Crew exposure to blood, needle injury or infection

Standard operating procedure (SOP) | PTR-SOP-009

Document type	Standard operating procedure (SOP)
Title	Crew exposure to blood, needle injury or infection
Document ID	{{facility.code}}-PTR-SOP-009
Version and status	1.0 | Issued for use. Pending ASF Expert Committee ratification
Prepared by	{{roles.quality_lead.name}}, Quality lead
Reviewed by	{{roles.clinical_director.name}}, Clinical director Date: _____
Approver and signature	{{roles.clinical_director.name}}, Clinical director Signature: _____ Date: _____
Effective date	{{document.effective_date}}
Next review	{{document.review_date}} (12 months, or sooner after any incident or change)
Replaces	None (new document)
Standards and criteria supported	System S6 (Patient transfers and referrals), criterion S6.40
Evidence basis	E-006, E-009
Status of this document	Recommended best-practice model. A hospital may adopt, adapt or replace it with an equivalent that meets the same criteria.

At a glance: what to do

1. A crew member exposed to blood, a needle injury or infection follows the set response at once.
2. Wash or flush the site and report to the crew lead the same hour.
3. Arrange a clinical review and any post-exposure treatment within the set time.
4. Record the exposure.

Stop and get help straight away if: an exposed crew member has no review and no record of the exposure.

1. Purpose

To protect the crew after an exposure, and to record it so that follow-up is not lost (S6.40).

2. Scope

Applies to	Clinical and support staff in the hospital
Locations	All wards, clinics and departments of {{facility.legal_name}}
When	Whenever the activity described is carried out
Does not apply to	Activities covered by another document listed in section 15

3. Definitions and abbreviations

Term	Meaning in this SOP
Clinical lead	The doctor or nurse in charge of the area at the time

4. Background and rationale

A crew member exposed to blood, a needle injury or a patient's infection needs immediate care and a record. Without a set response, the exposure is missed and the crew member is not protected.

5. Responsibilities

Role	Duties in this SOP	Competence needed
Crew lead	Starts the response and reports the exposure	Trained crew
Occupational health lead	Arranges review and follow-up	Clinician

6. Equipment, materials and resources

Item	Specification or standard	Check before use
Records and forms named in this document	Current version	Checked before use

7. Safety and infection prevention

- Stop and call for help if a patient is at immediate risk. Do not delay urgent care to complete paperwork.

8. Before you start

- Confirm the forms and equipment named in this document are available and current.

9. Procedure

Follow the steps in order. Where a step says "If", take the action for the case that applies. Do not skip a step. If a step cannot be done, use section 11 and section 12.

Step	Action	How to do it	Key point
1	First aid.	• Wash the skin or flush the eye at once. • Do not squeeze the wound.	Immediate care first.
2	Report.	• Tell the crew lead the same hour. • Complete the exposure record.	Same hour.
3	Review.	• Arrange clinical review and any post-exposure treatment within the time set in the protocol.	Time matters.

Decision points

- No decision points in this procedure.

10. Special situations

Situation	What to do
Out of hours	Follow the same steps. Use the on-call contact on the wall of the area.

11. Problems and escalation

- Any serious problem goes to the duty clinical lead at once and to the clinical director the same day.

12. Monitoring and compliance

What is checked	Target	How often	Who	If the target is missed
Exposures reported the same hour	100%	Quarterly	Crew lead	Escalate to chief executive
Exposures with clinical review in time	100%	Quarterly	Occupational health lead	Escalate to chief executive

13. Records

Record	Where it is kept	Kept for
Record named in this document	Patient record or the area file	{{facility.records_retention_years}} years

14. Training and competence

- Staff are trained in this document at induction and refreshed each year, with a recorded competency check.

15. Related documents

ID	Title	Relationship
T-09	Incident reporting (course)	Learning

16. Evidence

ID	Source and status
E-009	ASF Expert Committee consensus.
E-006	ASF Policy Framework v1.2. Adapted.
E-009	ASF Expert Committee consensus.

EC = ASF Expert Committee consensus. Items marked EC are reviewed by the Committee each year.

17. Change history

Version	Date	What changed	Approver and signature
1.0	{{document.effective_date}}	First version	Pending Expert Committee approval