

# SOP16

## Standard Operating Procedure (SOP) for Mattress and Cushion Care

### 1.0 Procedure Statement (Purpose / Objectives of the Procedure)

This SOP is intended for all Royal Wolverhampton NHS Trust (RWT) staff who provide clinical care for patients or have responsibility for storage, movement, disposal and care of Trust mattresses and cushions. The term mattress applies to bed and trolley mattresses.

The control and prevention of Healthcare Associated Infections (HCAIs) is a priority at RWT and the NHS. Mattresses and covers can become contaminated with microorganisms that can cause HCAIs. Once damaged, the cover may allow fluid to ingress into the mattress material which will then render the mattress no longer fit for purpose. The outer integrity must be checked during audit.

### 2.0 Accountabilities

Tissue Viability Team

- Reinforce details in the SOP during clinical updates
- Provide guidance for clinical use of the mattresses

Infection Prevention Team

- Provide specialist advice for cleaning and decontamination
- Reinforce details in the SOP during clinical updates

CERL Staff

- Check mattresses are labelled appropriately when returned from wards and report via Datix if not
- Ensure mattresses are checked for strikethrough prior to repair/storage

Bed Cleaning Team

- Ensure all team staff follow the detail in the SOP and are aware how to check mattresses

Portering Staff

- Ensure mattresses are stored correctly
- Facilitate requests for delivery and collection of mattresses
- Facilitate disposal of condemned mattresses

Matrons, Senior Sisters, Charge Nurses, Department Managers

- Facilitate and check mattress audits monthly
- Ensure all staff are aware how to check mattresses
- To discuss the mattress audit results at least monthly and escalate any concerns

Ward/Department staff

- Complete mattress and cushion checks in between patients
- Ensure that any mattress cushion being transferred to CERL is decontaminated and labelled appropriately as per Trust policy [HS11, Management of Medical Devices Policy](#).

### 3.0 Procedure/Guidelines Detail / Actions

#### 3.1 Mattress/Cushion inspection

All mattresses and cushions must be inspected on the agreed date every week using the following criteria and recorded on Health Assure

Check the outer cover for signs of damage, including:

- Any discontinuity which would allow spillages to seep through to the foam e.g., needle stick punctures, tears at the corners etc.
- Excessive staining
- Damage to zips
- Splits to seams
- Check the cover is the right size for the mattress/cushion

Open/Remove the outer cover to check if the foam is:

- Wet or stained
- Malodorous
- Deformed or collapsed

The results of this assessment will determine the action of the staff. It may be possible to replace just the cover if the foam is unaffected. The whole mattress/cushion will need to be condemned if there is any evidence of staining on the inner foam.

#### 3.2 Condemned mattresses/cushions

All mattresses/cushions that are not considered good during the audit must be checked prior to replacement by the nurse in charge. Once checked, the mattress must be decontaminated and a completed condemned sticker ([HS11 Appendix 15](#)) and completed decontamination sticker ([HS11 Appendix 9](#)) must be added to the mattress/cushion.

Devices for condemnation should be sent to CERL and jobs raised on the Medical Devices Helpdesk

#### 3.3 Ordering/Storage

If a ward/department requires a mattress they should contact the porters via the Teletracking system to request a delivery or collection.

When requiring a mattress to be collected by the porters, the mattress needs to be cleaned with universal wipes and a completed decontamination sticker applied ([HS11 Appendix 9](#)). The porter will not take the mattress if this sticker

is not in place.

Cushions should be stored on the ward, bagged and in the linen cupboard.

### 3.4 Cleaning of mattresses/cushions

Mattresses/cushions must be decontaminated as per Trust as per [HS11 Management of Medical Devices Policy](#) and cleaning standards.

### 3.5 Audit

All mattresses/cushions must be audited weekly on a designated day and information recorded on electronically on Bantam for inpatient ward areas. Compliance data is reported to the Environment Group and IPCG monthly. Spot check audits will be completed by the Infection Prevention team following outbreaks.

In addition, each bed must be checked between each patient, this also includes the cushion.

A question is also included in the Environment audit tool on an electronic audit application which is completed monthly in all areas.

### 4.0 Equipment required

None

### 5.0 Training

All staff will be shown how to clean a mattress and cushion using a universal wipe. Company representatives visit the Trust to train the trainers periodically. The Infection Prevention Team are also available for advice.

### 6.0 Financial Risk Assessment

1	Does the implementation of this document require any additional Capital resources	No
2	Does the implementation of this document require additional revenue resources	No
3	Does the implementation of this document require additional manpower	No
4	Does the implementation of this document release any manpower costs through a change in practice	No
5	Are there additional staff training costs associated with implementing this document which cannot be delivered through current training programs or allocated training times for staff.	No
	Other comments	

## 7.0 Equality Impact Assessment

An initial equality analysis has been carried out and it indicates that there is no likely adverse impact in relation to Personal Protected Characteristics as defined by the Equality Act 2010.

## 8.0 Maintenance

The document will be updated by the Infection Prevention Team in collaboration with Hotel Services and Medical Devices Group Chair and presented at Environment Group and Medical Devices Group.

## 9.0 Communication and Training

This SOP will be communicated through Trust Brief. The company who supplies the wipes will visit the Trust at least annually to update staff on how to clean mattresses and cushions.

## 10.0 Audit Process

Each inpatient area will complete a mattress/cushion audit on a weekly basis.

Criterion	Lead	Monitoring method	Frequency	Evaluation
Audit compliance scores of condemned mattresses and cushions	Matron	All accessible mattresses/cushions are reviewed	Wards complete weekly Report is monthly	Environment Group IPCG
Monitoring incidents raised regarding mattresses	Matron	A dashboard will be generated	Monthly	Environment Group IPCG

**Part A - Document Control**

Procedure/ Guidelines number and version:  SOP16  Version 2.0	<b>Title of Procedure/Guidelines</b> Mattress and Cushion Care SOP	<b>Status:</b>  Final		<b>Author: Senior Matron Infection Prevention</b>  <b>For Trust-wide Procedures and Guidelines Chief Officer Sponsor: Chief Nursing Officer</b>
Version / Amendment History	Version	Date	Author	Reason
	1.0	Sept 2021	Senior Matron Infection Prevention	New SOP
	2.0	Nov 2024	Matron Infection Prevention	3-year review
<b>Intended Recipients:</b> All RWT clinical staff				
<b>Consultation Group / Role Titles and Date:</b> Environment Group, IPCG.				
<b>Name and date of group where reviewed</b>		Environment Group & IPCG		
<b>Name and date of final approval committee (if trust-wide document)/ Directorate or other locally approved committee (if local document)</b>		Trust Policy Group – March 2025		
<b>Date of Procedure/Guidelines issue</b>		March 2025		
<b>Review Date and Frequency</b> (standard review frequency is 3 yearly unless otherwise indicated – see section 3.8.1 of Attachment 1)		3 Yearly – March 2028		

<b>Training and Dissemination:</b> This document will be sent out in Trust Brief and discussed at Senior Nurses and Matrons Group.	
<b>Publishing Requirements: Can this document be published on the Trust's public page:</b>	
<b>Yes</b> If yes you must ensure that you have read and have fully considered it meets the requirements outlined in sections 1.9, 3.7 and 3.9 of <a href="#">OP01, Governance of Trust-wide Strategy/Policy/Procedure/Guidelines and Local Procedure and Guidelines</a> , as well as considering any redactions that will be required prior to publication.	
<b>To be read in conjunction with:</b> HS11, Management of Medical Devices Policy	
<b>Initial Equality Impact Assessment: Completed Yes assessment (as required): Completed Yes.</b> If you require this document in an alternative format e.g., larger print please contact Policy Administrator 85887 for Trust- wide documents or your line manager or Divisional Management office for Local documents.	
<b>Contact for Review</b>	Senior Matron Infection Prevention
<b>Monitoring arrangements</b>	Mattress audit results will be presented at Environment Group and Infection Prevention and Control Group
<b>Document summary/key issues covered.</b> This SOP is intended for all Royal Wolverhampton NHS Trust (RWT) staff who provide clinical care for patients or have responsibility for storage, movement, disposal and care of Trust mattresses and cushions. The term mattress applies to bed and trolley mattresses.	
<b>Key words for intranet searching purposes</b>	Mattress/ Cushion

# Mattress and Chair Cushion Cleaning & Inspection:

## Chair Cushion Clean & Check



**1** Using disinfectant / universal wipes, clean the chair cushion on both top and bottom and sides. If suspected or confirmed infection clean using chlorine based wipes.



**2** Allow to air dry.



**3** Unzip the cushion.



**4** Check the foam inside for any staining and the inside of the cushion cover.





**5** If the foam cushion is stained this must be removed from use and disposed of, If the foam cushion or cover is stained or damaged this must be removed from use and disposed of.


# Mattress and Chair Cushion Cleaning & Inspection:


## Mattress Clean & Check


**1**  Using disinfectant / universal wipes clean the mattress on both top and bottom and sides, if suspected or confirmed infection, clean using chlorine based wipes.

**2**  Inspect the cover for any tears. Unzip the mattress, to reveal the inside of the cover and the foam inside.

**3**  Check the foam and the inside cover for any staining or pin prick holes.

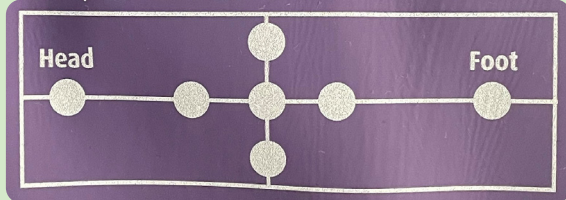
**4**  If no holes are visible, line underneath the mattress cover with a few sheets of paper.

**5**  Using wipes, wash the outside of the mattress cover.

**6**  Remove the paper towels from under the mattress cover and check if they are dry. If they are wet there is a break in the structure of the mattress cover putting the patients at risk of cross infection.

**7** **Performing the Mount Vernon Test**

1. Test if the mattress / cushion has bottomed out. The top of the mattress must be level with your hip bone. The mattress cover should be left on
2. Stand at the side of the bed
3. Link your fingers on both hands together to form a fist, keep elbows straight, lean forward and test the mattress at the 7 points indicated. Can be completed using 1 hand making a fist as well
4. If the bed base or chair can be felt then the mattress has bottomed out. Remove the mattress from use immediately
5. If chair has integrated pressure relief complete the same check as stated above.



The diagram shows a top-down view of a mattress cover with a horizontal line representing the top surface. Seven circular points are marked along this line: one at the 'Head' end, one at the 'Foot' end, and five in between. A vertical line of three points is also shown in the center, extending from the top surface down to the bottom edge of the cover, representing the points where the test is performed.