



DR. PABLO O. TORRE  
MEMORIAL HOSPITAL

# RIVERSIDE MEDICAL CENTER, INC.



METRO PACIFIC HEALTH  
THE HEART OF FILIPINO HEALTHCARE

<b>DEPARTMENT:</b> Medical Services Division		<b>POLICY NUMBER:</b> DPOTMH-MPP-IPCU-P007-(01)	
<b>TITLE/DESCRIPTION:</b> <b>BLOOD AND BODY FLUID SPILLS (BBF) AND OTHER POTENTIALLY INFECTIOUS MATERIAL (OPIM) MANAGEMENT</b>			
<b>EFFECTIVE DATE:</b> March 31, 2024	<b>REVISION DUE:</b> March 30, 2028	<b>REPLACES NUMBER:</b> DPOTMH-C-24-P07	<b>NO. OF PAGES:</b> 1 of 10
<b>APPLIES TO:</b> Nursing Service Division, Ancillary Service Division, Infection Prevention and Control Unit (IPCU) and Housekeeping Department		<b>POLICY TYPE:</b> Multi Disciplinary	

## PURPOSE:

1. To identify and describe the responsibilities of staff and managers in the prompt and correct management of spillages of blood and other body fluids.
2. To guide healthcare providers to safely and effectively manage blood and body fluid spillages in the variety of settings in which care is delivered.
3. To minimize the environmental risk of cross contamination and prepare a readily accessible spillage kit in every station or department of DPOTMH, Una Konsulta, and Cancer Center.
4. To ensure that healthcare providers are able promptly to contain, clean-up and disinfect equipment and /or surfaces that has been exposed to blood and body fluid.

## DEFINITIONS:

**Spillage Kit** - a container for materials used to disinfect spill such as blood and other body fluids, secretions and waste that are considered infectious or contaminated.

- The contents of Spillage Kit includes:
  - The disinfectant/bactericidal solution container.
  - Absorbent material like newspaper or paper towel
  - Infectious collection bag (Yellow Plastic bag)
  - 2 pairs of gloves (1 pair for health care worker, 1 pair for housekeeping personnel) shoe cover to cover the shoes (optional)

**PPE** - Personal Protective Equipment

**BBF** - Blood and Body Fluid

**OPIM** - Other Potentially Infectious Material

## RESPONSIBILITY:

Healthcare worker and Housekeeping Personnel

## POLICY:

1. Promptly clean and decontaminate spills of blood and other potentially infectious material (OPIM).
2. Standard precautions shall be implemented when cleaning surfaces and facilities.
3. All staff shall be aware of the location of the blood and body fluid spill kit.





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- Spill management protocols shall be displayed at prominent locations in the hospital. Displayed protocols shall serve as a ready reference for the staff for management of spills.
- All healthcare workers dealing with a spillage of blood or other body fluids shall wear personal protective equipment (PPE) (i.e pair of clean medical gloves, mask, eye wear, and disposable gown as needed for large spills) appropriate to the task.
- A spillage of blood or body fluid shall be cleared and disinfected immediately by health care worker who have received appropriate training.
- The spillage kit shall be clearly labeled and stored on a secured and accessible location, known and visible to the user/unit staff.
- The disinfectant container shall be labeled with the date of expiration or follow the manufacturer's instruction/recommendation.
- If spill contains sharps, coordinate with Housekeeping personnel for the use of tongs to pick up debris and discard these items in a puncture-resistant container.
- The housekeeping personnel shall ensure that all equipment used such as mop or rugs, or other cleaning materials are disinfected, cleaned and dried after use.
- Regular training on spill management shall be conducted by the IPCU to ensure that all employees are familiar with the area's spill equipment and procedures.
- All new hired Nurses/ Attendants, Housekeeping Staff and other healthcare workers(HCW) shall attend the spill management training as part of their employee orientation, in coordination with the Training and Development personnel of the Nursing Service Division, Human Resources Division and Housekeeping Services Division and other services.
- BBF Spill Kit instruction card inside the spill kit shall be available and must be followed accordingly during spills management.





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## PROCEDURE (SOP):

1. Perform proper hand hygiene.
2. Wear gloves and other PPE appropriate to the task.
3. **For Small Spill (<10ML):**
  - 3.1 Cover the spill with a disposable paper towel to absorb as much fluid. Discard the paper as infected waste.
  - 3.2 Clean the area thoroughly with detergent and warm water.
  - 3.3 Rinse and dry.
  - 3.4 Disinfect the area with hospital disinfectant.
  - 3.5 All contaminated items used in the clean-up should be placed in a bio-hazardous bag for disposal.
4. **For Large Spill (>10 ml):**
  - 4.1 Confine the contaminated area.
  - 4.2 Wear gloves and other PPE appropriate to the task.
  - 4.3 Cover the spill with papertowel or absorbent pad/material to prevent from spreading.
  - 4.4 Pour slowly the hospital-approved disinfectant on the papertowel or absorbent material enough to cover and saturate it.
    - 4.4.1 Chlorine granules can be sprinkled on the spill first, followed by the paper.
  - 4.5 Let it stand for 10 minutes.
  - 4.6 Remove and discard the papertowel or absorbent material as infectious waste.
  - 4.7 Wipe the area with paper towel moistened with 10% hypochlorite solution again (if required) until all visible soiling is removed.
  - 4.8 The area of spill should then be cleaned with disinfectant using the cloth mop. The bucket and mop should be thoroughly cleaned after use and stored dry.
  - 4.9 All contaminated items used in the clean-up and used PPEs should be placed in the infectious waste bin for disposal.
5. The health care worker and the housekeeping personnel performs hand hygiene after doffing of gloves.






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<b>WORK INSTRUCTION:</b>	
<b>KEY TASKS</b>	<b>PERSON RESPONSIBLE</b>
1. Performs proper hand hygiene.	Healthcare worker/Housekeeping Personnel
2. Wear gloves and other PPE appropriate to the task.	
<b>FOR SMALL SPILL</b>	
1. Covers the spill with a disposable paper towel to absorb as much fluid. Discard the paper as infected waste.	Healthcare worker
2. Clean the area thoroughly with detergent and warm water.	Healthcare worker/Housekeeping Personnel
3. Disinfect the area with hospital disinfectant.	
4. All contaminated items used in the clean-up should be placed in a bio-hazardous bag for disposal.	
<b>FOR LARGE SPILL</b>	
1. Confines the contaminated area.	Healthcare worker
2. Wear gloves and other PPE appropriate to the task.	
3. Covers the spill with newspaper or appropriate absorbent material to prevent it from spreading.	
4. Pour slowly the hospital-approved disinfectant on the papertowel or absorbent pad/ material enough to cover and saturate it. Chlorine granules can be sprinkled on the spill first, followed by the paper.	



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5. Removes and discards the papertowel or appropriate absorbent/pad material as infectious waste.	Healthcare worker/Housekeeping Personnel
6. Wipes the area with paper moistened with 10% hypochlorite solution again (if required) until all visible soiling is removed.	
7. Wipes the area with 10% hypochlorite solution using a cloth mop and allow the area to dry naturally.	
8. All contaminated items used in the clean-up should be placed in a bio-hazardous bag for disposal.	
9. Disposes gloves in the infectious waste garbage bin.	
10. Performs hand hygiene after doffing of gloves.	

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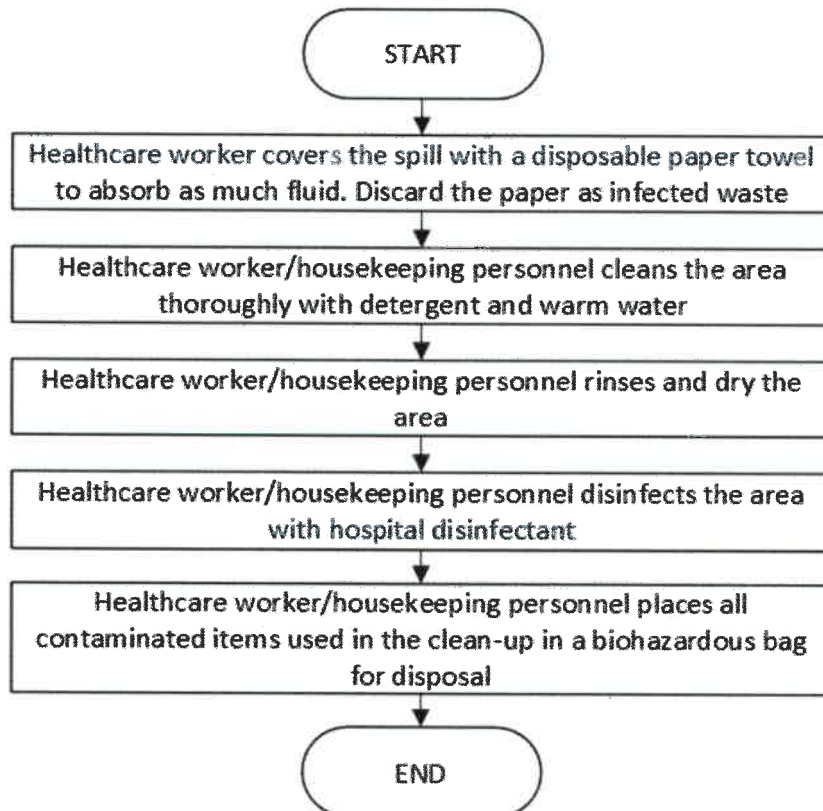


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## WORK FLOW:

### FOR SMALL SPILL





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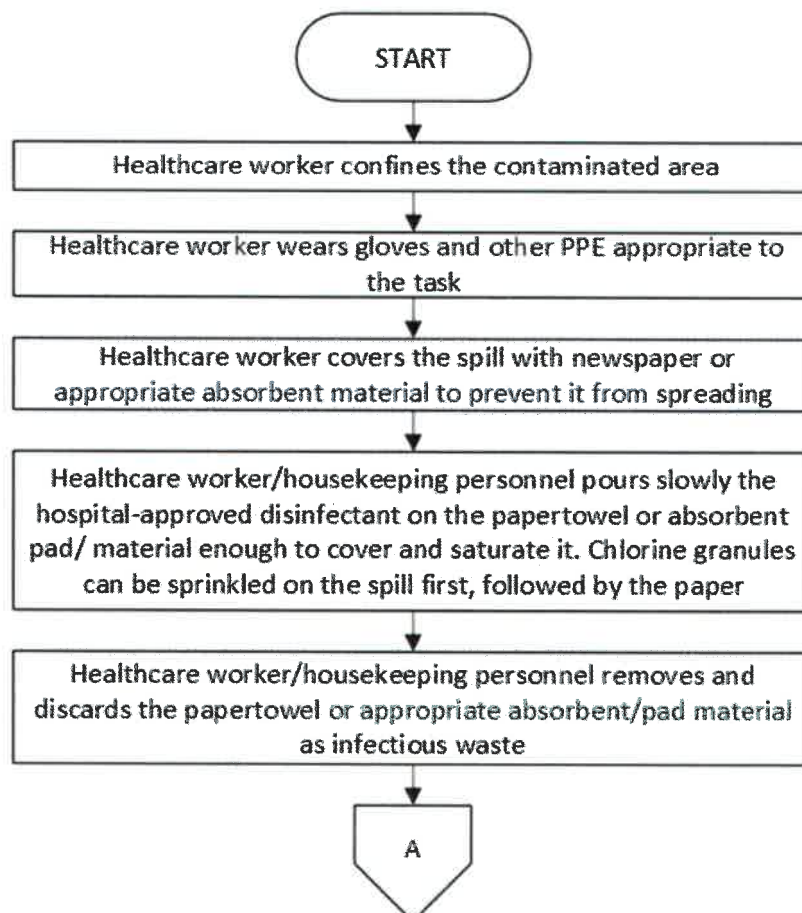
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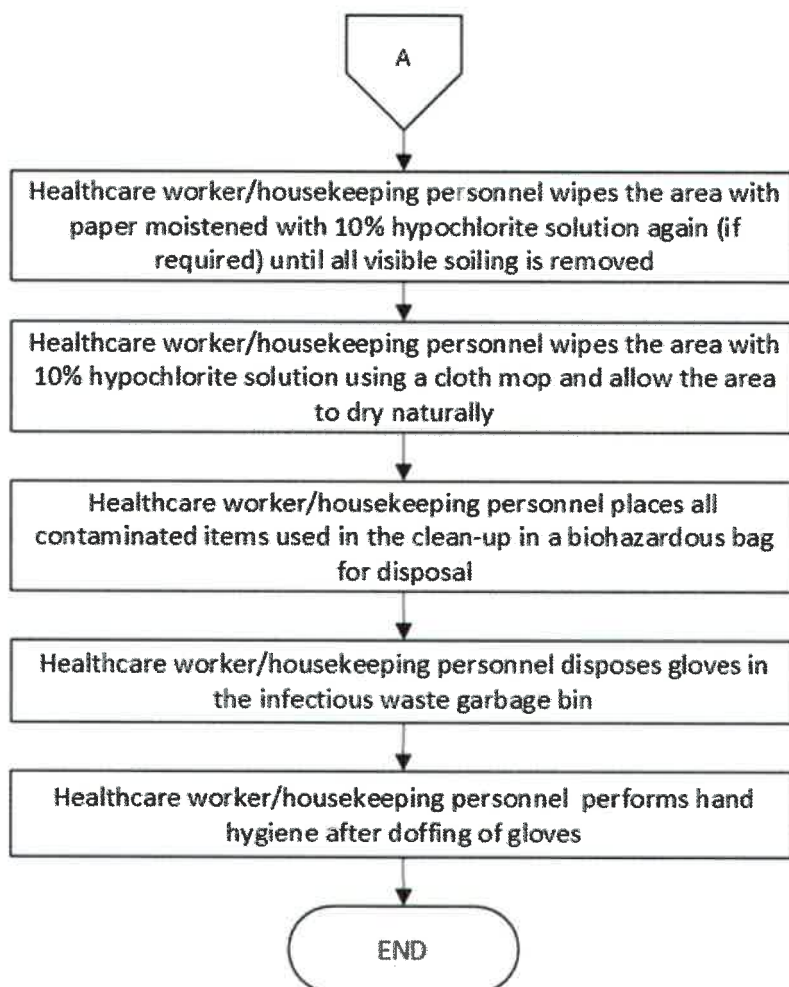
## FOR LARGE SPILL



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<b>FORMS:</b> 1. BBF Spill Kit Instruction - DPOTMH-PCU-F031 - For Small Spill & For Large Spill
<b>EQUIPMENT:</b> N/A
<b>REFERENCES:</b> <ol style="list-style-type: none"><li>1. WHO Guidelines on Drawing Blood: Best Practices in Phlebotomy, Annex H Blood Spillage. WHO, 2010.</li><li>2. <i>Biological Safety</i>. (n.d.). Protect IU. Retrieved February 14, 2022, from <a href="https://protect.iu.edu/environmental-health/research-safety/biological-safety.html">https://protect.iu.edu/environmental-health/research-safety/biological-safety.html</a></li><li>3. Centers for Disease Control and Prevention, Environmental Cleaning Procedure number 4.5 Spills of blood or body fluids retrieve from <a href="https://www.cdc.gov/hai/prevent/resource-limited/cleaning-procedures.html#:~:text=Confine%20the%20spill%20and%20wipe,detergen%20and%20warm%20water%20solution.">https://www.cdc.gov/hai/prevent/resource-limited/cleaning-procedures.html#:~:text=Confine%20the%20spill%20and%20wipe,detergen%20and%20warm%20water%20solution.</a></li><li>4. National Library of Medicine retrieve from <a href="https://www.ncbi.nlm.nih.gov/books/NBK138660/">https://www.ncbi.nlm.nih.gov/books/NBK138660/</a></li></ol>





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APPROVAL:				
	Name/Title	Signature	Date	TQM Stamp
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Reviewed by:	<b>WENDY MAE D. GOMEZ</b> Accreditation and Documentation Manager		3/17/2025	
Approved by:	<b>DOLORES ROMMELA T. RUIZ, MD</b> Infection Prevention and Control Head		3/18/2025	
	<b>JOSE PEPITO B. MALAPITAN, MD</b> Medical Director		03-20-25	
	<b>MA. ANTONIA S. GENSOLI, MD</b> VP/Chief Medical Officer		3-24-25	
Final Approved by:	<b>GENESIS GOLDI D. GOLINGAN</b> President and Chief Executive Officer		04/03/25	

