



INODAYA Hospitals - Kakinada

Documentation code:

INH/HIC.Doc.No:15

Policy on Laundry & Linen Management

Prepared date: 05/09/2023

Reference: HIC .4.e. NABH Standards – 5th Edition

Issue Date:05/09/2023

Issue no: 02

Review No: 1

Review date: 04/09/2024

Policy on Laundry & Linen Management

1. POLICY:

1.1. The policy describes the process of hospital's linen management and related services in consonance with the infection control policies of the hospital. Adequate procedures for collecting, transporting, processing and storing linen are defined.

2. PURPOSE:

2.1. All laundry is dealt with in a safe and appropriate manner in consonance with the infection control guidelines

3. SCOPE:

3.1. Outsourced Laundry Services & concerned departments of the hospital

4. RESPONSIBILITY:

4.1. Laundry services staff and all concerned staff members of the hospital

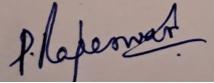
5. DISTRIBUTION:

5.1. Outsourced Laundry services contractor & across all departments of the hospital

6. Definitions :

6.1 Clean Linen: Post Laundry linen before use.

6.2 Soiled Linen: All used linen irrespective of the state, whether wet or dry but contaminated by body Fluids or blood or excreta, of the patient or any other such fluids or material as deemed infective by the Nursing staff in-charge.

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6.3 **Used Linen:** All used Linen, which is not soiled.

7. OEPRATING PROCESS DETAILS:

Handling of clean linen & laundry:

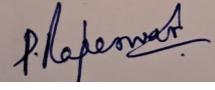
- Adequate supply of clean linen shall be maintained by Housekeeping Department.
- Each patient shall have clean linen for usage when needed as per hospital policy.
- Clean linen & soiled linen shall be kept separately
- Clean linen & soiled linen shall be transported separately

Containers and trolley transporting clean linen shall be cleaned daily with detergent and disinfected using 1% sodium hypochlorite and dried thoroughly before use.

Handling of soiled and used linen:

Procedure:

- Linen removed from patient care areas shall be separated out as soiled (Infected) and used.
- Linen soiled with patient's blood or body fluids or other such fluids as deemed infective (as informed by Nursing) shall be treated with 1% sodium hypochlorite 10mins and shall be kept separately and put into Yellow colour impervious plastic bags after counting.
- Any linen from scabies or lice infected patients shall be treated as soiled linen.
- Linen shall not be dusted in any area and shall not be vigorously handled, or rinsed in any way to avoid environmental contamination.
- Lined bags shall not be filled more than three fourth or its capacity and shall be tied at the top.
- Used linen shall be transported in blue colour bins
- Containers/trolleys used for transporting soiled linen at least twice daily
- Sorting out and counting of used linen shall be done by designated housekeeping staff on each floor.

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- A separate identified area shall be used for sorting of this linen, in ground floor.
- While sorting all “Standard precautions” including mask, household unsterile caps gloves aprons are to be strictly followed by everyone indulging in the procedure.
- Linen bags shall not be held close to the body when collecting or loading linen into the trolley.

Transport of linen:

Soiled linen - These shall be sent directly to the laundry in covered bags. (Same process shall be followed for all infected-linen from OT & ICUs also)

Used linen - Used linen after counting on the floor shall be put into the blue bins and transported in a trolley to the laundry by laundry/housekeeping staff.

Used linen shall be then taken to the laundry plant and kept for washing

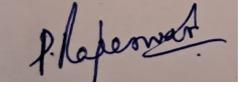
Clean linen - Cleaned linen shall be sent to the respective areas in closed trolley.

Handling and storage of clean linen

- Clean linen is stored in designated clean linen storage area for centralized distribution to respective areas of the hospital
- Clean linen shall be stored in the patient care areas at designated places before being issued to the patients.

Mattress:

- All mattresses shall be covered with water-proof covering
- After the discharge of the patients it shall be properly disinfected preferably using Bacillocid spray, alternatively, it shall be wiped with suitable disinfectant

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Blankets:

- Blankets shall be changed on discharge of a patient or weekly whichever is earlier
- Blankets when soiled shall be changed. All soiled blankets shall be treated as per soiled linen protocol. Same protocol is applicable for used blankets

Uniforms: Uniforms of clinical staff should be changed daily

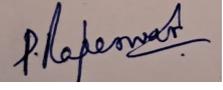
Cubicle curtains are washed and laundered at least once in a week in structured fashion

Unclean laundry is stored in designated unclean storage area in the ground floor for transport to the outsourced laundry services provider

- Soiled/infected linen is stored in a secure area which is easily identifiable
- Used linen is kept separate from soiled linen at all times in separate storage bins and areas

Procedure for Linen Management:

- Minimum linen required for patient cot bed making shall be: two bedsheets, one pillow cover, one bath towel, and one blanket (if required)
- Patient dresses shall be issued to normal patients, gown for surgery patients
- Linen shall be changed immediately after the treatment of a patient.
- Windows and dividend curtains: for each ward, consultation rooms, investigation areas curtains has been identified and changed as and when necessary (every 2 weeks)
- Curtains in the infected patients’ room shall be changed at the time of discharge of the patient.
- Tailoring: if any minor damage is found in the patient dress, curtain, and patient Linen, the Tailor shall be stitching and mending the linen in CSSD, after it is washed in the laundry.

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Inventory Control Objectives

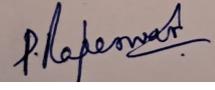
- Control on misuse, shortages and mix-ups
- Proper storage
- Regular stock checking
- Proper supervisions
- Inventory is done every month

Registers/Log Books Maintained:

- Log book
- Discard book
- Daily Dobi Book

8. GUIDELINES TO DEAL WITH INFECTED/SOILED LINEN AT THE HOSPITAL

- Infected or soiled laundry is washed separately by using 1% hypo solution. washed infected/soiled linen are dried manually in designated linen drying areas
- A laundry area is designated for handling all infected or soiled/fouled laundry
- Hand washing facilities are available for staff handling the soiled/fouled linen
- The Staff wears protective clothing when dealing with soiled/fouled laundry
- Laundry skips are used for transporting/handling soiled/fouled linen
- All staff dealing with laundry undergo compulsory training programs on the below mentioned topics:

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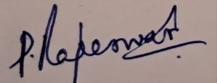
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- The types of laundry used & the storage protocols of the various laundry items
- Where it is reprocessed and by whom and necessary protocols
- Arrangements for infected laundry & the process involved
- Standard infection control precautions (including hand washing, the use of protective clothing and the need to be fully immunized against Hepatitis B)

9. POLICY REGARDING OUTSOURCED LAUNDRY SERVICE VISIT AND QUALITY CHECK

- 9.1.1.1. The Operational Quality assurance team inspects the outsourced laundry services facility & compiles the visit report as part of the quality check mechanism of the laundry services every 6 months
- 9.1.1.2. The quality check report of the laundry services will be handed over to the Hospital administrator & the outsourced service provider for initiating necessary corrective actions based on the visit report of the operational quality assurance team
- 9.1.1.3. A monthly quality check report is compiled based on the inputs obtained from departments obtaining services from the outsourced laundry service provider
- 9.1.1.4. A quarterly quality assessment of the outsourced services is carried out during the Quality Assurance Core Committee meeting for initiating necessary action on the services provided by the outsourced service provider

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