

Bed Space and Mattress Cleaning Policy

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REVIEW DATES AND DETAILS OF CHANGES MADE DURING THE REVIEW

New Policy

KEY WORDS

Mattress

Bed space

Cleaning

Foam

Dynamic

Bed

1 INTRODUCTION AND OVERVIEW

- 1.1 This document sets out the University Hospitals of Leicester (UHL) NHS Trusts Policy and Procedures for the cleaning and disinfection of bed spaces and mattresses
- 1.2 Cleaning and decontamination of mattresses between patients is an important step in preventing cross infection. Damaged mattresses can harbour microorganisms and have been associated with outbreaks of infection.
- 1.3 Foam mattresses have a relatively short life expectancy and its important to check them thoroughly between each patient to ensure that the mattress is providing enough support to patients.

2 POLICY SCOPE

- 2.1 This policy applies to all areas within UHL including any area outside the main three hospital sites.

3 DEFINITIONS AND ABBREVIATIONS

Hybrid Mattress – Mattress that provides the functions of traditional foam mattresses and more complex dynamic mattresses.

4 ROLES

4.1 Chief Nurse

- 4.1.1 The Chief Nurse in their Role as Director of Infetion Prevention is Executive lead for this policy

4.2 Senior Nurse Infection Prevention

- 4.2.1 Senior nurse infection prevention who is a member of the core patient surfaces management group will ensure that any equipment purchased that falls within the scope of this policy is compatible with the cleaning and disinfection methods.

4.3 Patient Surfaces Management Group Chair

- 4.3.1 The chair of the patient surfaces management group will ensure that an annual mattress audit will be carried out in accordance with contract with the service provider for beds and mattresses.

4.4 All Staff

- 4.4.1 All staff who are responsible for managing bed spaces between patients must adhere to the guidance in this policy.

5. POLICY IMPLEMENTATION AND ASSOCIATED DOCUMENTS

5.1 Equipment Required

- Disposable Cloths
- Chlorclean is the standard cleaning and disinfecting agent unless stated otherwise
- Disposable Gloves
- Disposable Apron

5.2 Bed Space and Foam Mattress Cleaning Method

- i. If a dynamic mattress other than Aria Flex or standard PRO Matt (Aria Pro, Duo, Primo PRO Matt Extra Wide, Dolphin e.t.c) is in situ deflate and use chlorclean to wipe outer cover then place into red mattress bag and inform Medstrom via i-Tracker that mattress needs collecting. Ensure pump and hose is cleaned with chlorclean.

- ii. Clean patient chair making sure the underside of the arms and wooden frame are cleaned. Remove seat base and invert to clean.
- iii. Switch off the bed at plug and remove from wall.
- iv. Wipe the handset if present with chlorclean.
- v. Adjust the bed to suitable height to clean.
- vi. Wipe the top of the foam mattress with chlorclean. Unzip mattress cover and check for any sign of fluid ingress or stains on the underside of the cover. If no staining or damage close zip and continue. If staining or damage present then mattress will need exchanging.
- vii. Check foam for bottoming out. Link hands to form a fist. Keep elbows straight lean forward and apply full body weight to mattress. Do this along the length of the mattress. Request new mattress if the base of the bed can be felt.
- viii. For a replacement foam mattress ring the Customer Service Centre on 17888. Portering service undertakes exchange. Ensure a mattress disposal form is completed (Appendix 1). Ensure mattress clean before use.
- ix. Wipe clean all sides of pillows and place on the clean chair.
- x. Wipe drip stand if applicable.
- xi. Raise up side rails and wipe all sides with chlorclean. Lower using the buttons.
- xii. Clean top and sides of foam mattress with chlorclean.
- xiii. Clean foot and head boards.
- xiv. Bend up bottom half of foam mattress and wipe underneath of mattress.
- xv. Clean bed base and remove sleep deck panels to clean frame underneath. Ensure panels are replaced securely.
- xvi. Pull out linen rack and clean.
- xvii. Lower foam mattress down once dry.
- xviii. Lift head end of foam mattress and clean underneath.
- xix. Clean base panel and remove sleep deck panels to clean frame underneath. Ensure panels are replaced securely.
- xx. Lower mattress down once dry.
- xxi. Wipe clean underside of bed frame and wheels.
- xxii. Extend bed and clean extensions
- xxiii. Finish by re-cleaning bed handset.
- xxiv. Plug in bed and switch on.

5.3 Aria Flex, Air Supply Unit (ASU) or PRO Matt and Bed Space Cleaning Method

- i. If an Air Supply Unit (ASU),(also referred as Blower Box/Pump)is in situ disconnect and use chlorclean to clean and disinfect. Return to store.
- ii. Clean patient chair making sure the underside of the arms and wooden frame are cleaned. Remove seat base and invert to clean.
- iii. Switch off the bed at plug and remove from wall.
- iv. Wipe the bed handset if present with chlorclean.
- v. Adjust the bed to suitable height to clean.
- vi. Wipe the top and sides of the Aria Flex or PRO Matt mattress with chlorclean.
- vii. Unzip mattress cover and check for any sign of fluid ingress, stains or damage. If no staining or damage close zip and continue.

- viii. If staining or damage present then mattress will need exchanging. Do not write on the mattress cover as these will be laundered and repaired.
- ix. Check the internal air cells and make sure all the plugs and hoses are still connected and not damaged.
- x. Check the cells to make sure they are correctly lined up. The D should be horizontal.
- xi. Check both sides of the mattress for valve connection and cell orientation then re zip cover
- xii. For a replacement aria flex or pro matt ring the Customer Service Centre on 17888. Portering service undertakes exchange. Ensure Mattress cleaned prior to use.
- xiii. Wipe clean all sides of pillows and place on the clean chair.
- xiv. Wipe drip stand if applicable.
- xv. Raise up side rails and wipe all sides with chlorclean. Lower using the buttons.
- xvi. Clean foot and head boards.
- xvii. Remove mattress from bed using the handles situated on each side of the mattress. This will require help from an additional person due to weight of aria flex mattress. Ensure the white manifold is kept upwards. **DO NOT Fold mattress in half as this can damage the internal air structures**
- xviii. Clean the base of the mattress then cot side.
- xix. Place mattress back on bed and clean side and base of mattress that has been on the floor.
- xx. Extend bed and clean underneath
- xxi. Clean bed base and remove sleep deck panels to clean frame underneath. Ensure panels are replaced securely.
- xxii. Pull out linen rack and clean.
- xxiii. Raise bed to maximum height and auto-contour. Wipe clean underside of bed and wheels.
- xxiv. Finish by recleaning handset.
- xxv. Plug in bed and switch on.

5.4 Bed-Side Table

- i. Clean table top with chlorclean.
- ii. Clean frame and tip the table to ensure underneath the legs are cleaned.

5.5 Locker

- i. Wipe all interior and exterior surfaces of the locker. Any drawers and lockable drug cupboards must be opened and cleaned.

5.6 Nurse Call, Oxygen and Suction Equipment

- i. The nurse call bell handset must be cleaned with chlorclean along with the oxygen and suction equipment at the back of the bed. Ensure they are all checked as part of the cleaning process.

5.7 Storage of Mattresses

5.7.1 If a foam, Aria Flex or PRO Matt mattress needs to be taken off the bed to make room for a dynamic mattress please follow the steps below.

- i. Carefully remove the mattress from the bed using the handles provided.
- ii. Use a trolley to move the mattress. Don't drag the mattress across the floor.
- iii. Don't store items on top of mattresses as they can cause damage to the mattress cover.

- iv. Aria Flex and PRO Matt mattresses must be stored flat and not on their sides. They must not be folded in half as this can damage the mattress
- v. Mattresses must be checked, cleaned and disinfected before removing to storage.
- vi. Place a 'I am clean' dated sticker inside the cover of the mattress and one on the outside.
- vii. Prior to reusing the mattress on a bed for a patient please ensure mattress is cleaned and disinfected

5.8 Damaged Mattresses

- i. Always replace damaged mattresses. This can be done by ringing Customer Service Centre on 17888 and asking for a replacement.
- ii. Foam mattresses will need an equipment disposal form filling in (Appendix 1)
- iii. Always check the replacement mattress and ensure it is cleaned with chlorclean before making up the bed with fresh linen.

6 EDUCATION AND TRAINING REQUIREMENTS

- 6.1 Cleaning and disinfection training is included in all clinical staff's mandatory training.
- 6.2 Care and Use of Beds and associated equipment is carried out during Trust Induction

7 PROCESS FOR MONITORING COMPLIANCE

- 7.1 Bed space including beds and mattress cleanliness is captured during environmental cleanliness audits.
- 7.2 Annual mattress audits as per patient surfaces contract are carried out in conjunction with the bed and mattress service provider

8 EQUALITY IMPACT ASSESSMENT

- 8.1 The Trust recognises the diversity of the local community it serves. Our aim therefore is to provide a safe environment free from discrimination and treat all individuals fairly with dignity and appropriately according to their needs.
- 8.2 As part of its development, this policy and its impact on equality have been reviewed and no detriment was identified.

9 SUPPORTING REFERENCES, EVIDENCE BASE AND RELATED POLICIES

Cleaning and Decontamination For Infection Prevention Policy B5/2006

Healthcare Environment Cleaning Policy B36/2010

10 PROCESS FOR VERSION CONTROL, DOCUMENT ARCHIVING AND REVIEW

The policy will be reviewed every three years or sooner if there are changes in national guidance. The updated version of the Policy will then be uploaded and available through INsite Documents and the Trust's externally-accessible Freedom of Information publication scheme. It will be archived through the Trust's PAGL system

POLICY MONITORING TABLE

Element to be monitored	Lead	Tool	Frequency	Reporting arrangements
Bed Space Cleaning	Domestic team Leader Matron for area	FM First Audit Tool	Weekly to Monthly depending on ward risk rating	Report to Trust Infection Prevention Operational Group
Mattress Audit	Patient Surfaces Contract Manager	Service Provider Audit Tool	Annually	Patient Surfaces Management Group

University Hospitals of Leicester 
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University Hospitals of Leicester NHS Trust	Form No: PSMC Equipment Disposal Dated: May 2014
Patient Surfaces Management Contract	Version 4.0
Authorisation for Equipment Disposal	Page 1 of 1

Type of Equipment:

Manufacturer:

Model:

Serial Number:.....

Asset Number/Bar Code:

SR Number:

Ward: Site:

Name & Signature: Date:

Approved: Date:
 (Contract Manager)

Authorisation for Disposal from:
 CMG Manager/ Department / Ward Controlling Equipment

Signature: Date:

Further Comments / Information