

Organisation name Site or unit		STANDARD OPERATING PROCEDURE Crew exposure to blood, needle injury or infection	
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Status	Blank form, to adapt	Issue date	
Review date		Replaces	
Owner		Approved by	
Signature			

Standards > **Standard S6** > **Standard operating procedures (SOPs)**

Standard operating procedure (SOP) · PTR-SOP-009 · Version 1.0 · Approved by the ASF Expert Committee

Supports: System S6 (Patient transfers and referrals), criterion S6.40

At a glance

- A crew member exposed to blood, a needle injury or infection follows the set response at once.
- Wash or flush the site and report to the crew lead the same hour.
- Arrange a clinical review and any post-exposure treatment within the set time.
- Record the exposure.
- Stop and get help straight away if: an exposed crew member has no review and no record of the exposure.

1. 1. Purpose

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

2. 2. Scope

Applies to	Clinical and support staff in the hospital
Locations	All wards, clinics and departments of the facility
When	Whenever the activity described is carried out

Does not apply to	Activities covered by another document listed in section 15

3. 3. Definitions

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

4. 4. Background

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. 5. Responsibilities

Role	Responsibility	Competence
Crew lead	Starts the response and reports the exposure	Trained crew
Occupational health lead	Arranges review and follow-up	Clinician

6. 6. Materials and equipment

Item	Requirement	Condition
Records and forms named in this document	Current version	Checked before use

7. 7. Safety

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

8. 8. Before you start

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

9. 9. Procedure

Step 1. First aid.

- Wash the skin or flush the eye at once.
- Do not squeeze the wound.

Key point: Immediate care first.

Step 2. Report.

- Tell the crew lead the same hour.
- Complete the exposure record.

Key point: Same hour.

Step 3. Review.

- Arrange clinical review and any post-exposure treatment within the time set in the protocol.

Key point: Time matters.

10. 10. Decision points

- No decision points in this procedure.

11. 11. Special situations

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

12. 12. Escalation

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

13. 13. Monitoring

Measure	Target	Frequency	Owner	If not met
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

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14. 14. Records

Record	Kept in	Retention
Record named in this document	Patient record or the area file	the period set by the facility's records policy years

15. 15. Training

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

16. 16. Related documents

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

17. 17. Evidence

Reference	Note
E-009	ASF Expert Committee consensus.
E-006	ASF Policy Framework v1.2. Adapted.

E-009	ASF Expert Committee consensus.

18. 18. Change history

Version	Date	What changed	Approval
1.0	the date of approval	First version	set Expert Committee approval

No e-learning course is linked to this document yet.

19. References

- Accréditation Sans Frontières (2026). ASF Policy Framework v1.2. (E-006)
- Accréditation Sans Frontières (2026). ASF Expert Committee consensus on Standard 1. (E-009)

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Related standard

- [Standard 7: Emergency Dispatch](#)