



London Ambulance Service



NHS Trust

Infection Prevention and Control Policy

DOCUMENT PROFILE and CONTROL.

Purpose of the document: Provides a clear and comprehensive policy in order to assure infection control and decontamination arrangements throughout the Trust.

Sponsor Department: Medical Directorate

Author/Reviewer: AOM Infection Prevention & Control. To be reviewed by June 2013.

Document Status: Final

Amendment History			
Date	*Version	Author/Contributor	Amendment Details
08/06/10	3.3	Records Manager	Reformatted
05/05/10	3.2	AOM Infection Prevention & Control	Major Revision. Added s8, 13; Amended introduction; objectives, responsibilities, s. 5, 7, 10, 11, 12; Appendix - membership; Expanded scope, s. 6, monitoring; Removed appendix II Infection Control Co-ordinator Job Description
12/12/08	3.1	Head of Records Management	Minor revision to s.7, para 10.
26/09/08	2.1	Head of Operational Support, Medical Director, Head of Governance	Revision
11/10/07	1.1	Head of Records Management	Revised
30/06/05	0.1		First draft

***Version Control Note:** All documents in development are indicated by minor versions i.e. 0.1; 0.2 etc. The first version of a document to be approved for release is given major version 1.0. Upon review the first version of a revised document is given the designation 1.1, the second 1.2 etc. until the revised version is approved, whereupon it becomes version 2.0. The system continues in numerical order each time a document is reviewed and approved.

For Approval By:	Date Approved	Version
Clinical Quality, Safety & Effectiveness Committee	18/06/10	4.0
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The RIB	07/10	Records Manager	CGT

Links to Related documents or references providing additional information		
Ref. No.	Title	Version
	Infection Control Manual	
	Health and Social Care Act 2008	
	ICSG Terms of Reference	
	National Patient Safety Agency (NPSA) Specification for the Cleaning of Vehicles and Premises	
	LAS Infection Control Quarterly Audit Tool	
	Vehicle Audit Tool	
	Premises Audit Tool	
	LAS Uniform and Work wear Policy	
	LAS Hand Hygiene Policy	
	LAS Decontamination Policy	
	Joint Royal Colleges Ambulance Liaison Committee Guidelines	
	ATOS Occupational Health Manual – Sharps and inoculation Injury	
	Department of Health Ambulance Guidelines	2008
	LAS Outbreak Policy	
	LAS Paramedic OSCE Pack	
	LAS Paramedic Education Airway Management	2009

Document Status: This is a controlled record as are the document(s) to which it relates. Whilst all or any part of it may be printed, the electronic version maintained in P&P-File remains the controlled master copy. Any printed copies are not controlled nor substantive.

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1. Introduction

This policy has been developed as part of the London Ambulance Service NHS Trust's (LAS) ongoing commitment to promote high standards of infection prevention & control throughout the organisation and to ensure that it complies with the Health and Social Care Act 2008 and its associated Code of Practice for Health and Adult Social Care on the Prevention and Control of Infections and CQC standard outcome/patient safety Related Guidance. It aims to minimise the risks of healthcare associated infection to all patients and members of our staff and ensures that so far as reasonably practicable patients, staff and other persons are protected against risks of acquiring Health Care Associated Infection through the provision of comprehensive training and appropriate care, in suitable facilities, consistent with good clinical practice. The Policy aims to ensure that patients with an infection, or who acquire an infection during treatment, are identified promptly and managed according to good clinical practice for the purpose of treatment and to reduce the risk of transmission.

The LAS sets out to achieve this by the continual review of its practices, utilising both audit and compliance monitoring processes to identify areas for further improvement. By analysing the resultant outcomes, the LAS seeks to constantly develop safer systems of work to maximise the wellbeing and safety of patients, as well as all of those involved in the delivery of our Service. The Public can get involved, by logging onto the LAS home webpage to see how and what the service is doing.

2. Scope

This Policy covers arrangements to ensure effective infection control in all aspects of the Trust's operations.

The Health and Social Care Act 2008 places a responsibility upon the LAS to deliver high quality infection, prevention and control practice throughout the organisation.

This policy applies to all relevant personnel employed by or that come into contact with the LAS, including patients, the public, contractors and voluntary staff.

3. Objectives

1. To confirm the Trust's commitment to the control of infection and to set the strategic direction for infection control initiatives.
2. To promote education and training in all aspects of infection control.
3. To reduce the risk of HCAI to patients and improve the safety of all persons who come into contact with the LAS.

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4. Responsibilities

4.1 The Trust Board

The LAS NHS Trust Board is committed to and responsible for the control and prevention of infection. The Trust Board will ensure that by delivering appropriate management systems for infection prevention and control of infection are in place, patients, staff and other persons are protected against risks of acquiring healthcare associated infections through the provision of appropriate care, in suitable facilities, consistent with good clinical practice.

The Trust Board has overall responsibility for monitoring the effectiveness of infection control measures. It will monitor using the Assurance Framework, a programme of infection control audits on stations, the Annual Infection Control report and Infection Control updates contained within the Medical Director's reports.

4.2 Chief Executive Officer

The Chief Executive of the Trust has overall statutory responsibility. The Chief Executive delegates this responsibility to a Director for Infection Prevention and Control (DIPC), the Medical Director who is directly accountable to the Trust Board.

4.3 Director for Infection prevention and Control (DIPC)

It is the responsibility and role of the DIPC to:

- Report directly to the Chief Executive Officer, Senior Management Group (SMG) and the Trust Board to ensure that any changes in legislation or national guidance relating to infection control are made known to the organisation.
- Ensure that the Trust provides adequate resources to secure effective prevention and control of healthcare acquired infections.
- Ensure that the Trust implements an appropriate infection control infrastructure and infection control programmes.
- Ensure that appropriate actions relating to the prevention and control of infection are taken following recommendations from the SMG or Trust Board.
- Ensure that the Trust Board receives regular reports (including key performance indicator reports) with regards to infection control issues.
- Produce an Annual report on Infection Prevention and Control within the Trust as a public document

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- Be responsible for the infection control team (ICT) within the Trust.

4.4 The Clinical Safety & Effectiveness Group

The Clinical Safety & Effectiveness Group is responsible for monitoring audits and the implementation of recommendations arising from them and any relevant issues relating to infection control, and feeding information into the Trust.

4.5 Infection Control Steering Group (ICSG)

The Infection Control Steering Group (ICSG) co-ordinates the development and implementation of infection prevention and control policy for the Trust. The Group will ensure that Department of Health guidelines, policy and initiatives are applied and developed. The group will oversee monitoring auditing activity and compliance and ensure effective liaison with the DIPC. The group will promote best practice in all areas of infection control and prevention.

Infection control will be monitored through the ICSG which 'aims to provide a robust mechanism for assuring infection control arrangements, providing advice on hygiene, infection prevention & control matters and establishing a framework for developing improvements in order to optimise patient care and staff safety.

The ICSG is chaired by the Head of Operational Support who is nominated by the Medical Director and meets on a quarterly basis. It reports through to the Trust Board via the Clinical Safety & Effectiveness Group and Group membership will comprise of appropriate management representation, staff representation and a specialist advisor on Infection Control (Appendix 1 - Terms of Reference).

4.6 Ambulance Operations Manager for Infection Prevention and Control

The AOM for IPC has delegated responsibility from the DIPC to provide infection control advice to all disciplines within the Ambulance Trust on a day to day basis.

- To advise on the management of patients with specific infections to minimise the risk of cross infection to other patients or staff.
- Through liaison arrangements, identify specific transportation requirements of patients with infection being discharged to the community in order to ensure good continuity between inpatient and community services in the delivery of care and prevention of cross infection.
- To work with Head of Operational Support and Assistant Director of Corporate Services within the Trust to regularly appraise current infection prevention and control practices and to keep them updated.

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- To interpret and explain reports or policy documents to Clinical Directorate staff.
- To work in liaison with the Emergency Planning Officer and Head of Records Management and Business Continuity in ensuring infection control is incorporated into major incident plans.
- To produce written reports on compliance with the Health & Social Care Act 2008 for the Care Quality commission registration requirements and ensure that accurate records are kept of all infection control audits and activities. Co-ordinate and implement annual Infection Control Programme.
- To assist in advising on and monitoring the implementation of infection control guidelines within the Trust in collaboration with fellow professionals and relevant staff.
- To advise line managers within the Trust on the implementation of agreed policies in their areas.
- To report to the Trust Infection Control Steering Group and other appropriate committees within the trust's Governance structure (outlined in TP005 Risk Management Policy) as necessary.
- To keep Senior Management updated on recent advances in infection control.
- To give infection control advice in the planning of new service upgrades to equipment and capital projects.
- To advise on new equipment in line with the Equipment Procurement Policy and advise on infection control and decontamination standards.
- To lead in the development and advice on the delivery of infection control audit tools across the Trust and implementation of audits.
- To critically appraise and evaluate infection control practices through the planned programme of audit and to feedback results to SMG and progress reports to the Infection Control Steering Group.
- Facilitate and participate in the evaluation, development, delivery and review of infection control educational sessions for staff on every ambulance station including induction and mandatory training sessions.
- To develop a system to encourage the work of infection control in conjunction with the Trust Clinical Leadership Project and Operational managers.
- Have an awareness of current research developments and statutory regulations

disseminating information as appropriate.

- Maintain close links with local Universities of education and provide training sessions/programmes as required.
- Provide educational input to patients and carers, to include health promotion.
- To undertake under the direction from the Head of Operational Support and Assistant Director of Corporate Services research for evidence based practice and clinical effectiveness and the planning of future services and training needs.
- To provide telephone advice on Infection Control as part of an on-call system.

4.7 Assistant Director of Corporate Services

The Assistant Director of Corporate Services will advise whether or not the LAS complies with external requirements, identifying gaps in compliance, and report to the ICSG and the Trust Board as appropriate.

The Audit Manager will also monitor Infection Control related risks and report them to the Risk Compliance and Assurance Group, including them on the Trust's assurance Framework as appropriate.

The Governance and Compliance Team is responsible for developing, in partnership with the Clinical Audit and Research Unit, appropriate audits.

4.8 Clinical Education and Training Manager

The Clinical Education and Training Manager has responsibility for ensuring that an Infection Control Training programme, including updates, is in place and is available to be delivered to all operational staff as required by Infection Control legislation and standards. This responsibility is taken in consultation with the practice learning manager with IPC portfolio.

4.9 Practice Learning Manager

A Practice Learning Manager acts as the clinical link and associate clinical lead supporting the Head of Operational Support by communicating education and development issues into and from of the ICSG.

4.10 Ambulance Operations Managers and all Heads of Department

All Managers must ensure that infection prevention and control is an integral part of their everyday role; as stated in the Management of Health and Safety at Work

Regulations 1999. Their responsibilities should include:

- Ensuring that current legislative and mandatory requirements are met.
- Ensuring that the LAS Infection Control Policy is made available to all staff and that it is maintained with necessary updates.
- Compliance with the LAS NHS Trust Infection Control Policy is monitored and where necessary, appropriate action is taken.
- Adequate liaison and consultation is maintained with the Safety Representatives and Infection Prevention and Control Champions for staff.
- Regular inspections of the workplace are undertaken and any defects identified are managed appropriately.
- Support is provided to ensure that continuous infection control audit can be undertaken and action plans implemented where required.
- Information on infection control related matters is disseminated to all staff.
- All reported incidents, including near misses in relation to infection control are sufficiently investigated with appropriate action taken to prevent reoccurrence.

4.11 Infection Control Champions

Infection control champions are department / complex based acting as local link workers for infection prevention and control. They work with the management team in ensuring compliance with statutory requirements and cascading information to peers relating to infection prevention and control practices.

IPC Champions undertake local audits of vehicles, premises and the department audit alongside local managers.

Champions will have additional training and development to fulfil their role within the department.

4.12 All Employees

The Health and Safety at Work Act 1974 also places duties upon Trust employees with regard to health, safety & welfare. Trust policies also require employees to take responsibility for their own and others safety. Therefore LAS NHS Trust staff must:

- Understand their responsibilities under this policy and related guidelines, to maintain and increase their knowledge of the subject relative to their role.

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- Take reasonable care of their own safety and that of others who may be affected by their acts or omissions.
- Have due respect for any equipment provided in the interests of health, safety and welfare.
- Have available and wear the correct personal protective equipment when required and to immediately report any defects in such equipment.
- Ensure they maintain good personal hygiene at all times and to ensure the cleanliness of equipment and vehicles they use.
- To maximise the Trusts infection control procedure, no food and drink should be consumed in any patient-bearing areas of any Trust vehicle (i.e. the back of ambulances and rear seats of FRU's – Fast Response Units).
- Conform to LAS NHS Trust policies and procedures relating to infection control / incident reporting / investigation
- Ensure that any equipment for service, maintenance or repair that has been in contact with or has potentially been in contact with body fluids is cleaned and where necessary decontaminated, prior to being sent for service, maintenance or repair.
- Report all incidents including near misses, involving themselves or a patient in their care as per the LAS NHS Trust incident reporting procedure.

5. Education Training and Development

- 5.1 The Trust will ensure that all relevant staff, contractors and other persons whose normal duties are directly or indirectly concerned with patient care receive adequate training, information and supervision in infection control practices applicable to their role. All staff, during their induction process will receive infection control awareness training. All operational staff will receive mandatory infection control training and refresher training on an annual basis.
- 5.2 All patient-facing staff will receive initial infection prevention and control training to enable them to safely care for patients and themselves. This will include as a minimum, training in universal precautions, hand hygiene, vehicle and equipment decontamination. Information leaflets, Posters and other training material will be made available for all staff in infection prevention and control.
- 5.3 The Trust training needs analysis for all staff will include infection prevention and control training is regularly reviewed and implemented across the Trust.

- 5.4 A record of all infection prevention and control training undertaken by all operational LAS staff will be retained through archived achievement records on Promis. Non operational staff training will be added to the Training Manager system. A quarterly report will be produced for the ICSG and for inclusion within the DIPC annual report to the Trust Board.

These records will be available for both internal and external scrutiny.

6. Audit

- 6.1 The Trust is active in maintaining appropriate policies and procedures required to ensure a safe environment for patients, staff and visitors. Infection control environmental audits performed throughout the Trust will support the effective implementation of these documents.
- 6.2 All Trust ambulance station premises and ambulance vehicles will be subjected to regular audit and inspection, to maintain compliance with the Health and Social Care Act 2008, NPSA Guidance for cleanliness.
- 6.3 **The LAS Make Ready Audit** is an assurance document which allows the Trust to scrutinise the work undertaken by contractors for our make ready service. This is a check of the vehicle to ensure that it is stocked and clean and is undertaken on a daily basis by crew staff with a representative number returned to the logistics department for record.
- 6.4 **The Station Cleaning Audit** form is similar in that it assures the Trust that the cleaning on station is to an acceptable standard. This is undertaken at each site every week.
- 6.5 **The Trust's Infection Control Audit tool** has been developed to review performance including:
- The general hygiene of ambulance stations, cooking/washing facilities, and food storage.
 - The storage and disposal of clinical waste and sharps
 - The storage of used linen
 - The decontamination and cleanliness of ambulance vehicles and medical devices
- 6.6 Each premises and/or operational station will undertake an audit four times a year in line with the audit cycle. Each audit will generate an action plan that

each manager will review and address any issues that arise. This will form part of the monthly complex meeting agenda. Recurrent issues that have not been addressed will be escalated to the area Health and Safety meeting. Issues that cannot be addressed at area meetings will be reported to the Corporate Health and Safety Group.

- 6.7 Audits and their results will be recorded centrally and reported four times a year to the ICSG and to the Trust Board, via the Balanced Scorecard and to commissioners.

7. Infection Control Programme

- 7.1 An Infection Control Programme must be produced annually to maintain the Trusts' compliance with local and national infection prevention and control policy and to achieve compliance with the Health & Social Care Act 2008 in respect of IPC issues. The Programme's implementation and progress will be monitored by the ICSG and reported to the Clinical Safety & Effectiveness Group on a quarterly basis. The progress of the IPC programme will also be reported to commissioners in a monthly report.

8. Assurance Framework

- 8.1 The Trust will utilise the Dynamic Change Performance Accelerator governance tool to ensure that evidence is provided to support the Hygiene code Module within the system. The DIPC will maintain sponsorship of the module with key managers feeding evidence to support the Trust requirements under the Health & Social Care Act 2008 in respect of IPC issues.

9. Infection Control Procedures

- 9.1 The Trust has developed Infection Control procedures as set out in the LAS Infection Control Manual so that staff understand their personal responsibilities for controlling infection. The Manual provides information relating to the mechanisms involved in the spread of infection; personal hygiene; personal protective equipment; authorised cleaning materials; cleaning of vehicles and equipment and other issues such as the management of clinical waste and linen. The Trust reviews Infection Prevention and Control procedures annually to ensure that they continue to reflect best practice.

10. Cleaning products and contracts

- 10.1 Only cleaning products approved by the ICSG are to be used to clean and disinfect Trust premises and vehicles. Any sub - contracted work will include the requirement that only approved products are to be used.

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- 10.2 The agreed Specification for the Cleaning of Trust Vehicles and Premises is adhered to when employing sub - contractors for any cleaning related work. The Trust will offer advice and guidance in respect of infection control arrangements where appropriate and monitor that the LAS Infection Control procedures are complied with. All current products should be detailed in the infection control manual and staff should comply with Control of substances Hazardous to Health (COSHH) regulations in terms of chemical management.

11. Equipment

- 11.1 Any clinical equipment proposed to improve infection control arrangements will be evaluated through the Trust trial and acquisition processes. Staff side engagement will be secured through the ICSG and/or the Vehicle and Equipment Working Group as appropriate. The AOM IPC and PLM IPC will provide the lead on clinical advice to staff as appropriate.

12. Make Ready Scheme

- 12.1 Vehicles are cleaned, fully equipped and available for use through a make ready process. Performance of the Make Ready Contractors is monitored through the Make Ready Contract Group which oversees Key Performance Indicators as determined by the contract. The components of the Make Ready contract or any subsequent cleaning contract relating to Infection Control will be reported quarterly, using Key Performance Indicators, to the ICSG to monitor compliance to Infection Control standards.
- 12.2 Whilst daily routine cleaning of ambulances and regular deep cleaning of ambulances is a significant component of the scheme, the scheme is not a substitute for clinical staff being accountable for the consistent achievement of best infection control practice.

13. Communications

13.1 Information to staff

All information relating to infection prevention and control is available on the service intranet (the Pulse) and this is updated in the event of a change in policy, procedure or as a result of review or compliance. Changes to policy or procedure are communicated through the routine information bulletin (RIB) or as an Education and Development or Medical Directorate bulletin.

13.2 Information to patients and the public

All information relating to infection prevention and control is available on the

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service website and this is updated in the event of a change in policy, procedure or as a result of incidents or surveillance which may influence the reaction of the public in using the service. Patients and the public can obtain additional information through the Patient Experiences Department.

IMPLEMENTATION PLAN	
Intended Audience	All LAS Staff
Dissemination	Available to all staff on the Pulse and to the public on the LAS website.
Communications	Revised Policy and Procedure to be announced in the RIB and a link provided to the document.
Training	Training to be carried out as outlined in Section 5 of this Policy
Monitoring	To ensure adherence to this Policy the Audit Manager will undertake an annual programme of audits using the existing quarterly audit tool to take place in a sample of stations across the organisation. Monitoring of Audits with information on completion, compliance and common areas for improvement will be carried out by the ICSG as a standard agenda item at the quarterly meeting.

Infection Control Steering Group Terms of Reference

The Infection Control Steering Group (ICSG) co-ordinates the development and implementation of infection prevention and control policy for the Trust. The Group will ensure that Department of Health guidelines and initiatives are applied and developed. The group will oversee auditing activity and ensure effective liaison with the Director responsible for infection control is maintained. The group will promote best practice in all areas of infection control.

Purpose

The aim of the ICSG is:

To provide a robust mechanism for assuring infection control arrangements, providing advice on hygiene, infection prevention & control matters and establishing a framework for developing improvements in order to optimise patient care and staff safety.

Scope

The ICSG is responsible for disseminating national policy in accordance with Department of Health ambulance service guidelines. Under the terms of the Health Act 2006 the group will agree and implement an annual infection control programme.

The group is responsible for the oversight of audit activity, promoting education and development, considering new products and facilities, and monitoring incidents and risks associated with infection control issues.

The group has no authority to approve new products (this falls to the Vehicle and Equipment Working Group) but can make recommendations. The group has no responsibility in the investigation of infection control related incidents (this falls to local complex management, the Medical Department, or Health and Safety Department) but can ask for further information/investigations if a significant infection risk is apparent or trends are developing.

Responsibilities

The tasks of the ICSG are to:

- Ensure that the Trust has sound control of infection arrangements and the availability of advice on infection control issues.
- Develop and implement an annual programme to provide a framework for improving infection control arrangements and regularly review progress and

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advise the Trust on the most effective use of resources to improve infection control.

- Periodically review the Infection Control Policy and Manual of Procedures.
- Continuously improve infection control throughout the LAS so that staff recognise their responsibility for patient and staff safety.
- Provide a recognised body within the LAS for the co-ordination of infection control issues.
- Raise awareness of infection control issues and to provide recognised communication channels to staff and managers.
- Seek and promote evidence based practice in relation to infection control arrangements.
- Provide a mechanism to cement responsibilities in relation to infection control issues including the demonstration of Board level engagement.
- Develop arrangements for robust Infection Control audits, including management arrangements and staff compliance, and the formulation of remedial action plans.
- Identify preferred infection control products based on sound clinical or technical evidence.
- Monitor the LAS OHD Vaccination Policy. The policy explains how the requirements for vaccination are established, how initial vaccination is to be carried out and how staff will be recalled for booster vaccination in due course.
- Raise awareness of sharps and body fluid exposure procedures.
- Ensure that planned estates work takes account of Infection Control issues.
- Develop an evidence based programme of estates works to improve infection control arrangements.

Outcomes

The ICSG will develop an annual programme to improve hygiene, infection prevention and control arrangements to ensure that they meet the requirements of the Safety standard domain and related Standards that form part of the Care Quality registration requirements for NHS Trusts.

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Membership

Membership of the Group comprises staff representatives, senior managers and other appropriate staff from across the Trust, and an advisor (internal and / or external) in infection control.

- Head of Operational Support (chair)
- Practice Learning Manager
- Senior Training Officer
- Assistant Director Employee Support Services
- AOM Infection Prevention & Control
- Staff Side representative
- Senior Safety & Risk Advisor
- Corporate Logistics Manager
- Facilities Manager
- Audit Manager

Meetings

The Team will meet quarterly and the quorum for meetings will be an infection control lead, a senior manager and educational / operational representatives

Reporting

The Minutes of each meeting are reported through to the Trust Board via the Clinical Safety and Effectiveness Group and the Medical Director who includes a summary of infection control matters within the formal report to the Board. The Group produces an Annual Report on behalf of the Medical Director to the Trust Board.

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