

CLEANING COMMODES AND BEDPANS	Type: Policy
	Register No: 09047
	Status: Public

Developed in response to:	Hygiene code
Contributes to CQC Outcome:	8 and 10

Consulted With:	Post/Committee/Group:	Date:
Andy Wright	Hotel Services Manager	November 2017
Lyn Hinton	Head of Nursing	November 2017
John Swanson	Infection Prevention and Control Nurse Specialist, CCG	November 2017
	Senior Estates Officer	November 2017
Vince Ridings	EDTE Estates Manager	November 2017
	Decontamination Group	November 2017
	Infection Prevention Group	November 2017

Professionally Approved By:		
Dr Louise Teare	Director of Infection Prevention Control	March 2018

Version Number	3.0
Issuing Directorate	Infection Prevention
Ratified by	DRAG Chairman's Action
Ratified on	10 th April 2018
Trust Executive Sign Off Date	June 2018
Next Review Date	March 2021
Author/Contact for Information	Nicola Gibson and Lucy Ellis; Infection Prevention Nurses
Policy to be followed by (target staff)	All MEHT staff
Distribution Method	Intranet and Website
Related Trust Policies (to be read in conjunction with)	04072 Hand Hygiene Policy 08021 Linen Policy 08029 Isolation Policy 09033 Cleaning Policy 04071 Standard infection prevention precautions policy

Document History Review:

Version No:	Reviewed by:	Issue Date:
1.0	Glynis Wheeler – to add the picture doc	20 th December 2009
1.1	Catherine Morgan – to add reference to Tristel in 6.4	14/01/2010
1.2	Amanda Kirkham	August 2012
2.0	Amanda Kirkham	June 2014
2.1	Sue Adams – change the sporicidal disinfectant to Tristel fuse and Appendix 1, 5 and 6	October 2014
3.0	Nicola Gibson and Lucy Ellis	June 2018

Index

1. **Purpose**
2. **Introduction**
3. **Policy**
4. **Responsibilities**
5. **Infection Prevention**
6. **Cleaning Commode Chairs**
7. **Cleaning Bedpans and Commode Inserts**
8. **Cleaning Sluice Hoppers**
9. **Bedpan Washers and Maintenance**
10. **Training**
11. **Audit & Monitoring**
12. **Communications and Implementation**
13. **References**
14. **Appendices**

- Appendix 1 How to Clean a Commode Poster
- Appendix 2 Operating Instructions (Dolphin Model)
- Appendix 3 How to Load and Use the Bed Pan Washer – Dolphin Model
- Appendix 4 How to Load and Use the Bed Pan Washer – Standbridge Model
- Appendix 5 Commode Audit Tool
- Appendix 6 Bed Pan Audit Tool

1.0 Purpose

- 1.1 To provide a procedure that ensures that all commodes and slipper bedpans and commode inserts are cleaned to an appropriate standard.

2.0 Introduction

- 2.1 Poor cleaning of commodes and bedpans has been indicated in the cross infection of diseases such as Norovirus and Clostridium difficile.

3.0 Aims of Policy

- 3.1 To provide clear instructions for all staff to ensure that all commodes and bed pans are:
- Easy to clean
 - Cleaned promptly after each and between every patient use
 - In good repair, free from rust, flaking paint, etc

4.0 Responsibilities

4.1 Director of Nursing

- 4.1.1 Overall responsibility for ensuring that all commodes and bedpans are cleaned satisfactorily and that this responsibility is devolved on a day to day basis to the nurse in charge of each shift.

4.2 Lead Nurses

- 4.2.1 To monitor that the wards are undertaking their responsibilities and following this procedure.

4.3 Nurse in Charge of Each Shift/ Ward Sisters

- 4.3.1 Nurse in charge is responsible for ensuring that
- all nurses are aware of the policy and procedures
 - the correct procedures are implemented
 - the condition of the commodes and bed pans in use are in good repair
 - escalating any concerns associated with the commodes, bed pans and bed pan washer disinfectors
 - bed pan and commodes audits are undertaken in accordance with the Infection Prevention Audit programme and submitted electronically to the Infection Prevention Audit Co-ordinator

4.4 Nursing staff and Health Care Support Workers

- 4.4.1 To undertake commode and bedpan cleaning to the standard set out in this document.

4.5 Infection Prevention Team Including Link Practitioners

- 4.5.1 Infection Prevention Team is responsible for providing induction and mandatory training for all staff.
- 4.5.2 Infection Prevention team are responsible for facilitating regular audit and feedback of the standards of cleanliness of commodes and bed pans
- 4.5.3 The Infection Prevention Link Practitioner on the ward is responsible for training any nurses who have not yet attended Induction and nurses who require an update and/or additional training.

5.0 Infection Prevention

- 5.1 Standard Infection Prevention Precautions must be followed at all times.
- 5.2 All staff must wear non-latex gloves and aprons when cleaning bed pans and commodes.
- 5.3 All staff must wash their hands with soapy water following cleaning of bed pans and commodes in accordance with the Hand Hygiene Policy.

6.0 Cleaning Commode Chairs

6.1 Solutions to be used on Commodes

- 6.1.1 All commodes must be washed with a general concentration of a chlorine dioxide agent e.g. Tristel fuse (1 sachet mixed in 5 litres of cold water).
- 6.1.2 If there is blood visible on the commode after use clean using detergent and water and then disinfect using Tristel fuse in the concentrations described in 6.1.1

6.2 The following areas of a commode chair must be cleaned:

- All hand held surfaces and the back rest
- The upper surface of the seat
- Under the surface of the seat; taking into account the hinged area and surrounding metal work
- Both sides of the basket or tray
- All other areas such as legs, wheels and footrests

6.3 Method of Cleaning Commode Chairs

- 6.3.1 Moisten dry wipes with the appropriate disinfectant solution and start in the order described in 6.2.
- 6.3.2 After each section has been cleaned, discard the wipe so that each surface is commenced with a clean wipe
- 6.3.3 Do not re-visit the solution with a used wipe at any time
- 6.3.4 Once cleaned, place the “green tape” notice on the commode informing others that it is ready for use (ensure it is dated and name printed).

- 6.3.5 Clinical staff should ensure that commodes are dismantled for cleaning after every patient use
- 6.3.6 A poster outlining instructions on how to clean a commode can be referred to in Appendix 1.

7.0 Cleaning Slipper Bedpans, Commode Inserts and Jugs

- 7.1 All used slipper bedpans, commode inserts and jugs must be covered prior to returning to the sluice for cleaning.
- 7.2 All slipper bedpans, commode inserts and jugs should be decontaminated using the bed pan washer disinfectant provided in dirty utility / sluice rooms and maintained by the Estates department.
- 7.3 The contents of the utensil must be carefully emptied into the sluice hopper and flushed immediately to reduce the risk of soiling in the hopper. The utensil should then be transferred to the bed pan washer/disinfectant for loading. If there is any residual soiling of the sluice hopper, it must be cleaned as outlined in section 8.
- 7.4 The utensil must be loaded correctly to ensure the items are decontaminated and cleaned properly. Instructions on how to use a bed pan washer/disinfectant can be seen in Appendix 2, 3 and 4 depending on which model is used.
- 7.5 If visible soiling is evident on removal of the utensil, the item should be wiped until visibly clean using a wipe moistened with the disinfectant used in the ward (e.g. Tristel fuse) and reloaded for a second cycle.
- 7.6 Toilet brushes should not be used to clean utensils at any time.

8.0 Cleaning Sluice Hoppers

- 8.1 Sluice hoppers should be flushed immediately after each use to reduce the risk of soiling.
 - 8.1.2 If soiling occurs this should be removed after putting on an apron and gloves, and using a disposable wipe and environmental disinfectant.
 - 8.1.3 Toilet brushes are not to be used to clean sluice hoppers.

8.2 Bedpan Washer Disinfectors and Maintenance

- 8.2.1 All wards have access to a bedpan washer disinfectant located in the dirty utility / sluice room. These are maintained by the Estates department and serviced on a quarterly basis.
- 8.2.2 If the bedpan washer disinfectant is not working correctly at any time, the Estates department must be contacted immediately on ext 6000. If the bedpan washer/disinfectant cannot be repaired within an hour the Estates Department will organise disposable bed pans to be provided for use. Disposable utensils should be emptied into the sluice hopper and then discarded into an orange bag for disposal.

9.0 Training

- 9.1 Ward managers are responsible for ensuring all staff in their area are trained on appropriate methods for cleaning bed pans and commodes.
- 9.2 Teaching posters are available on the staff intranet site.

10.0 Audit and Monitoring

- 10.1 Commode and bedpan cleaning will be audited as part of the infection prevention audit programme and fed into the HCAI (Healthcare associated infection) key performance indicator sheet for each directorate. See Appendix 5 and 6 for audit tools.
- 10.2 The results of the audits will be submitted electronically to the Infection Prevention Audit Co-ordinator by the ward. This data will subsequently be reported in the DIPC report and at Directorate Governance meetings.

11.0 Equality and Diversity

- 11.1 Mid Essex Hospital Services NHS Trust is committed to the provision of a service that is fair, accessible and meets the needs of all individuals

12.0 Communications and Implementation

- 12.1 This policy will be issued to the following staff groups to disseminate and ensure their staff are made aware of the policy:
- Ward Sisters/Charge Nurses – issue to relevant nursing staff within their ward
 - Departmental Managers - issue to relevant staff within their department
 - Heads of Nursing and Lead Nurses
- 12.2 The guideline will also be issued via the Staff Focus and made available on the Intranet and website.

13.0 References

Ayliflee G.A.J., Fraise A.P., Geddes A.M. and Mitchell K. (2000), Control of Hospital infection 4th ed. London, Arnold.

Department of Health (2015) The Health and Social Care Act 2008 Code of Practice for the NHS on the prevention and control of healthcare associated infections and related guidance
http://www.dh.gov.uk/prod_consum_dh/groups/dh_digitalassets/documents/digitalasset/dh_093761.pdf

Department of Health / Health Protection Agency (2009) Clostridium difficile infection: How to deal with the problem

Department of Health (2003), Winning Ways – working together to reduce healthcare associated infection in England.

Gardiner J.F. and Peel M.M. (2001), Sterilization, Disinfection and Infection

Control 3rd ed. – Churchill Livingstone, London.

Health and Safety Executive (2005). COSHH: a brief guide to the regulations: What you need to know about the Control of Substances Hazardous to Health (COSHH) Regulations 2002. London: HSE, 2005 <http://www.hse.gov.uk/pubns/indg136.pdf>

Loveday, H. P. Wilson, J. A. Pratt, R. J. Golsorkhi, M. Tingle, A. Bak, A. Browne, J. Prieto, J. Wilcox, M. (2014) EPIC 3: National Evidence-Based Guidelines for Preventing Healthcare-Associated Infections in NHS Hospitals in England. http://www.his.org.uk/files/3113/8693/4808/epic3_National_Evidence-Based_Guidelines_for_Preventing_HCAI_in_NHSE.pdf (Accessed May 2017)

Verity P., Wilcox M.H., Fawley W. and Parnel P. (2001), Prospective evaluation of environmental contamination by *Clostridium difficile* in isolation side rooms, *Journal of Hospital Infection* (49).

APPENDIX 1

How to Clean a Commode Poster



Clean a Commode
-Nov 2014 poster.ppt

APPENDIX 2

Operating Instructions (Dolphin Model)



Appendix 2 -
Operating Instru...

APPENDIX 3

How to Load and Use the Bed Pan Washer – Dolphin Model



Appendix 3 How to
Load and Use...

APPENDIX 4

How to Load and Use the Bed Pan Washer – Standbridge Model



Appendix 4 Bed Pan
Washers Ins...

APPENDIX 5

Bed Pan Audit Tool



DAILY AND WEEKLY
BEDPAN AUDIT Versik

APPENDIX 6

Commode Audit Tool



DAILY and WEEKLY
COMMODE Audit OCT