**Infection Prevention & Control**

**Standard Operating Procedure for Washing Theatre Hats**

**Purpose**

Theatre staff who wear cloth theatre hats will be responsible for cleaning and maintaining their hats. They can either be washed at home or in the Medical Equipment Library (MEL) as outlines in this Standard Operating Procedure (SOP). When issued with hats staff will be issued with a copy of this SOP which they must sign with their Line Manager to record that they understand the washing instructions

**Wearing of reusable theatre hats.**

1. A clean hat will be worn each day.
2. Should a hat become contaminated with bodily fluids the hat will be removed from use until washed.
3. Should there be no additional reusable hats available then a single use hat may be worn for the remainder of the day.
4. At the end of the day hats should be put into the bag for transport to MEL or into a bag for transport home for washing.
5. Hats taken to MEL will be returned to the changing rooms from which they were collected for wearing on the next day.

**Washing hats via the Medical Equipment Library**

1. Each set of theatres is equipped with a named and colour coded bag in each changing room for return to the Medical Equipment Library each day.
2. Porters will take the bag down to the MEL by 6am each morning to the designated drop off cage and collect the cleaned hats for their theatre (in named, coloured bags) for return.
3. MEL will wash the caps at a minimum of 60⁰C for a minimum of 10 minutes (as per Department of Health requirements) as the first wash of the morning and dry the hats. These will be kept in the bags during washing.
4. Bags will then be dried and put into the return cage.

**Washing hats at home**

1. Hats may be washed at home provided they are washed at 60⁰C for a minimum of 10 minutes with normal washing detergent.
2. When issued with hats staff will be issued with a copy of this SOP which they must sign with their Line Manager to record that they understand the washing instructions

**Patients with infections**

1. Following a patient with an infection, hats must be removed and washed before reuse

**Monitoring and assurance**

1. This process will be monitored by the following:
	1. Inclusion in the monthly Theatre Environmental audit conducted by the Theatre Managers
	2. Inclusion in the monthly IPC audit of a patient journey through theatre
	3. Ad hoc checks by Theatre Matrons, Theatre Managers and IPC Nurses when in Theatres
	4. Any non-compliances with this SOP will be escalated to Infection Prevention Operational Group
2. If staff are found to be non-compliant with this SOP by wearing a dirty or visibly contaminated theatre hat, the following escalation process will be followed:
	1. 1st time: staff are verbally reminded of this SOP and why hats must be clean
	2. 2nd time: staff are sent a letter of expectation from their Line Manager
	3. 3rd time: staff member stops having cloth cap privilege

**Theatre staff confirmation**

* I confirm that I have read the above procedure and understand that my cloth theatre hats are my responsibility to wash and maintain.
* I confirm that I understand how to wash my theatre hats.
* I confirm that I understand the process if I am found to be wearing a dirty or visibly contaminated hat.

PRINT NAME:……………………………… Signature:………………………………

Job role:…………………………………….. Theatre:………………………………..

Date:…………………………………………

**Theatre Manager**

PRINT NAME……………………………… Signature:………………………………

*SOP written by IPC Team, Energy & Sustainability Manager & Matron for Theatres, V1, July 2019.*