

Infection Control Policy

This document sets out the policy and procedure of Evolve College in relation to infection control.

Evolve College is a Registered Training Organisation, in the business of providing training and assessment in massage therapy (accredited) and Chakra-puncture (non-accredited) to its clientele. Infection control is of the utmost importance to Evolve College, as our students' and staff members' safety and wellbeing is at the forefront of all we do.

1. Purpose of this policy

The purpose of this policy is to minimise as far as possible risks of harm to Evolve College students, staff, clients and visitors.

2. Definitions

The following terms have the following meanings in this policy:

An **Infection** arises whenever there is an infectious agent which is transmitted by a susceptible host.

Infection control is action taken to prevent the transmission of infectious organisms. It also includes managing infections if they occur.

Infectious agents are biological agents that cause disease or illness.

Contact transmission is the transmission of passing of infection from one person to another. Usually, transmission is by hand or through contact with blood or body substances. Contact may be direct or indirect.

Direct contact transmission occurs when one person passes infectious agents directly to another, e.g. if a health-care worker comes into contact with a client's blood or other bodily fluids and where for instance there is an open cut in the worker's skin that enables transmission.

Indirect contact transmission occurs where there is a passing or transfer of infection not directly from skin to skin but through a contaminated intermediate object or person. For instance, a healthcare worker may touch an infected area on one client and then not wash their hands before touching another client, in which case infection of the second client can occur.

Standard precautions are work practices which are standard to this organisation. The

basis of this is that all staff take standard precautions at all times, and assume that all blood and body substances of whatever nature are potential risks or sources of infection.

3. Principles

Effective infection control is a priority for Evolve College. It is fundamental to our provision of high quality health care to our clients and a safe working environment for our employees, students and visitors.

Evolve College acknowledges that:

- People are the most likely sources of infectious agents and transmission. This includes students, staff and other visitors to Evolve College premises.
- The main way in which transmission of infection occurs is through contact (touch), but transmission can also occur through droplet and airborne infection. Transmission can also occur through contaminated food, water, medications, devices or equipment.

Infection control is integral to Evolve College's support and care provided to our students, staff and clients. It is not in any way considered to be an additional set of practices or an optional component. Our policy is to take the greatest possible care for our students, staff and clients at all times.

Students, staff and clients' rights must be respected at all times; they are involved in decision-making about their support, and they are sufficiently informed to be able to participate in reducing the risk of transmission of infectious agents.

4. Outcomes

We apply standard precaution practices at all times, to as far as possible prevent the transmission of infection.

5. Risk Management

Risks of infection are regularly assessed, identified and managed.

In addition, staff are trained in infection control practice, including relevant application of precautions to minimise the risk of infection.

The Education and Training Manager of Evolve College conducts periodic reviews to monitor and ensure compliance with the terms of this policy.

6. Policy Implementation

All staff have access to this policy and procedure relating to infection control and are required to implement it in their day to day operations and tasks.

Tailored training is provided to persons with specific tasks where infection transmission is a risk.

Records of infection control activities are maintained, including infection control training undertaken, information provided to students, staff or clients and records of any incidents that occur (and how they have been managed).

7. Policy Detail

7.1 Infection Control Risk Management Plan

If any infection risks are identified, the organisation undertakes a procedure of risk management. As part of this, the organisation:

- Takes immediate action to eliminate the factors causing the risk, including quarantining, thoroughly cleaning the site (on the person(s) involved as well as the physical area in the premises)
- Modifying or changing procedures, protocols and work practices, after a debriefing session to identify how the incident occurred and what changes may be required to ensure it does not happen again
- Monitoring student, client and employee compliance with infection control procedures
- Providing information/education and training to students, clients and employees.

7.2 Infection Risk Assessment

Evolve College identifies and assesses infection control risks by taking into consideration the likelihood of infection from a particular hazard, and the consequences if a person is infected.

Evolve College develops and prioritises actions for managing identified risks.

7.3 Education and Information

Advice and education related to infection prevention is provided to students as part of their studies with Evolve College. In addition, all staff are educated in relation to infection prevention.

7.4 Standard Precautions

Students and staff are required to provide standard precautions in all situations in which they may have contact with blood / body fluids.

Hand Washing and Hand Care

Hand washing and hand care are the most important measures in infection control. Skin is a natural defence against infection and therefore any openings in skin are a warning of possible infection.

Students and staff must cover all cuts and abrasions on exposed skin with a water resistant dressing which is changed as often as necessary. No health-care modality may be performed over any skin with a cut or abrasion. If a student or staff member has a cut or abrasion on their skin (and particularly any part of their hands) they must ensure that that cut or abrasion is covered and sealed and does not come into contact with any other student or client's skin at any time.

Students and staff must wash and dry their hands before and after any direct client contact and/or the removal of gloves. Hands should be washed with a soap or cleaning agent covering all surfaces. Protective gloves must be worn when handling any blood and/or bodily substances.

Protective Barriers

Students and staff must wear protective gloves whenever there is a potential for exposure to blood and body substances.

General purpose utility gloves should be worn for housekeeping tasks including: cleaning clinical instruments (if any are used) and handling chemical disinfectants.

Utility gloves are to be discarded if they are peeled, torn or punctured or have any other evidence of deterioration.

Needles and Sharps

Special care must be taken to prevent injuries during procedures when cleaning sharp instruments, and use or disposal of sharps (needles). Sharps must not be passed from one student or staff member to another unless specifically required for the proper conduct of the relevant procedure.

Needles must not be removed from disposable sheaths before administration and they must not be resheathed before disposal.

Sharps containers should be placed as close as practical to the client care area, not easily accessible to visitors and out of the reach of children. Containers should be clearly labelled with the biohazard symbol and never overfilled. Containers should be

sealed with a tightly fitted lid.

Quarantining

Students, staff and clients experiencing infectious conditions are required to refrain from entering or being on Evolve College premises during the infectious period of the condition.

7.5 Response to Possible Infection

When potentially infected bodily fluids come into contact with a student, staff member or client, steps are taken to decrease the impact of such contact, including first aid and assessment at a medical service where required.

A supervisor must be notified of any such incidents as soon as possible and an incident report form completed.

7.6 Notifiable Diseases

Evolve College must notify the appropriate Public Health Unit in the event of an outbreak of any of the following: food borne illness in two or more related cases or gastroenteritis among people of any age in an institution.

7.7 If a Trainer/Assessor is diagnosed

If an Evolve College Trainer/Assessor is diagnosed with an infectious disease, the following procedure shall apply:

- a) The Trainer/Assessor is to provide a certificate from their doctor with the following information:
 - a. The date the disease was diagnosed
 - b. The name and nature of the disease and, if relevant, where it is being experienced (if only in parts)
 - c. The infectious period of the disease (give dates)
 - d. The doctor's assessment of the likelihood of infection / transmission of the disease to any Evolve College staff / student / client during the infectious period. (For this purpose, the Trainer/Assessor is to report to the doctor when they have taught/assessed a class in the period that may be relevant.)
- b) The Trainer/Assessor is not to teach/assess or be on Evolve College premises during the infectious period of any condition, as advised by their doctor.
- c) A medical certificate should be obtained when the infectious period is over, confirming they are no longer infectious, and this certificate is to be emailed to the Evolve College Administrative Officer responsible for Trainer/Assessor liaison, who will place it on the Trainer/Assessor's file.

- d) If an incident occurs in class, or could potentially affect a class, the Trainer/Assessor is to complete an Incident Report form and provide that to the Evolve College Administrative Officer responsible for Trainer/Assessor liaison.
- e) If the doctor's medical certificate described in clause 7.7(a)d above indicates that there is a likelihood of transmission to any student or client of the College due to exposure during the infectious period, then a communication must be sent to the class from the Administrative Team advising them of the condition that has been diagnosed, steps taken by Evolve College to mitigate risk of harm, and advice as to what to do if symptoms are experienced (see a doctor and seek medical assistance). A request is to be made to notify Evolve College on 1300 880 885 or evolve@evolvecollege.com immediately if any symptoms are experienced.

8. Resources

Legislation

Work Health and Safety Act 2011 (Commonwealth) Model Work Health and Safety Regulations 2011 (Cth)

Resources

National Health and Medical Research Council (NHMRC) 2010, Australian Guidelines for the Prevention and Control of Infection in Healthcare, Commonwealth of Australia.
NSW Health Department 2007, Infection Control Policy. NSW Health, Sydney.