

Universal Precautions & Bloodborne Pathogens

Staff Training Guidelines

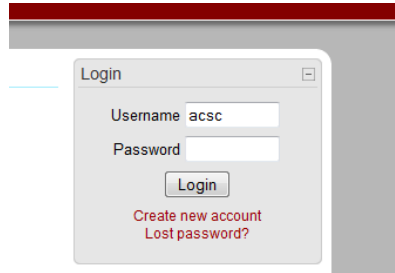
To view the training video:

1) Go to <http://moodler.doe.in.gov/>

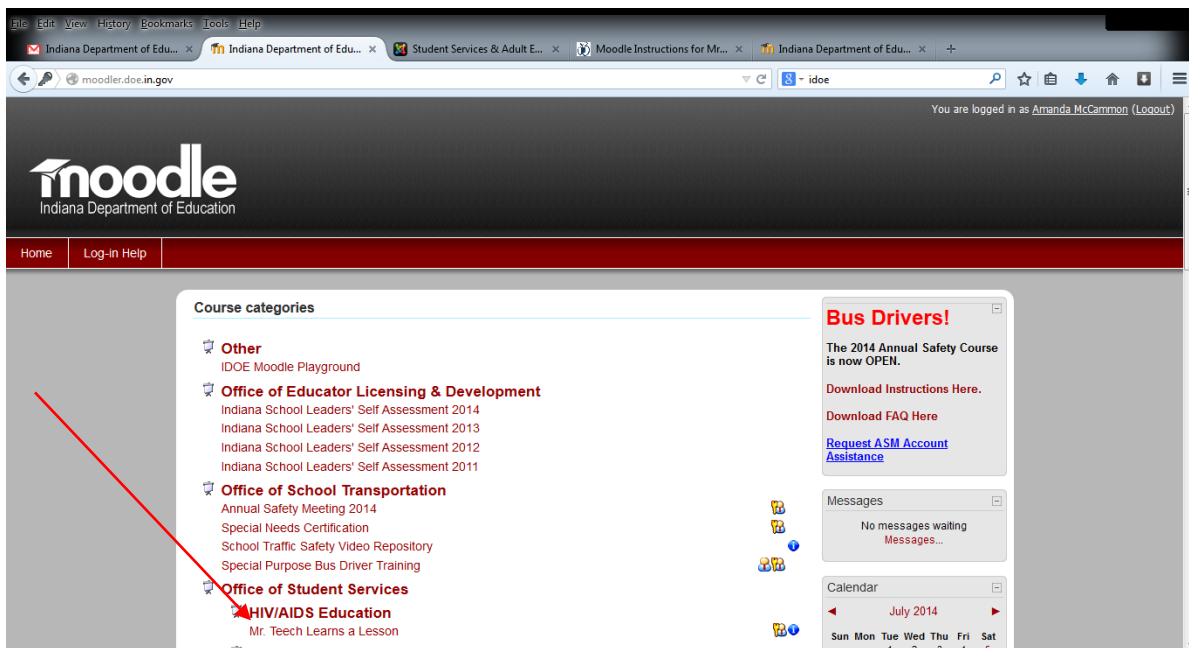
2) Log in

Username: acsc

Password: acsc



3) Click on “Mr. Teach Learns a Lesson”, located under Office of Student Services.



4) Move to bottom of the page and select the Video

VIDEO



Entire Video:

Click here to view the entire video

- 5) **Watch the entire video:** Running time: 22 min. 14 sec.
- Biohazards and Medical Waste Disposal
 - Vaccinations, Sharps and Major Bloodborne
 - Pathogens Universal Precautions and Barriers



Items to review with your staff (all are attached):

- 1) Board Policy 8442 - REPORTING ACCIDENTS
- 2) Board Policy 8453.01 - CONTROL OF BLOOD-BORNE PATHOGENS – be sure to discuss the Hepatitis B vaccine offering to staff at no charge.
 - a. Discuss form 8453.01 F5 found here <http://www.neola.com/anderson-in/search/forms/fm8453.01f5.pdf> and the medical follow-up process for requesting testing after an exposure.
- 3) Board Policy 8453 - EXPOSURE CONTROL PLAN FOR HANDLING AND DISPOSING OF BODY FLUIDS
- 4) Bloodborne Pathogen Training and Universal Precautions Laws and Rules

8453.01 - CONTROL OF BLOOD-BORNE PATHOGENS

The School Board seeks to protect those staff members who may be exposed to blood pathogens and other potentially infectious materials in their performance of assigned duties.

The Superintendent shall implement administrative guidelines which will:

- A. identify those categories of employees whose duties create a reasonable anticipation of exposure to blood and other infectious materials;

- B. provide for inoculation of the Hepatitis B vaccine at no cost to the staff member and in accordance with Federally-mandated scheduling;
- C. ensure proper training in the universal precautions against exposure and/or contamination including the provision of appropriate protective supplies and equipment;
- D. establish appropriate procedures for the reporting, evaluation, and follow-up to any and all incidents of exposure;
- E. provide for record-keeping of all of the above which complies with both Federal and State laws;
- F. develop an exposure control plan.

29 USC 1910.1030

8453 - EXPOSURE CONTROL PLAN FOR HANDLING AND DISPOSING OF BODY FLUIDS

All school staff should be aware of the risks involved when exposed to and dealing with body fluids. It must be assumed that all body fluids are potentially infectious and by following procedures for universal infection control the risks can be greatly reduced and the possibility of accidental infection can be minimized or prevented. A surface should be considered contaminated if blood or the reasonably anticipated presence of blood or other potentially infectious body fluids occur, even if the contaminates have dried. Certain pathogens (e.g. HCV) remain viable for extended periods in dried blood.

Sources of Infectious Organisms in Body Fluids

Source	Organism	Transmission
Blood - cuts/abrasions - nosebleeds - menses - needles - human bites	HBV HCV HIV/AIDS Cytomegalovirus	Contact with broken skin or membrane
Feces	HAV Salmonella bacteria Shigella bacteria Rotavirus	Oral inoculation from hands or food
Urine	Cytomegalovirus	Bloodstream, oral, and mucus membrane inoculation from hands
Respiratory Secretions - saliva - nasal discharge	HBV Tuberculosis Mononucleosis V Influenza V Common cold V Meningitis	Bloodstream, oral, and mucous membrane
Source	Organism	Transmission
Vomit - may contain blood	Gastrointestinal V (Rotavirus)	Oral from contaminated hands (see "blood")

See "blood"

Semen	HBV	Sexual contact
	HIV/AIDS	(unprotected)
	Venereal Disease	

Materials and equipment required and made available to dispose of body fluids include:

Antibacterial soap
Portable water
Paper towels
Latex and non-allergenic gloves
Hazardous material bags (red) and labels
Hazardous material (sharps) container

(puncture proof and leak proof)

Buckets and mops

Disinfectant solutions from the following list:

- A. Sodium hypochlorite solution (household liquid bleach), one (1) part bleach to ten (10) parts water (1-1/2 cups bleach to one (1) gallon of water, freshly prepared)
- B. Phenolic germicidal detergent in a one percent (1%) aqueous solution (Lysol)
- C. Quaternary ammonium germicidal detergent in two percent (2%) aqueous solution (Tri-quat, Mytar, Sage)
- D. Iodophor germicidal detergent with 500ppm available iodine (Wescodyne)
- E. Sanitary absorbing agent (Chlora Sorb, X-O Odor Away)

Universal Infection Control Procedures

A. GENERAL

1. Wear disposable latex or non-allergenic gloves before making contact with body fluids during care, treatment, and all cleaning procedures.
2. Dispose of gloves and disposable cleaning materials in hazardous materials container (bag).
3. Wash hands with an antibacterial soap-even if gloves are worn.
4. Discard disposable items including tampons, sanitary napkins, used bandages, dressings in a hazardous materials container. (Rest rooms should have waste receptacles lined with hazardous waste bags.)
5. Close and label hazardous waste containers (bags) and dispose of in accordance with public health guidelines as provided by the Madison County Public Health Office. Note: be sure your waste disposal carrier is authorized to dispose of hazardous waste materials.
6. Use disposable items to handle body fluids whenever possible. Discard items in accordance with Item 5 above. If handling vomitus or feces, use a second barrier (i.e. plastic bag) in addition to gloves.

B. HANDWASHING

1. Use anti-bacterial soap and warm running water.
2. Rub hands together to work up a lather-scrub between fingers, knuckles, backs of hands, under fingernails.
3. Rinse thoroughly.
4. Dry with paper towel or hot air. If paper towels are used, dispose of in an appropriate container.

C. WASHABLE SURFACES

1. **Tables, desks** (wear gloves)
 - a. Use household bleach solution of one (1) part bleach to ten (10) parts water-freshly mixed.
 - b. Rinse with fresh water.
 - c. Repeat "a"
 - d. Repeat "b"
 - e. Allow to air dry.
 - f. Dispose of gloves and wiping materials in a hazardous waste container.
2. **Floors** (wear gloves)

- a. Use household bleach solution as previously described.
- b. Use a mop and two buckets - one for bleach solution and one for rinse water (with bleach or Lysol solution).
 - 1) in bucket #1, dip, wring, mop up vomitus, blood
 - 2) dip, wring, and mop until body fluids are cleaned up
 - 3) dip mop into bucket #2, wring, re-mop (rinse) area
 - 4) continue cycle until all spills are cleaned up - using fresh solutions as necessary
- c. Soak mop in disinfectant solution after use.
- d. Disposable cleaning materials should be placed in a hazardous waste container.
- e. Pour solutions down a drain pipe – flush thoroughly.
- f. Rinse non-disposable cleaning equipment in disinfectant.
- g. Dispose of gloves in a hazardous waste container.
- h. Wash hands as described in B.

D. Non-washable surfaces (rugs, upholstery)

- 1. Apply sanitary absorbing agent, dry, vacuum.
- 2. Remove solid materials with broom and dustpan – use second barrier if necessary to use hands.
- 3. Apply rug or upholstery shampoo as directed - vacuum according to directions.
- 4. Clean dustpan and broom (if used) in disinfectant solution - air.
- 5. Dispose of gloves in a hazardous materials container.
- 6. Wash hands as described in B.

E. Washable Materials (clothing, towels, etc.)

- 1. Rinse item under running water.
- 2. Place item in a hazardous materials bag and seal until item is ready to be washed. Bags containing soiled, washable material must be clearly identified as "Hazardous Material" if an outside laundry service is used. Contact-sports uniforms should be closely inspected for blood and handled in an appropriate manner.
- 3. Rinse and wipe sink with paper towels – dispose of towels in a hazardous waste container.

4. Wash potentially contaminated materials separate from others – dry as usual. If material is color-fast add one-half (1/2) cup bleach to the wash cycle. Otherwise, add one-half (1/2) cup non-chlorine bleach (Clorox II, Borateem) to the wash cycle.
5. Dispose of gloves in a hazardous waste container.
6. Wash hands as described in B.

Accessibility of equipment and materials

- A. Latex and/or non-allergenic gloves shall be available at all work stations in all buildings and outdoor facilities.
- B. Cleaning equipment and solutions as described in the Materials and Equipment section shall be made readily available to all work stations.
- C. A hazardous material container (biohazard container, sharps container) with a cover which is puncture proof and leak proof shall be kept in a central location (central office, nurse's station) for proper disposal of needles and lancets used for medicinal purposes. Periodically, this container shall be disposed of and replaced in accordance with public health guidelines.
- D. Hazardous waste (red) trash can liners shall be used in all rest rooms and shall be properly labeled and disposed of in a timely manner and in accordance with public health guidelines.
- E. Broken glass, plastics, or other small materials which have been contaminated with body fluids shall be placed in a puncture-proof, leak-proof container with a lid, labeled as hazardous material and disposed of in accordance with public health guidelines.

This guideline is not meant as an all-inclusive list of infectious organisms that may be contained in body fluids. Additionally, the use of brand name cleaning agents or other products in this guideline are meant as examples only and are not endorsements of the specific products mentioned herein.

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8442 - REPORTING ACCIDENTS

The School Board directs that all reasonable efforts be made to ensure a safe learning and working environment for the students and employees of this Corporation. To that end, and so that legitimate employee claims for worker's compensation be expedited, the Board requires that accidents be reported and evaluated. Any accident that results in an injury, however slight, to a student, an employee of the Board, or a visitor to the schools must be reported promptly and in writing to the Corporation business office. Injured persons shall be referred immediately to the school nurse and/or appropriate personnel for such medical attention as may be needed.

The injured employee, visitor, or the staff member responsible for an injured student shall complete a form, available in the office of the principal, that includes the date, time, and place of the incident; the names of persons involved; the nature of the injury to the extent that it is known; and a description of all relevant circumstances.

Any employee of the Board who suffers a job-related injury must report the injury and its circumstances to the principal or job supervisor, as appropriate, as soon as possible following the occurrence of the injury. The failure of an employee to comply with this mandate may result in disciplinary action.

The Superintendent shall prepare administrative guidelines which should include procedures for notification of the insurer.

Bloodborne Pathogen Training and Universal Precautions

Laws and Rules:

29 CFR 1910.1030: Bloodborne Pathogens Standard

U.S. Department of Labor, Occupational Safety & Health Administration (OSHA):

- Bloodborne Pathogen Regulations

http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=10051

- Bloodborne Pathogen and Needlestick Prevention

<http://www.osha.gov/SLTC/bloodbornepathogens/index.html>

410 IAC 1-4: Indiana Universal Precautions Rule

Indiana State Department of Health (ISDH)

<http://www.in.gov/legislative/iac/T04100/A00010.PDF>

- 410 IAC 1-4-7.1 Covered individuals' minimum training and certification requirements (Authority: IC 16-41-11-9) (Affected: IC 16-41-11)
- 410 IAC 1-3 Indiana Infectious Waste Rule
- 410 IAC 1-3-23 Written policies, procedures (Authority: IC 16-19-3-4; IC 16-41-16-8) (Affected: IC 16-41-16-9)

Additional Outside Links for Resources:

- http://www.cdc.gov/nchstp/dstd/disease_info.htm : Centers for Disease Control and Prevention (CDC)
- <http://www.in.gov/isdh/17444.htm> : Indiana State Department of Health, Division of HIV/STD
- <http://www.in.gov/isdh/20209.htm> : Indiana State Department of Health, Communicable Disease Quick Facts
- <http://www.in.gov/isdh/17458.htm> : Indiana State Department of Health, Epidemiology Newsletters
- <http://www.hrsa.gov> : U.S. Department Health and Human Services, Health Recourses and Services Administration
- <http://www.doe.in.gov/student-services/health/school-health-services> : Indiana Department of Education, School Health Services website. Includes school nursing.
- <http://www.doe.in.gov/achievement/curriculum/health-and-physical-education> : Indiana Department of Education, Health and Physical Education website
- <https://learningconnection.doe.in.gov/Standards/Standards.aspx?st=&sub=27&gl=-1&c=0&stid=0> : Indiana Department of Education, Health Education Standards