

# Infection Prevention and Control Policy Template

## **Purpose:**

To prevent and control the spread of infections among residents, staff, contractors, and visitors by implementing evidence-based infection prevention and control (IPC) measures aligned with the Aged Care Quality Standards, the Aged Care Act 1997, and public health directives.

## **Scope:**

Applies to all employees, contractors, visiting health professionals, volunteers, and others involved in delivering care, services, or facility management activities across the organisation.

## **Policy Statement:**

The organisation will:

- Establish and maintain an effective infection prevention and control system that safeguards residents and staff.
- Identify and manage infection risks through surveillance, prevention programs, and staff training.
- Respond rapidly to infection outbreaks and comply with all notification and reporting obligations.
- Maintain clean and hygienic environments and promote vaccination and hygiene practices.

## **Legislative Context:**

- Aged Care Act 1997 (Cth)
- Quality of Care Principles 2014
- Aged Care Quality Standards (Standard 3 – The Care & Service; Standard 5 – Clinical Care)
- Work Health and Safety Act 2011 (Cth)
- National Health and Medical Research Council (NHMRC) Guidelines for Infection Prevention and Control
- Public Health Acts (state/territory specific)

## Definitions:

- **Infection:** Invasion and multiplication of microorganisms in body tissues causing illness.
- **Standard Precautions:** Routine infection control practices applied to all individuals regardless of infection status.
- **Transmission-Based Precautions:** Additional controls for known or suspected infectious conditions (e.g., contact, droplet, airborne).
- **Outbreak:** The occurrence of two or more linked cases of the same infection within a facility.

## Key Principles:

1. Apply standard and transmission-based precautions in all care settings.
2. Promote regular staff and resident immunisation programs.
3. Ensure effective hand hygiene and environmental cleaning.
4. Maintain surveillance and reporting systems for infection events.
5. Provide IPC education and ensure staff competency.
6. Keep PPE available, correctly used, and stored.
7. Respond promptly to outbreaks following documented outbreak management plans.

## Responsibilities:

- **Approved Provider / Board:** Ensure adequate resourcing and adherence to infection control obligations.
- **Infection Prevention and Control (IPC) Lead:** Oversee IPC program implementation, audits, and outbreak management.
- **Facility Manager:** Support IPC Lead, ensure compliance, and manage response coordination.
- **Clinical and Care Staff:** Follow IPC procedures, report infectious symptoms, and participate in training.
- **Environmental Services / Maintenance:** Maintain cleaning, waste disposal, and water management in line with IPC standards.

## Procedures:

1. Conduct infection risk assessments quarterly and after any outbreak or incident.
2. Ensure all staff complete annual IPC training and competency checks.
3. Implement hand hygiene practices according to the "Five Moments for Hand Hygiene."
4. Use appropriate PPE for clinical and non-clinical situations as per risk assessment.
5. Clean and disinfect all areas using approved chemicals and cleaning schedules.
6. Maintain and review immunisation records for staff and residents.
7. Report and manage infection outbreaks in accordance with local public health directives.
8. Review IPC practices post-incident to identify and correct gaps.

**Outbreak Management:**

- Activate the outbreak management team (OMT).
- Isolate affected residents and implement enhanced cleaning.
- Notify local public health authorities and regulatory bodies.
- Document outbreak events and corrective actions in the incident management system.

**Monitoring and Review:**

- IPC audits conducted quarterly and following outbreaks.
- Regular monitoring of infection trends through incident reports.
- Annual review of IPC policy and training effectiveness.
- Review against updates to NHMRC or public health guidelines.

**Associated Policies:**

- Environmental Hygiene and Cleaning Policy
- Waste Management and Disposal Policy
- Workforce Health and Wellbeing Policy
- Clinical Governance Policy
- Risk Management Policy

**Evidence and Records:**

- IPC audit logs and reports
- Staff immunisation and training records
- PPE inventory and usage logs
- Outbreak management and notification reports

**Policy Control:**

Version	Effective Date	Review Date	Policy Owner	Approved By	Status
1.0	20 January 2026	20 January 2027	Infection Prevention and Control Lead / Quality & Compliance Manager	Approved Provider Board	Draft

**Compliance Summary:**

Entity Type	Entity Name	Completion Rate	Status
Policy	Infection Prevention and Control Policy	100%	FULLY COMPLIANT (100%)