with your GP about it.

Hepatitis B: is far easier to contract than the HIV virus and there have been reports of the virus living in dried blood for some hours. If you come into contact with high risk groups such as needle users you should give very serious consideration to being immunised against Hepatitis B. Office based staff are at very low risk but may want to talk with their GP about it.

Guildford YMCA will, where necessary, financially support staff wishing to be immunised against Hepatitis B, and, as appropriate other infectious diseases.

Equal Opportunities

No current or prospective employee, volunteer or resident will be discriminated against on the grounds that he/she is HIV positive or has AIDS.

No person applying to Guildford YMCA, either as a potential employee, volunteer or resident, will be asked about their HIV status, and no referring agent will be asked about the HIV status of someone they are referring to Guildford YMCA. If any documentation received from other agencies states that a person is HIV positive or has AIDS, the document will be returned with a request for the information to be removed.

No file or other written information kept by Guildford YMCA will make reference to an individual's HIV status.

Confidentiality in Relation to Residents with HIV/AIDS

No written record will be kept of HIV/AIDS information relating to staff or residents.

Staff will not share this information with any other member of staff within Guildford YMCA or any individual outside Guildford YMCA without the express permission of the resident.

From time to time, for the purposes of statistical records, information may be gathered about the number of residents within Guildford YMCA who are HIV positive or have AIDS. This will be on an unnamed basis.

If a member of staff passes this information on without the consent of the resident, this may be dealt with under Guildford YMCA's disciplinary procedures.

Employees

If an employee informs another employee that he/she is HIV positive or has AIDS, this information must not be shared with any other person, whether inside Guildford YMCA or outside, without the express permission of the employee concerned. If the information is passed on without the consent of the employee action will be taken in accordance with Guildford YMCA's disciplinary procedures.

Working with People who are HIV Positive or who have AIDS

Guildford YMCA requires its staff to work with people who are HIV positive or have AIDS (both residents and staff) without prejudice or discrimination. Refusal to do so or evidence of discrimination will be regarded as a serious matter.

Guildford YMCA is committed to enabling employees to work comfortably with and alongside people with AIDS and will endeavour to meet both general and specific training needs. However, if an employee persists in displaying discriminatory and prejudicial attitudes when reasonable attempts have been made to meet personal training needs, disciplinary action will be taken.

Residents who break confidences or display discriminatory or prejudicial attitudes will be told that their behaviour is unacceptable. They will be offered advice and support by staff and, if necessary, offered the opportunity to attend AIDS awareness training. However, if their behaviour persists, steps may be taken to evict them from the accommodation.

Staff Training and Staff Induction

Guildford YMCA will ensure that all staff will receive awareness training at least once a year.

As part of the induction process Guildford YMCA will ensure that new staff will be awareness trained on infectious diseases. More detailed induction training will be given to front line staff.

Addendum

GUILDFORD YMCA Procedural Guidelines

UNIVERSAL INFECTION CONTROL GUIDELINES

General Hygiene

1. Any open wounds should be covered with a waterproof island plaster until healed. Anyone with open eczema on an exposed part of the body, particularly the hands, should take particular care to avoid contact with blood or other body fluids.
2. Rubber gloves must be worn when in contact with blood or other body fluids.
3. Normal cleaning methods should be used. No special disinfectants are necessary for baths, toilets, wash basins or sinks.
4. Use disposable cloths where possible.
5. Use separate cloths for kitchens, baths and toilets.
6. Spillages of blood, vomit or other body fluids should be cleared up as quickly as possible. Ordinary household bleach freshly diluted 1:10 in water should be gently poured over the spill and covered with paper towels. If practical, the diluted bleach should be left for thirty minutes before being wiped up with disposable paper towels.
7. Washable clothes and linen that are stained with blood, vomit or other body fluids should be washed in a well maintained washing machine in the hot wash (at approximately 80°C) or boiled before hand washing. (Non-washable items should be dry cleaned).
8. Bedding can be cleaned in a hot wash.
9. When cleaning rubbish from a resident's room you should be particularly careful. Needles and syringes are found occasionally, including in the rooms of residents thought not to be needle users. Thick gloves (not plastic) must be worn and rubbish picked up carefully to avoid accidental injury from needles or other sharp objects.

Waste Disposal

10. Urine and faeces should be disposed of via the toilet in the normal manner.
11. Soiled waste should be double wrapped in plastic bags, which are tied and put into normal household refuse containers.

Accidents Involving External Bleeding

12. Normal first aid procedures should be followed. The injured person should apply pressure to the wound with a pad of clean absorbent material, whilst a member of staff puts on rubber gloves and can then help the person. Pressure should be maintained for five to ten minutes. If a surgical dressing is not immediately available, a folded paper towel or clean handkerchief may be used; this must be disposed of afterwards as indicated in "Waste Disposal".
13. When bleeding has stopped, any blood should be washed off the surrounding skin and hair with copious amounts of soapy water without disturbing the wound.
14. Splashes of blood into the eyes or mouth should be washed out immediately with copious amounts of water.
15. After accidents resulting in bleeding, contaminated surfaces should be cleaned as outlined in general hygiene.

Spitting

16. No case of transmission of HIV by this means has ever been recorded. Sputum should be dealt with in the same way as splashes of blood.

Needle Stick Injuries or Bites

17. Care should be taken to avoid puncture wounds by hypodermic needles. If a needle stick injury is sustained, free bleeding should be encouraged by putting the wound under warm running water, and "bleeding" it. It should then be dressed and medical advice sought. A bite should be dealt with in the same way.

Mouth to Mouth Resuscitation

18. There is no evidence that HIV has been transmitted by saliva; but as the theoretical risk exists, it is recommended that an airway should be kept available in first aid boxes and used in mouth to mouth resuscitation. In an emergency, direct mouth to mouth resuscitation should not be withheld. Delay in commencing resuscitation can lead to death or irreversible damage through lack of oxygen. However, staff are not required to give mouth to mouth resuscitation, and failure to do so will not be considered a failure to do one's job.

General

19. Accidents or injuries covered by Health and Safety legislation should be reported in the normal way.

20. After any incident in which it is thought that anyone could have been infected, the person concerned should seek advice from their own GP or the local genitourinary clinic.

Approved By Residential Committee - 23rd November 2004

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