

## MEDICAL AND HAZARDOUS WASTE MANAGEMENT POLICY

### PURPOSE

This policy sets out the duty of care in medical and hazardous waste management. It sets out procedures and best practices within the school, to ensure that staff understands the importance of waste management in preventing and controlling initial infection and cross-infection.

### SCOPE

The policy applies to all staff, students and whole school community.

### ROLES AND RESPONSIBILITIES

The Principal and Vice Principal have overall responsibility for the implementation of the Cleaning and Maintenance Policy of Safa British School. The Principal has the responsibility for the handling complaints regarding this policy as outlined in the school's Complaints Policy.

The Site Manager will be responsible for overseeing the day to day cleaning and for organizing a scheduled deep clean annually or in accordance with the cleaning schedule. The cleaning and maintenance staff are managed by the Site Manager. The Site Manager will be responsible for the day-to-day implementation and management of the Cleaning and Maintenance Company. The Site Manager will be responsible for any and all equipment used in the maintenance of the school premises.

### POLICY STATEMENT

At SBS, we value our environment and in order to keep our school safe and healthy for our staff and children, we closely monitor the management of our waste stream and their disposal through the following:

- Ensuring all waste stream are disposed of properly in accordance to local authority requirements
- Providing relevant training to staff, parents and visitors
- Providing the necessary equipment and facilities to allow the safe and correct handling and storage of waste

### MAINTENANCE

- Equipment used to maintain school premises must be checked before use. If there is any damage or deterioration, this must be reported immediately to the Site Manager and the equipment must not be used.
- Ladders and other equipment designed for working at height must be checked prior to use and regularly maintained as per the School Maintenance Plan.
- Outside contractors must have their own insurance to work on the premises.

### CLEANING

- Follow cleaning schedule.
- If instructions on cleaning chemicals recommend that eye protection should be worn, this must be done.

- Products must be diluted as directed.
- Cleaning products must not be mixed.
- Bodily fluids, blood and vomit must be cleaned as soon as possible after they are discovered to prevent the spread of communicable diseases.
- To avoid cross-contamination, different cloths must be used for different areas.
- The school will be cleaned according to the School Cleaning Schedule.
- During outbreaks of infectious disease, the Chair of the Governing Body has the authority to close the school and mandate a deep clean.
- Cleaners will refer to COSHH (Control of Substances Hazardous to Health) Regulations for further guidance on cleaning chemicals. Cleaners are trained to use the spill kits.
- Potential hazardous waste, such as vomit and bodily fluids, must be disposed of correctly in the yellow medical waste bags located in the clinic and contaminated surfaces properly disinfected.
- Disposable gloves and aprons must be used for all activities that may result in contamination of clothing with blood, bodily fluids or faces.
- The gloves and aprons are disposed of appropriately after a single use.
- Regular waste collections are scheduled for clinical waste with a clinical waste company. (Trashco).
- Adequate provision for hand washing (soap, hot water) is readily available.
- All wounds on exposed skin are suitably covered.

**DISPOSAL OF SHARPS-** Such as needles, Syringes, Scalpel, Razors, Blades, Lancets, Small Cannulas, Broken Glass. Suture needle Vials etc.

These types of waste will be disposed of in a rigid thick leak proof, puncture resistant and heavy yellow container boxes and labeled with a warning label: Sharps and strong enough for handling, storage and transportation .

**NOTE: Don't fill this container more than ¾ of its capacity.**

#### **SLIPS TRIPS AND FALLS**

- All spillages must be dealt with immediately.
- Wet floor signs to be used when appropriate.
- Floors are dry mopped after cleaning up initial spillage.
- Appropriate footwear worn at all times.
- Pupils, visitors etc. are kept away from spillage area during cleaning.
- There is adequate external lighting during working hours.

#### **Cleaners:**

1. Will ensure all waste containers are emptied daily and whenever necessary before becoming full.
2. Will ensure all trash receptacles have water proof liners (yellow bags for contaminated waste).
3. Will ensure sufficient receptacles are maintained in appropriate area.

## GENERAL PROCEDURE

All SBS staff must observe the following general procedures:

1. A disposal service provider will be contracted and an audit carried out to identify the school's needs.
2. Always segregate domestic and clinical waste, in accordance with local policy. Used nappies/pads, gloves, aprons and soiled dressings should be stored in correct clinical waste bags.
3. General waste and medical waste bins must be emptied frequently and at the end of the day.
4. Any large items of waste such as broken furniture, is to be removed from school immediately and stored in the storage room until such time that it can be transported to the local recycle center.
5. All external bins are stored in designated areas, out of direct sunlight and free from vermin. Lids to all bins must be kept closed at all times.
6. Bin bags must be squeezed to reduce the air and then tied up to reduce the likelihood of unpleasant smells. The lack of air slows down the general decomposition.
7. Bins must be emptied regularly and frequently pressure washed to reduce any buildup of residue and waste.
8. Cleaners should abide to Infection Control Policy.
9. Personal protective equipment (PPE) must be worn where there is a risk of splashing or contamination.
10. No waste should be stored on main corridors, along fire escape routes or blocking fire exits.

## Collection and Disposal of Waste

### 1. Clinical/Infectious Waste

- Handle all waste bags and containers with care to avoid injury or risk of infection to yourself or others.
- Handle waste bags by the neck only. Do not clasp bags to the body when moving/handling.
- Secure and seal properly.
- Only fill waste bags to  $\frac{3}{4}$  capacity to allow tying or sealing to take place safely.
- Check to ensure waste bags/containers are not split or leaking –if they are, re-package the waste correctly.
- Clinical/infectious (yellow) waste bags should be placed in the green bin. No sharps containers should be mixed with this bin. A different contractor will come and collect the sharps.
- Keep waste storage areas/containers secure at all times and accessible only to authorised persons.

### 2. Sharps

- Assemble sharps containers properly, ensuring that the lid is securely in place before using.
- Mount sharps containers safely and appropriately, preferably using the supplier's brackets (i.e. on trolleys, wall mounted, etc). Do not place sharps containers on the floor, where they can easily be tripped or kicked over.
- Label the container appropriately indicating date of opening, closing, school name and Nurse's initials.
- Fill sharps containers only to the indicated fill line and then seal.

### 3. Chemical Waste

- All chemicals used should be disposed of safely and properly, with advice sought from a suitably qualified person as and when required.
- Under no circumstances should any chemicals or associated containers be disposed of into the clinical or domestic waste streams, without risk assessments being undertaken or guidance sought from a suitable qualified person.
- Users of chemicals should be aware that all chemical containers, unless completely empty (i.e. rinsed out) are generally contaminated and classified as the chemical they contain, unless determined otherwise by risk assessment.
- Any waste chemicals, paints and solvents awaiting collection must be stored in a secure area. Care should be taken to ensure that no incompatible products are stored together.

The School Nurse will maintain an annual contract with licensed medical waste treatment company for the collection, transportation, treatment and disposal of waste

It is the responsibility of each staff member medical and non-medical to comply with this policy.

**Implementation Date: September 2019**

**Review Date: September 2020**

**Reviewed by:** \_\_\_\_\_

**May Ann Angeles, DHA-RN  
Lead School Nurse**

**Approved By:** \_\_\_\_\_

**Zara Harrington  
Principal**