

Category: 7000 PERSONNEL	Policy Number: 7460
Policy Title: Safety Precautions for Exposure to Blood and Other Infectious Materials	Effective Date: June 14, 2005

Because school personnel and students may come in contact with blood or other body fluids, the district will institute routine precautions for the prevention of infections and diseases from blood-borne or other potentially infectious pathogens and will establish procedures for employee and student safety if exposed.

The school environment will be maintained in a clean and sanitary condition. The safety and well being of the students and district employees must be the first consideration.

- Reference: Policy 5245, "Safety and Safety Inspections"
 Policy 6422 "Health Education-Health/Wellness/HIV/Aids/Sex Education"
 Policy 6470, "Musical Instruments and Equipment"
 Policy 8410, "Accident or Illness and Emergency Care"
 Policy 8442 "AIDS"
 Policy 8445, "Communicable Diseases & Life-Threatening Illnesses"

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Because school personnel and students may come in contact with blood or other body fluids, the district has instituted the following routine precautions for the prevention of infections and diseases from blood-borne or other potentially infectious pathogens.

- Teachers, administrators, and other school employees, including school secretaries, maintenance personnel, bus drivers, lunch room staff, and coaches will be trained in the proper procedures for handling situations where they may be exposed to blood or other infectious materials.
- Protective gloves, first aid kits and “mess” kits will be provided and shall be kept in the school offices, janitor closets, lunch rooms, coaches offices, and on every bus. Replace gloves as soon as feasible when they are contaminated, torn, punctured, or when their ability to function as a barrier is compromised.
- Open wounds should be bandaged and gloves worn when handling contaminated material or before performing any first aid procedure where someone might be exposed to blood or other infectious materials.

The safety and well being of all students and district employees must be the first consideration.

- The following personnel are especially vulnerable to exposure because of the nature of their job:
- Special Education personnel involved with health care procedures, feeding students, interaction which results in student spitting at, biting, or bleeding on an employee; toileting or diaper changing.
- Athletic coaches, PE teachers, Ag teachers, Home Ec teachers, bus drivers, custodial and maintenance personnel, and teachers on playground duty.

If an employee or student is exposed, the following procedures should be followed:

- Employees will report all first-aid incidents involving the presence of blood or other potentially infectious materials to their immediate supervisor or to the office staff as soon as possible.
- Protective gloves should be readily available and used in the event an injury occurs with bleeding that requires intervention. A mask or protective eye wear or face shield should be worn if there is the potential to cause a splash of blood/body fluids to the face.
- Hands and other skin surfaces should be washed immediately and thoroughly if contaminated with blood or other body fluids. Hands should be washed immediately after gloves are removed.
- When an employee reports an exposure incident, he/she will immediately be offered a confidential medical evaluation and follow-up including the following: Documentation of the route(s) of exposure and the circumstance under which the exposure incident occurred; Identification and documentation of the source individual unless identification is infeasible.
- If the infectivity status of the source individual is unknown, the individual’s blood will be tested as soon as possible after consent is obtained. If the source individual’s blood is available, and the individual’s consent is not required by law, the blood shall be tested and the results documented. The exposed employee will be informed of the results of the source individual’s testing.

The school environment will be maintained in a clean and sanitary condition.

- Contaminated waste is defined as waste that has the presence or reasonably anticipated presence of blood or other potentially infectious materials. While the more common forms of waste encountered in schools are unregulated, these wastes are still considered contaminated. Examples of contaminated materials include the following: sanitary napkins, diapers, disposable gloves (not saturated with blood), bandages (not saturated with blood), and vomit. Contaminated waste should be handled with care but is not generally regulated and can be disposed of in the normal garbage collections. Any of these materials may be contaminated with bodily fluids and should always be disposed of in leak-proof plastic bags that are securely sealed (consider double bagging).
- Custodians receive specific training on proper chemicals and procedures to use in cleaning procedures. If a custodian is not available, all employees are responsible for ensuring that equipment or surfaces are cleaned with a disinfectant (freshly prepared 1:10 dilution of household bleach, if appropriate, immediately following contamination. Gloves should be worn during cleaning and disinfecting procedures. Equipment should be dried with a towel and time should be allowed to permit it to air dry fully before resuming activities on it.
- Employees shall clean up broken glass that may be contaminated using mechanical means such as brush and dustpan, tongs, or forceps. While gloves should be worn during the cleaning process, DO NOT pick up glass or sharp objects directly with the hands or risk piercing the gloves.

