

## Commode and commode pan compliance: Monthly 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 monthly 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 they were decontaminated, 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 disinfectant is not available, the emptied pan, are manually cleaned and disinfected thoroughly after each use using a bucket or sink designated for cleaning commodes or bed pans.
- Clean using disposable detergent wipes and dispose of after each use, or use general purpose neutral detergent and warm water with disposable cleaning cloths. Leave to air dry or dry with paper towels. Then disinfect with an appropriate disinfectant, e.g. chlorine releasing tablets, such as Haztabs, Actichlor, or a chlorine-based disinfectant at **1,000 parts per million (ppm)**, or equivalent product as per manufacturer's instructions. Alternatively, use a '2 in 1' product, which contains both a detergent and a disinfectant, e.g. Chlor-Clean or Actichlor Plus tablets, Clinell Universal Wipes.
- If contaminated with blood/blood stained body fluids, first disinfect with a chlorine-based disinfectant at **10,000 ppm** or equivalent product as per manufacturer's instructions, followed by a detergent wipe or general purpose neutral detergent and warm water.

Question	Yes	No	N/A	Comments
1. Detergent wipes or general purpose neutral detergent and warm water, disposable cloths and paper towels, are available for the cleaning of commodes and pans.				
2. An appropriate disinfectant is available, e.g. chlorine releasing tablets, such as Haztabs, Actichlor, or equivalent product. Alternatively, a '2 in 1' product, which contains both a detergent and a disinfectant, e.g. Chlor-Clean or Actichlor Plus tablets, Clinell Universal Wipes, is available.				
3. A fresh solution of disinfectant is made up every 24 hours and marked with the date and time of preparation.				
4. Commodes and pans are decontaminated using a designated bucket or sink 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 apron and gloves (and facial protection if a risk of splashing) are worn when decontaminating commodes and pans.				
7. If no washer disinfectant available, staff can demonstrate the correct procedure for manually cleaning and disinfecting a commode pan, refer to 'Cleaning a commode pan or bed pan manually for Care Home settings' Poster.				
8. Staff can demonstrate the correct procedure for cleaning and disinfecting a commode, refer to 'Cleaning and disinfecting a commode for Care Home settings' Poster.				
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 and undamaged, e.g. not stained, scratched, rusted, including underneath surfaces (select a minimum of 5 commodes and pans – use table below).				

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

<b>Audit completed by</b>	
<b>Job title</b>	
<b>Premises audited</b>	
<b>Date</b>	