Commode and commode pan Audit Tool for Care Homes

In order to comply with the *Health and Social Care Act 2008: Code of Practice on the prevention and control of infections and related guidance,* equipment that comes into contact with the resident, e.g. commodes, must be decontaminated appropriately between use and use by another resident. There should be a designated lead person for the safe management of care equipment who ensures standards of cleanliness are maintained.

Action	
	• Staff should carry out weekly audits using this audit tool to assess the standard of cleanliness of commodes and commode pans.
	• We would recommend that there is documented evidence that stored commodes have been decontaminated and are within one month of the date when it was cleaned, e.g. 'I am clean' indicator tape.
	• In the event of non-compliance, action plans should be produced and reviewed regularly.
	• Completed audit tools should be kept locally for good practice assurance and as evidence for CQC inspections.

Safe management of care equipment should be undertaken in accordance with the organisation's Infection Prevention and Control Policy.

Manual decontamination procedure

- Each commode and seat cushion should be identified with a corresponding number.

- The commode must be appropriately and thoroughly decontaminated after each use (regardless of whether there is visible contamination or not).

- When cleaning a commode, work from clean to dirty, from top to bottom, wiping in a 'S' shaped pattern, taking care not to go over the same area twice.

Cleaning and disinfecting

- Appropriate personal protection equipment (PPE) must be worn.

- It is essential that the commode and, if a bedpan washer disinfector is not available, the pan is manually cleaned and disinfected thoroughly after each use.

- Clean using a pH neutral detergent and warm water with disposable cleaning cloths or detergent wipes, and dried using paper towels.

- Then disinfect with a chlorine-based disinfectant at **1,000 parts per million** (ppm), e.g. Milton at a dilution of 1 in 20, e.g. 50 mls Milton in 1 litre of cold water. If contaminated with blood/blood stained body fluids, first disinfect with a chlorine-based disinfectant at **10,000 ppm**, e.g. Milton at a dilution of 1 in 2, e.g. 100 mls Milton in 200 mls of cold water, followed by a detergent wipe or pH neutral detergent and warm water and dried using paper towels.

Question		Yes	No	N/A	Comments
1.	Detergent wipes or pH neutral detergent and warm water, disposable cloth and paper towels, are available for the cleaning of commodes and pans.				
2.	An appropriate chlorine-based disinfectant is available, e.g. Milton, for the disinfection of commodes and pans.				
3.	A fresh solution of the chlorine-based disinfectant is made up every 24 hours and marked with the date and time of preparation.				
4.	Commodes and pans are decontaminated in a designated area or away from clean items of equipment.				
5.	Hands are washed with liquid soap and warm running water before and after decontaminating commodes and pans.				
6.	Disposable gloves and apron (and facial protection if a risk of splashing) are worn when decontaminating commodes and pans.				
7.	If no washer disinfector available, staff can demonstrate the correct procedure for manually cleaning and disinfecting a commode pan, refer to Resource No 3.6.				
8.	Staff can demonstrate the correct procedure for cleaning and disinfecting a commode, refer to Resource No 3.5.				
9.	Stored commodes have indicator tape, signed and dated and are within one month of the date written when last decontaminated.				
10.	Commode and commode pans are visibly clean, including underneath surfaces (select a minimum of 5 commodes and pans – use table below).				

	Commode No	Location	Pass	Fail
1.				
2.				
3.				
4.				
5.				

Audit completed by	
Job title	
Premises audited	
Date	