

**FAMILY PLANNING PROGRAM****SECTION:** Medical Services Administration**POLICY AND PROCEDURE MANUAL****SUBJECT:** Infection Control

POLICY: All agencies must develop procedures to prevent transmission of infection and must follow applicable Federal and State regulations regarding infection control.

GUIDELINES:

To ensure development of comprehensive policies, the following items must be addressed:

1. Employee risk reduction (Infection Control/Universal Precautions):
 - a. proper hand washing
 - b. precautions for handling blood and body fluids
 - c. exposure to blood and body fluids
 - d. wear of protective barriers as indicated
 - e. proper disposal of blood and body fluids
2. Appropriate cleaning of supplies and equipment according to manufacturer's guidelines.
3. All staff education and inservices
 - a. orientation of new staff includes review of policies and procedures regarding Infection Control
 - b. annual inservices should include current developments of Infection Control and blood borne pathogens.
4. Hepatitis B vaccination for all staff who have possible contact with blood and body fluids.
5. Shipping of Specimens
 - a. Diagnostic specimen means any human material being transported for diagnostic or investigational purposes. Diagnostic specimens must be packaged in triple packaging, consisting of a primary receptacle, a secondary packaging and an outer packaging. The primary and secondary package must be airtight.
 - b. An infectious substance means a material known to contain or suspected of containing a pathogen. A pathogen is a virus or micro-organism that has potential to cause disease. Infectious substances must have inner packages comprising of a watertight primary receptacle, a watertight secondary package and when the primary receptacle contains liquids, an absorbent material must be placed between the primary receptacle and the secondary packaging. A "Biohazard" label must be used for infectious substance. Appropriate documentation must be done for infectious specimens.

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Reference:

1. Program Guidelines for Project Grants for Family Planning Services, January 2001, p. 27, Section 10.1, Equipment and Supplies.