Infection Control Policy & Procedure

First Aid & Mental Health

CONTEXT

The purpose of this policy and procedure is to:

- outline standard infection control practices taken by Red Cross First Aid & Mental Health (FAMH)

- promote good hygiene practices for FAMH staff and students

- outline contingency arrangements in the event of a serious contagious outbreak, and

- outline the steps for a FAMH staff member to follow if they are notified of a FAMH stakeholder coming into contact with a serious contagion.

SCOPE

This policy is for use by all staff within the scope of Red Cross First Aid & Mental Health.

STATEMENT OF POLICY

Standard FAMH infection control practices (first aid training)

- Manikins are sanitised after each training day
- Participants are provided with alcohol based anti-septic wipes to sterilise the manikin prior to and after their CPR demonstrations
- Participants are provided with single-use barrier device (face shield) to use when demonstrating mouth-to-mouth on the manikins during training
- Where used, manikin lung bags are changed regularly

Participants are encouraged to practice good hygiene during classroom sessions:

- Regularly wash hands using soap and warm water (or alcohol based hand sanitiser, if available)
- Sneezing/coughing into your arm instead of your hands
- Correct disposal of waste

Red Cross promotes good hygiene practices, educating students and first aiders to avoid direct contact with a person's body fluids while giving first aid and to take the following precautions:

- Use personal protective equipment (PPE) such as disposable non allergic gloves

- Use a 'no touch' technique when dealing with open or bleeding wounds by only touching or handling the wound dressing but not touching the casualty's skin or blood

- Always wash your hands thoroughly as soon as possible after and where possible, before giving first aid

- Dispose of any waste from the first aid appropriately

- If you come into direct contact with a person's body fluids while giving first aid, wash the exposed area and seek medical advice as soon as possible

Contingency arrangements in the event of a serious contagious outbreak:

- **Follow expert advice:** FAMH staff will follow the guidelines of relevant national, state/territory authorities such as Department of Health and even the World Health Organisation in relation to actions required to minimise the risk of infections.
- **Practice good hygiene:** Australian Red Cross has developed a protocol for all Red Cross people to follow to prevent the spread of infectious illnesses.
- **Self-isolate (if necessary):** FAMH staff can access the Red Cross Flexible Working Arrangements Policy if they are feeling well enough to work, but need to be in isolation to prevent the spread of infectious illnesses.
- **Travel restrictions:** Refer to the Red Cross lounge page for updated travel advice.
- **Impact to operations:** In the event that a decision is made to cease *normal* FAMH operations (such as face to face first aid training), then managers will make reasonable arrangements for alternative work tasks to be completed where applicable. If reasonable alternative work tasks or flexible work arrangements are not possible, then human resources will be involved to make a decision regarding leave and/or pay entitlements during any shut down or closure periods.

PROCEDURE

What to do if you become aware of contact with serious contagion:

1. **Receive notification**
   A Red Cross person may receive notification of possible exposure to a contagion.

2. **Take details**
   If you are the person being notified of contact with a contagion, take as many details as possible (Who, What, Where, When, Contact Details) from the person making the notification.

3. **Notify a manager**
   The Head of First Aid & Mental Health should be notified as soon as possible of the exposure.

4. **Further details**
   If necessary, further details of the exposure incident should be obtained by speaking with the person making the notification, or the person who is believed to have exposed others to the contagion (or their manager). If exposure is not confirmed – proceed to step 8.

5. **Red Cross notifications**
   If exposure to a contagion is confirmed, FAMH will take reasonable steps to notify any impacted parties. This may include (but is not limited to):
   - All participants on the training course who were potentially exposed
   - Staff and trainer/s involved in the course delivery
   - Any other parties who may have come into contact with the infected person (transport, local cafes/businesses).
   - Red Cross Workplace Health & Safety National Manager

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6. **Encourage self-isolation**
   FAMH will encourage anyone who was potentially exposed to the contagion to self-isolate and to seek further medical assistance, and to follow directions from national, state or territory health authorities.

7. **Sterilisation strategies**
   FAMH will take any other sterilisation strategies as per advice from Red Cross Workplace Health & Safety representatives and national/state/territory health authorities. This may include (but is not limited to):
   - Replacing the impacted trainer on any upcoming courses
   - Undertaking a deep clean of any resources and/or facilities that were used by the contagious persons.

8. **Reporting**
   FAMH will raise an incident report in Red Cross' IT system: *ReportIt.*

RELATED POLICIES AND LEGISLATION

- Red Cross Flexible Working Arrangements Policy
- Red Cross Safe Respiratory Workplace Protocol
- Red Cross current travel advice. See travel page on the lounge.
- Australian Government Department of Health (and related warnings). See www.health.gov.au

PUBLISHING DETAILS

Document No:	TAPOL02	
Document: Name:	Infection Control Policy & Procedure	
Policy Owner:	Quality Team	
Status:	Approved	
Version:	2.0	
Rationale:	**VQF**	N/A
Relevance:	All staff of Red Cross First Aid & Mental Health.	
Circulation:	To be published in policy and procedure documents.	

POLICY HISTORY

Version	Version Approval Date	Approver	Summary of Changes
1.0	7/5/2020	Head of FAMH	Implemented policy & procedure
2.0	19/1/2023	Head of FAMH	Updated links to policies, changed *sterilised* to *sanitised*