

# Huntingdon Road Surgery

## Infection Control Meeting

22.10.14

### Minutes

Present: DMH (IPC Lead); Jane Marchant (Lead Nurse)

#### 1. Cleaning rotas / Trojan

- A potential omission re high level cleaning has been discussed with Trojan however JM has checked today and rotas still have not been updated.
- Deep cleaning took place last month. We are not sure if regular deep cleaning rota has been finalised and agreed. No written record of this in the cleaning rota in the cleaning cupboard. We agreed we need a written agreement on the arrangements.

**DMH to ask SGJW to liaise with Trojan re both**

#### 2. Review of IPC Policy

- Has been updated by DMH

#### 3. Waste Management Policy

- New policy on sharps (see below) to be written in, following which waste policy to be published

**DMH**

#### 4. IPC Training

- Training has now been agreed and programme has commenced
- Tracy (personnel) is managing staff training records

#### 5. Ebola

Since the last meeting there has been an outbreak of Ebola in West Africa. We have developed a Practice Ebola Plan encompassing latest guidance from Health Protection England and other sources. This involved developing isolation protocols and a “grab box” and information pack which are now in place should we have a suspected case. DMH and JM keep up to date with latest information.

#### 6. IPC Audit – Sharps handling in the practice

JM presented results of sharps audit data collection and results were discussed. We agreed which criteria would be sensible to work towards and discussed a strategy for changing behaviour in the practice i.e. educational events with the medical and nursing teams. Date set for these in practice meetings.

**JM to write up audit**

#### 7. Sharps Safety and reducing risk of inoculation injury in the Practice

We discussed the handing over of sharps bins at reception, and the sharps bins audit. We agreed that in order to reduce the risk of inoculation injury to staff and patients, but whilst also recognising that we have a responsibility to help patients safely dispose of their used sharps we would encourage patients to:

- Arrange collection of sharps bins by the local council
- Return sharps bins to their local pharmacy (if possible)
- IF they have an appointment to bring them with them
- Or that we would accept them between 12.30-13.00 and 17.15-17.45 Mon-Fri; at which time a nurse would be called by reception to collect them directly from the patient.

Reception will no longer take sharps bins over the counter.

We will also make efforts to remind the patients how to use sharps bins safely.

DMH will produce a leaflet for the prescriptions clerk to attach to prescriptions and for reception to use, and a poster for the "Impact Board".

JM and DMH will discuss at the practice meeting and then cascade down.

**DMH**

8. Legionnaire's Disease Risk Assessment  
Discussed today and needs to be updated.

**DMH to d/w SGJW**

**Items for next agenda**

Needle stick policy  
Immunisation protocol

**Dates for Diary**

Date of review of IPC Policy                      October 2015

Date of next IPC Meeting                              6.3.2015