

# Blood Borne Pathogen Administrative Procedures

## Overview:

The District maintains a Blood Borne Pathogen Exposure Control Plan. The District houses the current plan and related forms on the District website on the staff links page.

## Immediate Action for exposure to potentially infectious bodily fluids:

An occupational exposure incident means a specific eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious materials that results from the performance of an employee's duties.

1. Immediately clean any exposed body areas with soap and water or flush mucous membrane with water.
2. Contact the school nurse for assistance to complete an Occupational Exposure Incident Report and arrange medical evaluation. Contact the school nurse for student exposures.

## Universal Precautions

**Universal precautions** are to be utilized continuously at all district facilities in order to prevent contact with blood or other potentially infectious materials as well as urine, stool, vomit and saliva. All blood or other potentially infectious materials are considered infectious regardless of the perceived status of the source individual. Implementation of universal precautions means contact with any other person's bodily fluids is avoided whenever possible and when not possible, work practice controls are used such as the use of personal protective equipment.

## Work Practice Controls

Engineering and work practice controls will be utilized to eliminate or minimize exposure to employees at all district facilities. Where occupational exposure remains after institution of these controls, personal protective equipment shall be utilized.

All staff shall routinely observe the following work practice controls/universal precautions to prevent and reduce the spread of infectious disease.

1. Whenever first aid involving bodily fluids is administered, those employees who have been assigned first aid responsibilities, have had blood borne pathogen training and have had Hepatitis B vaccine should be utilized first when possible. This would include elementary and some high school secretaries, elementary principals, High School athletic trainers, health assistants and school nurses.
2. Wear disposable gloves whenever you expect to come into direct contact with blood, other body fluids containing blood, or contaminated items and surfaces. This applies to incidents including, but not limited to, caring for nosebleeds or cuts, cleaning up spills, or handling clothing soiled by blood or body fluids containing blood. Use gloves when direct contact with saliva is expected while

feeding students. Do not reuse gloves. After each use, remove gloves without touching outside and dispose of them in a line waste container. After removing gloves, wash hands thoroughly with soap and water as described below.

3. Wear disposable gloves when conducting a search of student belongings.
4. Wash your hands and any other contacted skin surfaces thoroughly for 15 to 30 seconds with dispensable soap and warm running water, rinse under running water, and thoroughly dry with disposable paper towels;
  - Immediately after any accidental contact with blood, body fluids, or drainage from wound, or with soiled garments, objects or surfaces.
  - Immediately after removing gloves or other protective equipment or clothing.
  - Before assisting others with eating and drinking as well as eating or drinking yourself.
  - Before handling food, cleaning utensils or kitchen equipment.
  - Before and after diapering and assisting with toileting as well as toileting yourself.
5. When running water is not available, use antiseptic hand cleanser and clean towels or antiseptic towelettes, and use soap and running water as soon as feasible.
6. Clean surfaces and equipment contaminated with blood with soap and water. Disinfect promptly with a fresh solution of household bleach (ten parts water to one part bleach) or other disinfectant. While cleaning, wear disposable gloves and use disposable towels whenever possible. Rinse mops or other reusable items in the disinfectant and dry thoroughly.
7. Properly dispose of contaminated materials.
  - Discard materials contaminated with blood or other potentially infectious materials that is not at risk of leakage (i.e. not large liquid quantities) in a garbage container lined with a disposable plastic bag with ordinary trash.
  - Do not segregate and accumulate a quantity of contaminated materials for later disposal.
  - Where large quantities of blood are generated, there will likely be assistance from professional emergency personnel who are trained in proper handling and disposal of contaminated materials. Red biohazard bags are utilized in these instances and are never disposed of with the ordinary trash.
  - Dispose of medical sharps, such as syringes, hypodermic needles or other potentially infectious objects that are capable of penetrating the skin in labeled sharps containers.
  - Notify custodians of broken glass for proper disposal in resistant containers.
  - Notify custodians of spilled liquid body spills such as vomit for proper removal (solidifier) and decontamination.
8. Do not care for others' injuries if you have any bleeding or oozing wounds or skin conditions yourself.
9. Use a barrier device, facemask, resuscitation bag or other ventilation device whenever possible if providing mouth-to-mouth ventilation (CPR).

10. Immediately report any first aid administration or other incident that involved direct contact with blood to the school nurse if you are not normally assigned first aid duties and therefore have not previously been trained in blood borne pathogens and offered pre-exposure hepatitis B vaccine.

## Personal protective equipment

- Wear gloves when it is reasonably anticipated that you will have hand contact with blood or with other potentially infectious materials.
- Disposable gloves for general staff use are not to be washed or decontaminated for re-use and are to be replaced as soon as practical when they become contaminated or as soon as feasible--- they are torn, punctured, or when their ability to function as a barrier is compromised.
- Discard disposable gloves and any cleansing materials, used when rendering first aid in a lined trash container that is disposed of daily.
- Use disposable thermometer sheath covers or disposable thermometers and discard these in the same manner as disposable gloves when taking a student's temperature. If using a temporal artery-scanning thermometer, clean with rubbing alcohol between uses.
- All personal protective equipment (PPE) used in this district will be provided without cost to employees.
- Obtain gloves from the warehouse. All "health rooms" must have gloves readily available. Staff are encouraged to keep a small quantity of gloves in their work area.
- A supply of additional and more extensive PPE is maintained in the "health room".
- CPR facemasks are located with each building AED.
- Medical sharps containers are available from and maintained by the school nurse.

## Housekeeping/custodial

- The supervisor of each worksite shall ensure that the worksite is maintained in a clean and sanitary condition.
- All equipment, environmental, and working surfaces shall be cleaned and decontaminated after contact with blood or other potentially infectious materials.
- Contaminated work surfaces shall be decontaminated with an appropriate disinfectant.
- All receptacles intended for reuse, which have been contaminated, shall be inspected and decontaminated on a regularly scheduled basis.
- Broken glass, which may be contaminated, should be handled using a brush and dustpan, tongs or forceps.
- Custodial staff maintain and order appropriate PPE for their use.
- Empty smaller lined garbage cans by either removing and placing bag into the larger lined garbage receptacle or empty contents from smaller can into larger receptacle. In either case, do not reach into garbage can with or without gloves to retrieve garbage and do not "squeeze" plastic liner to remove excess air.

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