

University of St Andrews - School of Medicine Handbook
SCHOOL OF MEDICINE - INFECTION PREVENTION AND CONTROL PROCEDURES
(TEACHING)

This policy relates to all handling of materials that pose a potential infection risk when being used for teaching such as microbial specimens, urine samples or blood.

Prior To Procedure

- Ensure appropriate dress code is applied; long hair tied back, no jewellery, watches, ties, scarves or lanyards.
- Where appropriate for the procedure eg. blood glucose monitoring, ensure hands are washed with non-antimicrobial soap using the correct technique.
- Personal Protective Equipment (PPE; disposable gloves and disposable aprons) should be worn when dealing with any materials which may pose an infection risk.
- Ensure appropriate instruments for handling or testing the material eg. swabs, testing strips, are available.
- Ensure the appropriate cleaning solution is prepared.
- Ensure the appropriate disposal unit(s) ie. a dedicated clinical waste bin (not a domestic or household bin) and/or sharps container are available.
- Ensure a spill kit is available if handling body fluids eg. urine or blood.
- Ensure a clean, clear and stable work surface.

During The Procedure

- Handle all specimens with care ie. replace lids on containers after use.
- Take care not to contaminate the working environment through cross-contamination ie; do not place potentially contaminated instruments eg. swabs, on an unprotected work surface.
- Any instruments used for handling or testing the material should be disposed of immediately as clinical waste.

After The Procedure

- The material being tested should be disposed of as clinical waste.
- Clean the work surface using detergent wipes. Dispose of the wipes as clinical waste.
- PPE should be disposed of as clinical waste.
- Wash hands with non-antimicrobial soap using the correct technique.

Spillages

- Spillages of samples e.g. urine or blood should be reported to a member of staff and cleaned up immediately using a spill kit as appropriate. However, minor spillages / drops should be cleaned up using detergent wipes and disposed of in clinical waste. Spill kits and cleaning wipes are located in the Clinical Skills area and in the Multi-Purpose laboratory.

Reporting

- Staff and students must record all accidents, incidents and near-misses that occur.

Staff Contacts

- Winnie Dhaliwal (wd21) ext. 3569

DISPOSAL OF CLINICAL WASTE

The following are items which should be disposed of in clinical waste bags:

- Gloves*
- Swabs
- Aprons*
- Masks*
- Alcohol wipes
- Glucose strips
- Tissues

* Covid-19 measures – these items are disposed of in the large yellow-lidded clinical waste bins

Notes:

- Personal Protective Equipment should be worn as appropriate when handling clinical waste.
- Bins should be emptied when they are three-quarters full and taken to the autoclave.

Normal practice:

Waste	Normal disposal
Paper and cellophane wrapping waste (from alcohol wipes, vacutainer tubes etc), cardboard trays (if not contaminated with blood or body fluids)	small black lidded bins
Gloves, tongue depressors, alcohol wipes, blood tubes, contaminated cardboard trays etc	small yellow lidded clinical waste bins
Vacutainer holders with needle attached, injection needles and syringes, neurotips, lancets	sharps container
Covid-19 PPE*	large yellow lidded bins labelled
Paper towels, large paper wrapping waste	large bins with black lids
Simulated blood (water plus dye)	Poured down the main drain or as normal waste. In autoclaves bags if in tubes.
Blood	Processed through the autoclave in a melt-proof container
Synthetic urine	Poured down the main drain. No Hazard.

1. Emptying bins:

- a. Cleaners empty the black top bins daily, DR cleaner empties the yellow top bins weekly.
- b. Clinical Skills technician sends sharps bins for disposal.

2. Tongue depressors. These should not be snapped as the sharp ends can puncture the bin bags and pose a hazard to cleaners. Additionally the sharp ends can cause the bags to rip allowing the contents to fall out.

University of St Andrews - School of Medicine Handbook

Author:	Executive Administrator (DCM)	Approval Committee:	
Consultees:			
Location/s (Med Handbook):			
Location of source file:			
Access Level: (Public/University/School Staff)			
This document may/may not (delete as appropriate) be released under the Freedom of Information Act without prior discussion. (If may not is selected, please contact the Executive Administrator before release to the FOI office.)			

Version Control Record *(expand table as required)*

Date	Revision Description	Major Changes
15/02/2021	Minor update	