

# Vaccinations Policy

CM38

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|-----------------|--|
| Date Written    |  |
| Author(s)       |  |
| Version         |  |
| Date Signed Off |  |
| Reviewed by     |  |

Date: [ ]

## Review Data

### Initial Production

| Name | Role/Department | RACI | Date |
|------|-----------------|------|------|
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**R** = Responsible for writing the policy; **A** = Accountable; **C** = Consulted; **I** = Informed

### Change History

| Version | Date | Details of Change | Author |
|---------|------|-------------------|--------|
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### Emergency Contact Details

| Name | Email | Mobile |
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## CQC Fundamental Standards

| Regulation Number                      | Regulation Details                                                                                                                                                        |
|----------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Regulation 12: Safe care and treatment | Care and treatment must be provided in a safe way for service users including assessing the risk of, and preventing, detecting and controlling the spread of, infections. |

## Key Lines of Enquiry

| KLOE | How this applies to Vaccinations                                                             |
|------|----------------------------------------------------------------------------------------------|
| Safe | Ensuring that the risk of infection is minimised promotes the overall safety of the service. |

## Related Documents

This policy should be read in conjunction with our:

- HS01 - Health and Safety Policy
- CM24 - Infection Control Policy
- CMN07 - Notifications Policy

## Policy Statement



### Policy Aims

The overall purpose of this policy is to promote arrangements for preventing exposure to vaccine-preventable diseases.

Careville Ltd values its staff and regards their health and safety as paramount. In the context of this policy, Careville Ltd recognises the risk from infectious diseases that may be acquired in the course of work and in the importance of staff preventing spread to service users and will ensure that employees, service users and visitors to the organisation are protected so far as is reasonably practicable from these diseases.

The Health and Social Care Act 2008 Code of Practice on the prevention and control of infections and related guidance (DH 2015) states that registered providers must ensure that:

- All staff can access occupational health services (OHS) or access appropriate occupational health advice.
- Occupational health policies on the prevention and management of communicable infections in care workers are in place.
- Decisions on offering immunizations should be made on the basis of a local risk assessment as described in 'Immunizations against Infectious Disease' ('The Green Book'). Employers should make vaccines available free of charge to employees if a risk assessment indicated that it is needed (COSHH Regulations 2002).
- There is a record of relevant immunizations

- Occupational health service procedures should include risk-based screening for communicable diseases and assessment of immunity after a conditional offer of employment and on-going health surveillance including offer of relevant immunisations.
- Occupational health service procedures should include having arrangements in place for regularly reviewing the immunisation status of care workers and providing vaccinations to staff as necessary in line with 'Immunisations Against Infectious Disease' ('The Green Book') and other guidance from Public Health England.

Transmission of disease may occur in any healthcare, work or domestic setting if a person acquires an infection from a service user, client or colleague.

It is normally difficult to know whether another person is infected with a transmissible disease or a blood-borne virus, and therefore standard infection control precautions should be used by staff when dealing with any service user.

## Definitions

**Inoculation incident** – Being pricked by a needle or cut by a sharp object that has been exposed to the body/body fluids of another person; or contamination of broken skin, eye or mucous membranes by the blood, secretions, or excretions of another person.

**Vaccination** - The administration of antigenic material (a vaccine) to stimulate an individual's immune system to develop adaptive immunity to a pathogen. Vaccines can prevent or reduce morbidity from infection.

**Immunization** - The process of inducing immunity to an infectious organism or agent in an individual or animal through vaccination

**Exposure Prone Procedures (EPP)** - Are invasive procedures where there is a risk that injury to the worker may result in exposure of the patient's open tissues to the blood of the worker. These procedures include those where the workers gloved hands may be in contact with sharp instruments, needle tips or sharp tissues (e.g. spicules of bone or teeth) inside a patient's open body cavity, wound or confined anatomical space where the hands or fingertips may not be completely visible. These procedures mainly occur in surgery, A&E, dental and some podiatry settings. Some examples include suturing and insertion of a chest drain. Please see Appendix 2 for more details of what constitutes an EPP.

## Roles and Responsibilities

Chief Executive ensures:

- The overall implementation, monitoring and effectiveness of this policy
- The allocation of resources to provide compliance with this policy
- That managers are aware of their responsibilities and implement the policy

Infection Prevention and Control Team/lead: Are/is responsible for:

- Providing some education on the need for appropriate immunisations required for work in the Trust according to exposure/contact risks as part of the Trust's Induction, and mandatory training programme
- Safe use and disposal of sharps as part of the Trust's Induction and mandatory training programme

Department Managers: Are responsible for:

- Ensuring that all new staff must be referred to the Occupational Health Service (OHS) who will be responsible for ensuring that appropriate pre-employment screening and immunisation procedures are followed in line with national guidance
- Providing appropriate personal protective equipment for any tasks staff are required to undertake
- Ensuring that no worker is allowed to undertake any EPP unless they have received written clearance by OHS
- Ensuring that their staff attend mandatory Infection Prevention and Control and Health and Safety training updates
- Ensuring that infection incidents reported in their areas are appropriately investigated and remedial action taken to reduce future risk of transmission where necessary
- Staff are allowed reasonable time to attend the Occupational Health department for any consultation

Individual Responsibility: every member of staff is responsible for ensuring they:

- Familiarise themselves with this policy, and where additional screening and vaccinations are required in order to comply with the policy, they should arrange for these to be completed through the OHS
- Are up to date with the mandatory training
- Disclose their pregnancy status to OHS prior to immunization if female
- Take responsibility for their own health and keep a record of any vaccinations they receive and when they are due to expire
- Workers have a duty to take care of their own health and safety and that of others who may be affected by their actions at work (Health and Safety at Work Act 1974)
- Seek and follow confidential advice from OHS about whether to undergo testing if exposed to a serious communicable disease. Affected staff members must notify their line manager so that contact can be made with the OHS in a timely manner to bring vaccination status up to date and in-line with Trust and departmental guidelines
- If you acquire a serious communicable disease you must promptly seek and follow advice from the Occupational Health Service regarding whether and in what ways you should modify your professional practice and whom to inform. You must not rely on your own assessment of the risk you pose to patients. If you know or have good reason to believe that a colleague has a serious communicable disease and is practicing or has practised in a way which places patients at risk you must inform an appropriate person eg Occupational Health Service. Wherever possible you should inform the healthcare worker concerned before passing information to an employer or regulatory body (General Medical Council, Nursing and Midwifery Council)

## Occupational Health Service (OHS) Responsibilities

The Trust Occupational Health Service is responsible for vaccinating or assessing immunity of staff in line with the recommendations as outlined in 'The Green Book' where the need arises out of:

- Work undertaken to fulfil job requirements or duties
- To meet the requirements of Careville to obtain health clearance for staff

The OHS does not provide vaccinations for: leisure or sporting activities, holiday travel except for holiday taken as an extension of an overseas trip on Trust business or personal health reasons incidental to work

## Work Where Vaccination is Strongly Recommended

- Staff who have regular contact with service users
- Staff whom only have social contact with patients but are not directly involved in their care
- Staff involved in the handling or processing of human blood, serum or tissue specimens
- Contact with human waste
- Clinical duties or fieldwork outside of Careville Ltd premises e.g. patients' homes. It is expected that front line care workers participate in the uptake of the annual flu vaccine

N.B. All staff that carry out Exposure Prone Procedures (EPP) must be vaccinated and proven to be immune to Hepatitis B before commencing EPP.



### Key Points to Take Away

- Careville Ltd recognises the risk from infectious diseases that may be acquired in the course of work and in the importance of staff preventing spread to service users and will ensure that employees, service users and visitors to the organisation are protected so far as is reasonably practicable from these diseases.
- The Trust Occupational Health Service is responsible for vaccinating or assessing immunity of staff in line with the recommendations as outlined in 'The Green Book' where the need arises out of:

### Authorisation and Signature

This Policy is the authorised version agreed by the Directors of Careville Ltd. All employees are expected to follow this policy and failure to do so could result in disciplinary action.

Director's Signature

Director