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|  | Infection control checklist For adult social care providersRevised Published March 2020 |

Introduction

This checklist can be used to help adult social care providers to prevent and control the spread of infection in their services during an outbreak.

The checklist is not comprehensive, and the actions you need to take will vary depending on the nature of the outbreak and your care setting.

It should be used in conjunction with national guidance and local policies, and the Care Provider Alliance guidance on [infection prevention and control](http://www.careprovideralliance.org.uk/business-continuity-infection-control-flu.html).

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What to do

* The service manager or team leader should take the lead on co-ordinating actions for the prevention and spread of the infection.However, duties can be delegated to named individuals and recorded appropriately.
* If there is a confirmed infection outbreak or suspected outbreak, you should follow the guidance in the *Checklist: Actions to be taken in preparedness for an infection outbreak*, on the next page.
* As part of your business contingency planning, review all the supplies and services you use. Involve suppliers in developing your business contingency plan and review and update it regularly.
* To increase awareness, communication materials, including hygiene posters, can be downloaded from the Public Health England [website](https://www.gov.uk/government/organisations/public-health-england).
* Keep abreast with information and advice of the stage of alert, including any new advice from the Department of Health and Social Care, Public Health England, and the World Health Organisation.

Checklist

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| Actions to prepare for an infection outbreak | Sign and date when completed |
| The service manager or team leader should set up a file to record all responsibilities and responses to the issues in this checklist. |  |
| **Supplies** | |
| Contact all suppliers of materials needed to sustain the business – such as catering, medical supplies and cleaning supplies – and seek assurances on continuity of supplies. Record their responses on file.  Where continuity of supply cannot be guaranteed consider using alternative suppliers. |  |
| Make sure that sufficient stocks of disposable aprons, gloves and masks are available to staff. |  |
| In residential settings, make sure that sufficient stocks of disinfectants, such as Difficil-S, are available.  In homecare settings you may wish to check that cleaning agents and disinfectants are available in the service user’s own home should they be needed by the care staff. |  |
| Make sure that sufficient stocks of liquid soap, disposable paper towels and alcohol rub are available as necessary and appropriate. |  |
| In residential settings make sure that sufficient stocks of paper tissues are available. |  |
| Update your business contingency plan to make sure that any potential risks associated with lack of supply of items that have been identified as essential (e.g. manufacture or delivery failure) are recorded and mitigating actions to reduce the impact of the risk noted. |  |
| **Staffing and health professionals** | |
| An infection outbreak may affect your staff (e.g. illness or absence) and service users (e.g. increased care needs). Consider how this could impact your service provision, and develop contingency plans on how to manage staffing levels during an infection outbreak. |  |
| Contact employment agencies to seek assurance that they have appropriate business continuity arrangements should the infection level heighten and there is an increased demand for agency staff. |  |
| You may consider cancelling all but essential annual leave for staff.  Any such decision should be handled sensitively and with the involvement of staff. |  |
| Establish planning in your locality and/or region, for example through your local commissioning body, local resilience teams and resilience forums. |  |
| Contact the health professional services involved in the care of people living using your services. For example: district nurses, community psychiatric nurses, physiotherapists etc. You may need to align plans for managing infection outbreaks. |  |
| **Notification** | |
| Inform your internal senior team immediately if staff or people using your service are infected and taken ill. |  |

Useful links

[Care Provider Alliance – Infection prevention and control guidance](http://www.careprovideralliance.org.uk/business-continuity-infection-control-flu.html)

[Healthcare associated infections: prevention and control in primary and community care](https://www.nice.org.uk/guidance/cg139)

[Public Health England national guidance on infection control](https://www.gov.uk/search/all?keywords=infection+control&order=relevance)

[Public Health England – local and regional contacts](https://www.gov.uk/guidance/contacts-phe-regions-and-local-centres)

[Health and Social Care Act 2008: code of practice on the prevention and control of infections](https://www.gov.uk/government/publications/the-health-and-social-care-act-2008-code-of-practice-on-the-prevention-and-control-of-infections-and-related-guidance)

[Infection prevention and control](https://www.nice.org.uk/guidance/qs61)

[Guidance on outbreaks of influenza in care homes](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/733351/Guidance_on_outbreaks_of_influenza_in_Care_home_outbreak_A3_.pdf)

[Care homes: Infection prevention and control](https://www.gov.uk/government/publications/infection-prevention-and-control-in-care-homes-information-resource-published)

[Essential Practice for the Prevention and Control of Infections](https://www.rcn.org.uk/professional-development/publications/pub-005940)

[Adult Social Care: Information for Providers](https://www.cqc.org.uk/guidance-providers/adult-social-care)

[Public Health England – Pandemic flu: public health response](https://www.gov.uk/government/collections/pandemic-flu-public-health-response)

[Department of Health and Social Care – Pandemic flu planning](https://www.gov.uk/guidance/pandemic-flu)

[World Health Organisation – Influenza information](https://www.who.int/influenza/en/)

[Care Provider Alliance – Business continuity planning guidance and template](http://www.careprovideralliance.org.uk/business-continuity-guidance.html)

[Health and Safety Executive – Decontamination](https://www.hse.gov.uk/biosafety/blood-borne-viruses/decontamination.htm)

Contacts

There are many people and organisations who may be able to help.

* A local care association or one of the national associations which make up the Care Provider Alliance could offer peer support, resources and advice.
* Other local services, or networks such as the Skills for Care Registered Manager Forums, which can provide peer support for first line leaders.
* Local authority and health care commissioners – who may have concerns, but who won’t want to see a service close unless it is unavoidable.

Care Provider Alliance – email [info@careprovideralliance.org.uk](mailto:info@careprovideralliance.org.uk?subject=Infection%20control)

[Public Health England – local and regional contacts](https://www.gov.uk/guidance/contacts-phe-regions-and-local-centres)

[Associated Retirement Community Operators](https://www.careprovideralliance.org.uk/associated-retirement-community-operators.html)

[Association for Real Change](https://www.careprovideralliance.org.uk/association-for-real-change.html)

[Association of Mental Health Providers](https://www.careprovideralliance.org.uk/association-of-mental-health-providers.html)

[Care England](https://www.careprovideralliance.org.uk/care-england.html)

[National Care Association](https://www.careprovideralliance.org.uk/national-care-association.html)

[National Care Forum](https://www.careprovideralliance.org.uk/national-care-forum.html)

[Registered Nursing Home Association](https://www.careprovideralliance.org.uk/registered-nursing-home-association.html)

[Shared Lives Plus](https://www.careprovideralliance.org.uk/shared-lives-plus.html)

[United Kingdom Homecare Association](https://www.careprovideralliance.org.uk/united-kingdom-homecare-association.html)

[Voluntary Organisations Disability Group](https://www.careprovideralliance.org.uk/voluntary-organisations-disability-group.html)

[Local care association - contacts](https://www.gov.uk/guidance/actions-for-adult-social-care-providers-to-prepare-for-brexit#care-associations)

[Care Quality Commission](http://www.cqc.org.uk/guidance-providers/adult-social-care)

[NICE](http://www.nice.org.uk/about/nice-communities/social-care)

[Social Care Institute for Excellence](http://www.scie.org.uk)

[Skills for Care](http://www.skillsforcare.org.uk)