

# Infection Prevention and Control Standard Operating Procedures for Decontamination of Equipment

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Type of document	Standard Operating Procedure
Target audience	All clinical staff
Document purpose	To inform all CWP regarding the correct process for the decontamination of the equipment discussed in this document.

Approving meeting	Infection Prevention and Control Sub-Committee	Date 22-Jul-20
Implementation date	22-Jul-20	

CWP documents to be read in conjunction with	
<a href="#">HR6</a>	Mandatory Employee Learning (MEL) policy

Document change history	
What is different?	Updated photos
Appendices / electronic forms	Have appendices been added, or changed since the last issue, if so explain the reasons why? Added Cleaning of hoists as this was absent in last update and hoists are used in some services
What is the impact of change?	Will this new document change the way we do things currently Disposable Universal Cleaning Wipes are now used to clean equipment, rather than blue cloths

Training requirements	Yes - Training requirements for this policy are in accordance with the CWP Training Needs Analysis (TNA) with Education CWP.
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Document consultation	
Clinical Services	Who within this service have you spoken to
Corporate services	Who within this service have you spoken to
External agencies	Who within this service have you spoken to

Financial resource implications	None
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External references	1.
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Equality Impact Assessment (EIA) - Initial assessment	Yes/No	Comments
Does this document affect one group less or more favourably than another on the basis of:		
- Race	No	
- Ethnic origins (including gypsies and travellers)	No	
- Nationality	No	
- Gender	No	

<b>Equality Impact Assessment (EIA) - Initial assessment</b>	<b>Yes/No</b>	<b>Comments</b>
- Culture	No	
- Religion or belief	No	
- Sexual orientation including lesbian, gay and bisexual people	No	
- Age	No	
- Disability - learning disabilities, physical disability, sensory impairment and mental health problems	No	
Is there any evidence that some groups are affected differently?	No	
If you have identified potential discrimination, are there any exceptions valid, legal and/or justifiable? N/A		
Is the impact of the document likely to be negative?	No	
- If so can the impact be avoided?	N/A	
- What alternatives are there to achieving the document without the impact?	N/A	
- Can we reduce the impact by taking different action?	N/A	
Where an adverse or negative impact on equality group(s) has been identified during the initial screening process a full EIA assessment should be conducted.		
If you have identified a potential discriminatory impact of this procedural document, please refer it to the human resource department together with any suggestions as to the action required to avoid / reduce this impact. For advice in respect of answering the above questions, please contact the human resource department.		
Was a full impact assessment required?	No	
What is the level of impact?	Low	

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## 1. Standard Operating Procedure – Bed Frame

The following procedure is to be referred to by all staff members who carry out the procedure of cleaning bed frames. Bed frames should be cleaned every time that the bed is vacated through home leave, discharge from hospital and every time that the bed is routinely changed during a service user's inpatient stay and when contaminated or soiled (for example, with blood and bodily fluids).

The following items are required to undertake this activity:

- PPE:  
Disposable gloves and white disposable apron;
- Cleaning materials:  
Universal wipes  
Or  
Disposable blue cloth, general purpose detergent and warm water

**Remember to wash and dry hands when gloves and aprons have been removed, on completion of the procedure, as per Trust policy.**

### Step 1



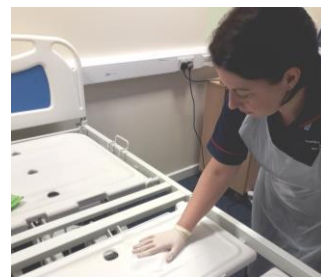
Clean headboard first, using warm water, detergent and a blue disposable cloth, or a universal wipe.

### Step 2



Clean bed end, using warm water, detergent and a blue disposable cloth, or a universal wipe.

### Step 3



Clean tray / top of bed frame, using warm water, detergent and a blue disposable cloth, or a universal wipe.

### Step 4



Ensure sides are cleaned, using warm water, detergent and a blue disposable cloth, or a universal wipe.

### Step 5



Leave to dry naturally, before replacing the mattress back onto the bed.

## 2. Standard Operating Procedure – Bed Lockers

The following procedure is to be referred to by all staff members who carry out the procedure of cleaning bed lockers. Bed lockers should be cleaned every time that the bed is vacated through home leave, discharge from hospital and every time that the bed is routinely changed during a service user's inpatient stay. Bed lockers should also receive additional cleaning when contaminated or soiled (for example, with blood or bodily fluids).

The following items are required to undertake this activity:

- PPE:  
Disposable gloves and white disposable apron;
- Cleaning materials:  
Universal wipes  
Or  
Disposable blue cloth, general purpose detergent and warm water

**Remember to wash and dry hands when gloves and aprons have been removed, on completion of the procedure, as per Trust policy.**

**Step 1**



**Step 2**



**Step 3**



Wipe over, using warm water, detergent and a blue disposable cloth, or a universal wipe.

Ensure all surfaces of the locker are cleaned, including the inside of any drawers or cupboard space, using warm water, detergent and a blue disposable cloth, or a universal wipe.

Allow to dry naturally.

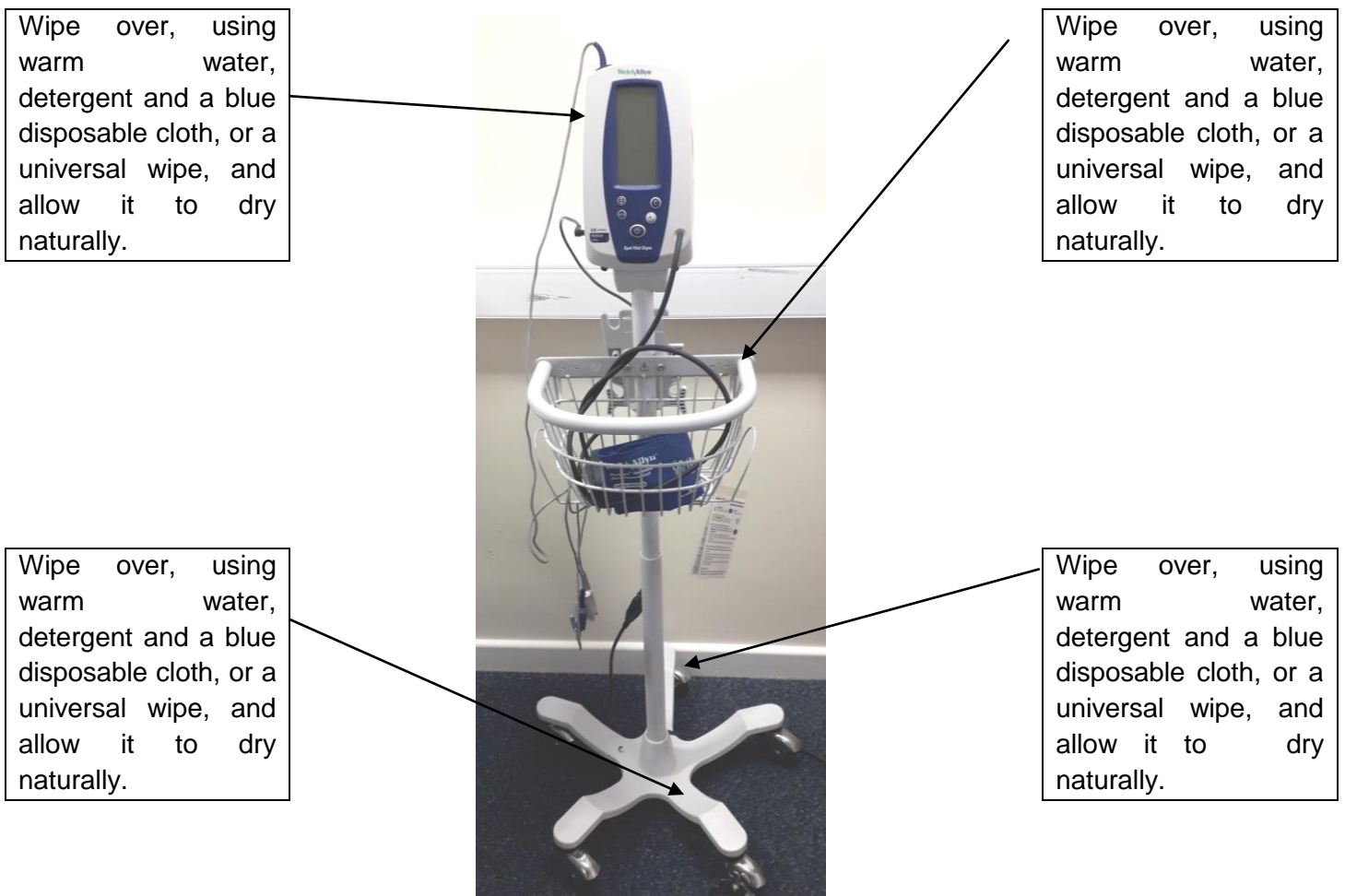
### 3. Standard Operating Procedure - Blood Pressure Machine

The following procedure is to be referred to by all staff members who carry out the procedure of cleaning a blood pressure machine. Blood pressure machines must be cleaned at least once a week and also when contaminated or soiled (for example, with blood and bodily fluids). Blood pressure cuffs are to be cleaned after each use.

The following items are required to undertake this activity:

- PPE:  
Disposable gloves and white disposable apron;
- Cleaning materials:  
Universal wipes  
Or  
Disposable blue cloth, general purpose detergent and warm water

**Remember to wash and dry hands when gloves and aprons have been removed, on completion of the procedure, as per Trust policy.**



#### 4. Standard Operating Procedure - Crash Trolley

The following procedure is to be referred to by all staff members who carry out the procedure of cleaning a crash trolley. Crash trolley should be cleaned after each use or on a weekly basis. The crash trolley should also receive additional cleaning when contaminated or soiled (for example, with blood and bodily fluids).

The following items are required to undertake this activity:

- PPE:  
Disposable gloves and white disposable apron;
- Cleaning materials:  
Universal wipes  
Or  
Disposable blue cloth, general purpose detergent and warm water

**Remember to wash and dry hands when gloves and aprons have been removed, on completion of the procedure, as per Trust policy.**



Wipe over, using warm water, detergent and a blue disposable cloth, or a universal wipe, and allow it to dry naturally.

Remove any unnecessary equipment and debris



## 5. Standard Operating Procedure - Defibrillator

The following procedure is to be referred to by all staff members who carry out the procedure of cleaning a defibrillator. Defibrillator case should be cleaned weekly, and the defibrillator should be cleaned after each use. The defibrillator and case should also receive additional cleaning when contaminated or soiled (for example, with blood and bodily fluids). Ensure the defibrillator is clean and thoroughly dry before putting back in the case.

The following items are required to undertake this activity:

- PPE:  
Disposable gloves and white disposable apron;
- Cleaning materials:  
Universal wipes  
*And*  
Disposable blue cloth, general purpose detergent and warm water

**Remember to wash and dry hands when gloves and aprons have been removed, on completion of the procedure, as per Trust policy.**



Wipe over, using warm water, detergent and a blue disposable cloth, or a universal wipe, and allow it to dry naturally.

After each use of the defibrillator, wipe over using a universal wipe. Allow to dry naturally before resealing the





## 6. Standard Operating Procedure - ECG Machine

The following procedure is to be referred to by all staff members who carry out the procedure of cleaning an ECG machine. ECG machines must be cleaned after each use and on a weekly basis. The ECG machine should receive additional cleaning when contaminated or soiled (for example, with blood and bodily fluids).

The following items are required to undertake this activity:

- PPE:  
Disposable gloves and white disposable apron;
- Cleaning materials:  
Universal wipes  
Or  
Disposable blue cloth, general purpose detergent and warm water

**Remember to wash and dry hands when gloves and aprons have been removed, on completion of the procedure, as per Trust policy.**

Turn the machine off. Wipe over, using warm water, detergent and a blue disposable cloth, or a universal wipe, and allow it to dry naturally.

Remove any unnecessary clutter/debris and continue cleaning as above



Clean wheels and legs, Wipe over, using warm water, detergent and a blue disposable cloth, or a universal wipe, and allow to dry naturally.

## 7. Standard Operating Procedure - Mattress and pillow cleaning

The following procedure is to be referred to by all staff members who carry out the procedure of cleaning mattresses & pillows. Mattresses and pillows should be cleaned every time that the bed is vacated through home leave, discharge from hospital and every time that the bed is routinely changed during a service user's inpatient stay. The bed should also receive additional cleaning and when contaminated or soiled (for example, with blood and bodily fluids).

The following items are required to undertake this activity:

- PPE:  
Disposable gloves and white disposable apron;
- Cleaning materials:  
Universal wipes  
Or  
Disposable blue cloth, general purpose detergent and warm water

**Remember to wash and dry hands when gloves and aprons have been removed, on completion of the procedure, as per Trust policy.**



Wipe the mattress from top to bottom  
Wipe over, using warm water, detergent and a blue disposable cloth, or a universal wipe. Allow to dry naturally, before replacing the bed linen.

Each time that the mattress is cleaned staff should check the outside cover for damage or stains.

If damaged or stained, condemn and replace the mattress immediately.

Clean the pillow Wipe over, using warm water, detergent and a blue disposable cloth, or a universal wipe, and allow it to dry naturally.

Each time the pillow is cleaned staff should check the cover for damage or stains.

If damaged or stained, condemn and replace the pillow immediately



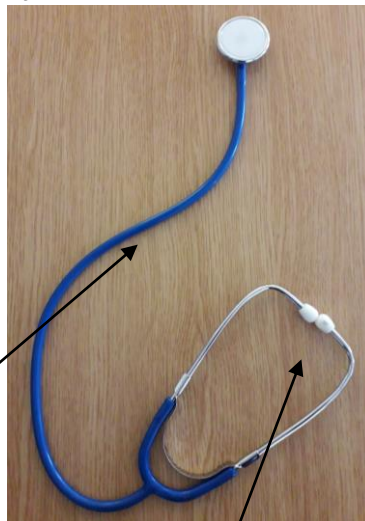
## 8. Standard Operating Procedure - Stethoscope

The following procedure is to be referred to by all staff members who carry out the procedure of cleaning a Stethoscope. Stethoscopes should be cleaned after each use or on a weekly basis, and additionally when contaminated or soiled (for example, with blood and bodily fluids).

The following items are required to undertake this activity:

- PPE:  
Disposable gloves and white disposable apron;
- Cleaning materials:  
Universal wipes  
Or  
Disposable blue cloth, general purpose detergent and warm water

**Remember to wash and dry hands when gloves and aprons have been removed, on completion of the procedure, as per Trust policy.**



First, wipe over stethoscope tubing and diaphragm. Use warm water, detergent and a blue disposable cloth, or a universal wipe, and allow drying naturally.

Next, clean ear piece. Wipe over using warm water, detergent and a blue disposable cloth, or a universal wipe, and allow drying naturally.

Allow all of the stethoscope to dry naturally

## 9. Standard Operating Procedure - Suction Machine

The following procedure is to be referred to by all staff members who carry out the procedure of cleaning a suction machine. Suction machines must be cleaned after each use and on a weekly basis, and additionally when contaminated or soiled (for example, with blood and bodily fluids).

The following items are required to undertake this activity:

- PPE:  
Disposable gloves and white disposable apron;
- Cleaning materials:  
Universal wipes  
Or  
Disposable blue cloth, general purpose detergent and warm water

**Remember to wash and dry hands when gloves and aprons have been removed, on completion of the procedure, as per Trust policy.**

Wipe over handle, using warm water, detergent and a blue disposable cloth, or a universal wipe, and allow it to dry naturally.



Wipe over suction machine housing, using warm water, detergent and a blue disposable cloth, or a universal wipe, and allow drying naturally.

Ensure suction bottle is free from damage. Wipe over, using warm water, detergent and a blue disposable cloth, or a universal wipe, and allow drying naturally.

Ensure suction catheter and tubing is clean and free from damage. Replace if necessary

## 10. Standard Operating Procedure - Tympanic Thermometer

The following procedure is to be referred to by all staff members who carry out the procedure of cleaning a tympanic thermometer. Tympanic thermometers should be cleaned after each use, and additionally when contaminated or soiled (for example, with blood and bodily fluids).

The following items are required to undertake this activity:

PPE:

Disposable gloves and white disposable apron;

Cleaning materials:

Universal wipes

Or

Disposable blue cloth, general purpose detergent and warm water

**Remember to wash and dry hands when gloves and aprons have been removed, on completion of the procedure, as per Trust policy.**



Wipe over hand set, using warm water, detergent and a blue disposable cloth, or a universal wipe.

Wipe thermometer holder, using warm water, detergent and a blue disposable cloth, or a universal wipe

Allow to dry naturally

## 11. Standard Operating Procedure - Hoist

The following procedure is to be referred to by all staff members who carry out the procedure of cleaning a hoist. Hoists should be cleaned weekly and also when contaminated or soiled (for example, with blood and bodily fluids).

For cleaning of slings, refer to sling manufacturer's instructions, ensuring slings are cleaned at least weekly and when contaminated or soiled (for example, with blood and bodily fluids).

The following items are required to undertake this activity:

PPE:

Disposable gloves and white disposable apron;

Cleaning materials:

Universal wipes

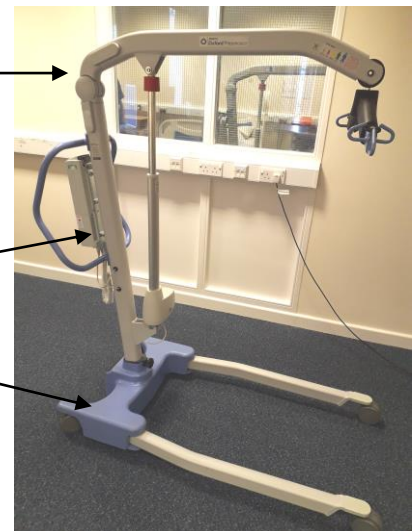
Or

Disposable blue cloth, general purpose detergent and warm water

**Remember to wash and dry hands when gloves and aprons have been removed, on completion of the procedure, as per Trust policy.**

Wipe over the boom using warm water, detergent and a blue disposable cloth, or a universal wipe.

Wipe over the mast, hydraulic lift and base legs, using warm water, detergent and a blue disposable cloth, or a universal wipe.



Wipe over the battery pack, remote control and push handles, using warm water, detergent and a blue disposable cloth, or a universal wipe.

Wipe over all parts of the sling bar, using warm water, detergent and a blue disposable cloth, or a universal wipe.



## 12. Standard Operating Procedure – Phlebotomy Chair/Examination couch

The following procedure is to be referred to by all staff members who carry out the procedure of cleaning a phlebotomy chair or examination couch. These items of equipment must be cleaned after each use and on a weekly basis, and additionally when contaminated or soiled (for example, with blood and bodily fluids).

The following items are required to undertake this activity:

- PPE:  
Disposable gloves and white disposable apron;
- Cleaning materials:  
Universal wipes  
Or  
Disposable blue cloth, general purpose detergent and warm water

**Remember to wash and dry hands when gloves and aprons have been removed, on completion of the procedure, as per Trust policy.**



### 13. Standard Operating Procedure – Dressing Trolley

The following procedure is to be referred to by all staff members who carry out the procedure of cleaning a dressing trolley. In addition to any decontamination completed before use, this item of equipment must be cleaned after each use and on a weekly basis. It should additionally be cleaned when contaminated or soiled (for example, with blood and bodily fluids). All surfaces are to be cleaned, as well as rails and legs.

The following items are required to undertake this activity:

- PPE:  
Disposable gloves and white disposable apron;
- Cleaning materials:  
Universal wipes  
Or  
Disposable blue cloth, general purpose detergent and warm water

**Remember to wash and dry hands when gloves and aprons have been removed, on completion of the procedure, as per Trust policy.**

Wipe over using warm water, detergent and a blue disposable cloth, or a universal wipe.



Wipe over using warm water, detergent and a blue disposable cloth, or a universal wipe.

Wipe over using warm water, detergent and a blue disposable cloth, or a universal wipe.



#### 14. Standard Operating Procedure – other equipment

The following procedure can be applied to other equipment used within the Trust not already covered in these guidelines. This includes, but is not limited to: ceiling hoists; hospital gym equipment; commodes; walking frames; wheelchairs. Items of equipment must be cleaned after each use and on a weekly basis, and additionally when contaminated or soiled (for example, with blood and bodily fluids). If in doubt, refer to manufacturer's instructions.

The following items are required to undertake this activity:

- PPE:  
Disposable gloves and white disposable apron;
- Cleaning materials:  
Universal wipes  
*Or*  
Disposable blue cloth, general purpose detergent and warm water

Wipe over using warm water, detergent and a blue disposable cloth, or universal wipes. Begin the cleaning process from the highest point on the equipment, working downwards.

**Remember to wash and dry hands when gloves and aprons have been removed, on completion of the procedure, as per Trust policy.**