

## MANUAL OF ADMINISTRATION

<b>TOPIC:</b> HEALTH AND SAFETY	<b>SUBJECT:</b>  Body Fluid Kit	<b>Code:</b> HS191
		<b>Date of Issue:</b> September 2001
		<b>Revised:</b> December 2013
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**PURPOSE:** This policy will clarify the purpose of Body Fluid Kits and their proper use.

**PREAMBLE:** Avenue II has a commitment to ensure that an individual's dignity is maintained while being supported by Avenue II employees. It is not appropriate for staff to use kits openly in a public place which would demean an individual's dignity. Kits are located in all 24 hour locations and can be requested through the office if needed elsewhere. The location of the Kit can be found on the equipment log in the home, and also on the fire escape route map posted in the homes. It is the responsibility of the Manager of the 24 hour location to ensure the kit is re-stocked after use.

### **Appropriate Use:**

Body Fluid Kits are only to be used in circumstances where body fluids such as vomit, blood, or feces are present in the workplace that are extreme and pose an unsafe risk to staff to assist an individual to clean the fluids. **It is not appropriate for use in normal situations regarding bowel movements, blood, or vomiting where there is no splash risk to the staff.**

### **Avenue II will provide Body Fluid Kits which contain:**

1. A disposable mask
2. Disposable gown
3. Disposable non-latex gloves
4. Paper towels
5. Antibacterial spray (and it's MSDS) for cleaning contaminated surfaces
6. Safety Glasses
7. Two (2) garbage bags for disposing of items 1 through 4.
8. A copy of this policy for reference

### **To access the Body Fluid Kits in 24 hour locations:**

1. When possible, call the office to speak to a Manager, General Manager of Support Services or Director. If after hours, call the On-Call Supervisor.
2. Describe the situation and the reasons for needing a kit.

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3. The Manager, General Manager of Support Services or On-Call will authorize use.

### To access the Body Fluid Kits in non-24 hour locations:

4. Call the office to speak to a Manager, General Manager of Support Services or Director. If after hours, call the On-Call Supervisor.
5. Describe the situation and the reasons for needing a kit.
6. The Manager, General Manager of Support Services or On-Call will authorize use.
7. If you are in a public place, ask the Manager, General Manager of Support Services, Director or On-Call Supervisor for backup to support the individual to another area that maintains their dignity, if possible/necessary.
8. Someone will bring a kit for your use.

### Procedures for use and disposal of kits:

1. Ensure the individual has received the required care and that their dignity has been maintained.
2. If necessary, temporarily block the area that requires cleaning.
3. Put on mask, goggles, gown, and gloves. Ensure sleeves of gown are tucked into gloves.
4. Spray the contaminated surface(s) with antibacterial spray.
5. With paper towel, wipe up contaminated surfaces.
6. Dispose of soiled paper and remainder of unused paper towel by placing in garbage bag.
7. Seal garbage bag by tying a knot or use of a twist tie.
8. The antibacterial spray bottle, goggles and kit is to be cleansed and placed in a clean plastic bag for manager to pick up.
9. Remove mask, gown, and gloves in a manner using universal precautions and place in second garbage bag.
10. Seal the garbage bag by tying a knot or use of a twist tie.
11. Place both bags in outdoor garbage containers.
12. Wash your hands thoroughly when task is completed.
13. Notify management of the Kit being used and follow their directions for the return/disposal of any remaining items. The manager will ensure that another kit is delivered to the 24 hour home as soon as possible.
14. Record the use of the Body Fluid Kit on the incident report, and deliver the incident report to office within 24 hours.