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| Book | Policy Manual |
| Section | 5000 Series - Personnel |
| Title | Prevention of Disease Transmission Procedure |
| Code | 5610P (replaces 422) |
| Status | Policy Committee Review |

SECTION 1. PURPOSE

1.1 The intent of this policy is to protect the health of Caldwell School District employees and students by implementing standard precautions and preventive measures necessary to help control the spread of blood borne pathogens.

SECTION 2. EDUCATION

2.1 In-services and/or informational handouts will be provided to employees by the nursing staff on an annual basis. Standard precautions will be addressed and will include such measures as hand washing, the use of personal protective equipment, and the handling, cleaning and disposal of infectious material to help control the spread of illness and diseases in the school. Handouts will include information regarding the hazards of contact with blood and body fluids on the job, protection and prevention of disease transmission, and fact sheets on Hepatitis A, Hepatitis B, Hepatitis C, Hepatitis B Vaccine and HIV/AIDS.

SECTION 3. UNIVERSAL PRECAUTIONS PROTECTION KITS

3.1 Individual kits will be available to all employees. These kits will contain disposable gloves, sterile gauze pads, Band-Aids, antiseptic skin wipes, surface disinfectant wipes, and a refuse bag. Replacement items can be obtained from the building nurse.

SECTION 4. SCHOOL SAFETY KITS

4.1 The building nurse will maintain safety kits in every elementary school. These kits will be available to staff for recess duty and field trips. The kits will contain antiseptic skin wipes, band- aids, a compress dressing, disposable gloves, and a refuse bag.

SECTION 5. VACCINATION OF EMPLOYEES

5.1 Employees whose primary job description is that of administering first-aid and/or providing health care, or employees who have an increased occupational exposure to blood borne pathogens as a result of job related activities are considered to be at high risk for potential exposure to pathogens. These employees include, but are not limited to, nurses, building custodial staff (day shift), athletic trainers, and those employees who may be subjected to an increased incidence of biting, drooling, diapering, etc. Employees shall sign a form acknowledging they have received information regarding Hepatitis B and were educated on the process of accessing the immunization series.

SECTION 6. PRECAUTIONS AGAINST CONTACT WITH BODILY FLUIDS

6.1 All District employees and volunteers will take all reasonable precautions to avoid direct contact with blood, blood products, or other infectious bodily fluids of any person.

6.2 Whenever District employees or volunteers are required to assist ill or injured persons, the following procedures must be followed to minimize direct contact with blood or bodily fluids:

- 6.2.1** Appropriate barrier precautions will be used when contact with blood or other bodily fluids is anticipated. Gloves will be worn whenever blood and bodily fluids, mucous membranes, or non-intact skin must be touched. Gloves will also be worn when handling items or surfaces soiled with blood or bodily fluids. Gloves are for a single use and then shall be discarded consistent with universal precautions.
- 6.2.2** Hand and other skin surfaces will be washed with soap and water immediately and thoroughly whenever contaminated with blood or other bodily fluids.
- 6.2.3** Extra precautions will be taken to prevent injuries caused by needles or other sharp instruments or devices and for disposal of such items.
- 6.2.4** Soiled clothing, uniforms, and linen will be handled as little as possible so as to prevent microbial contamination of air and other persons. Contaminated clothing and cloth materials will be washed separately using hot water and detergent. Dry cleaning will also inactivate known pathogens.
- 6.2.5** Surfaces that are contaminated with blood and/or bodily fluids will be decontaminated by the building custodian with appropriate products made for this purpose. Care should be taken to avoid contaminating the solution or the container of the solution. Sufficient contact time (three (3) to five (5) minutes) should be allowed to ensure surfaces are adequately disinfected.

SECTION 7. POST EXPOSURE INCIDENT PROTOCOL

7.1 An exposure incident is an incident that results from the performance of an employee's duties in which there is specific contact with the eye, mouth, other mucous membrane, non-intact skin, or parental contact with blood or other potentially infectious materials. Employees shall report all such exposure incidents to the building principal or nurse and an accident form will be completed immediately following resolution of the incident. Following an accidental blood exposure, the Caldwell School District will immediately make available a confidential medical evaluation and follow-up, including prophylaxis, upon the employee's consent. Centers for Disease Control (CDC) recommendations regarding such exposure shall be followed.

5610P Exhibit A - Infection Control and Universal Precautions Waiver and Hold Harmless Agreement

 [5610P Exhibit A - Waiver and Hold Harmless Agreement.pdf \(99 KB\)](#)