Section 1. Purpose

1.1 The purpose of this administrative procedure is to set forth the guidelines for infection control and the treatment of bodily fluids to prevent the spread of bloodborne pathogens.

Section 2. Provisions

2.1 General Information:

Many individuals with infectious diseases are asymptomatic and may not know they are infected, therefore; ALL blood and body fluids of both students and staff are considered to be potentially infectious. In schools, the main concern for HIV is in regard to areas and materials contaminated with blood. HAND WASHING IS THE SINGLE MOST EFFECTIVE MEANS OF PREVENTING THE SPREAD OF INFECTION.

2.2 Hand washing guidelines:

- Remove all jewelry.
- Wet hands with running water and apply soap.
- With a circular motion, wash all skin surfaces and around and under fingernails, using friction for at least 10 - 30 seconds.
- Rinse hands well with running water.
- Dry hands well with paper towels and turn off faucet with paper towel.
- Dry and broken skin is a potential portal of entry for infectious pathogens. Use hand lotion to prevent cracked and irritated skin.

2.3 Hand washing should occur:

- After any person-to-person contact.
- Before, during, and after food preparation.
- Before and after eating.
- After any contact with any bodily secretion.
- After toileting.

2.4 To prevent contact with blood or other body fluids, gloves must be worn when:

- Caring for any illness or injury where blood or body fluids are involved, such as nose bleeds, wounds involving a break in the skin, skin lesions, incontinence of bowel or bladder, etc.
- Handling items soiled with blood or body fluids.
- Cleaning an environment contaminated with blood or body fluids.
- If gloves are torn or otherwise impaired, remove immediately by pulling from wrist and turning inside out. Deposit in covered receptacle; wash hands and re-glove.
2.5 **Additional guidelines for avoiding contact with blood or body fluids:**

- Instruct the student or staff member to wash their own injury.
- If an injury requires that pressure be applied to control bleeding, have the injured person apply the pressure whenever possible or until you have time to put on gloves.
- Feminine hygiene products should be disposed in plastic lined waste cans.
- Gloves and all other items soiled with blood or body fluids are to be deposited in the covered receptacle in the health room.
- All needles and sharp instruments should be disposed in puncture-resistant container which are kept in the health room. Do not recap needles or break needles by hand.

2.6 **Guidelines for cleaning contaminated areas, surfaces, and rugs:**

- Wear gloves when cleaning contaminated areas.
- Disinfect surface using an acceptable solution for cleaning contaminated areas and surfaces such as 1:10 (1000 parts per million) solution of household bleach (prepared fresh daily as needed) or hospital grade disinfectant with an EPA label claim against various non-enveloped viruses.
- If the surface is grossly contaminated, apply an absorbent agent and then remove visible material with paper towels and dispose into a sealed garbage bag.
- If using utility gloves, decontaminate them by washing in warm soapy water, rinse and dry. Inspect gloves for punctures, tears or evidence of deterioration and discard if necessary.
- Contaminated rugs may be cleaned by applying an absorbent agent. Allow the agent to dry according to the directions, then vacuum. If needed, mechanically remove with a dust pan and broom. Then shampoo the area with a germicidal detergent with a brush and vacuum again.
- Mops should be soaked in disinfectant after use and rinsed thoroughly or washed in a hot water cycle before rinsed and then allowed to dry thoroughly.

2.7 **Guidelines for sporting events:**

These guidelines apply to sporting events where injuries may result in bleeding. Play should be stopped, providing sufficient time to care for the injured player and to clean any contaminated surfaces. All contaminated material should be disposed of in the receptacle in the health room as soon as possible.

2.8 **Additional recommendations:**

- In-service programs for all employees including custodial staff.
- Soap will be available in all restrooms.
- All restrooms must have a plastic lined waste can.
- Daily cleaning of health area including the cots, by custodial staff.