

GUIDELINES FOR HANDLING BODY FLUIDS IN SCHOOLS

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The body fluids of all persons should be considered to contain potentially infectious agents (germs). No distinction is made between body fluids from persons with a known disease or from those without symptoms or with an undiagnosed illness. The term "body fluids" includes, blood, semen, drainage from scrapes and cuts, feces, urine, stomach contents (vomitus), respiratory secretions (e.g. nasal discharge) tears and saliva. Contact with body fluids presents a risk of infection with a variety of germs. A few diseases (HIV, Hepatitis B and Hepatitis C) are transmitted only by body fluids containing blood. They are much less likely to be spread in the school setting than other illnesses, like influenza or the common cold. General infection-control practices should be employed to avoid contact with all body substances, as follows.

Hand washing

Hand washing prevents the spread of germs. The proper procedure for hand washing requires the use of liquid soap and running water along with a friction rub of all surfaces for 15-20 seconds. After use of soap, rinse with running water and dry hands thoroughly with paper towels. Use the same paper towels to turn off faucet. Discard the paper towels afterward.

Waterless hand sanitizers are also effective against infection, but should not be used as a substitute for hand washing with soap and water.

Personal Protective Equipment

When possible, direct skin contact with body fluids should be avoided. Non-latex disposable gloves should be available in the health office, custodial services' office, life skills classroom, diaper-changing area and wherever contact with body fluids is anticipated. Gloves are to be worn only once, removed according to district training guidelines, and then placed in plastic-lined receptacles which are tied securely and disposed of on a daily basis. Hands should be washed after gloves are used.

Occasionally, contact with body fluids is not anticipated and gloves are not available. In such cases, hands and other contact areas of the skin should be washed immediately as described above. Eyes should be flushed with clear running water.

In rare instances, extra protection is needed to prevent exposure to infectious agents. Gowns, face shields, goggles, and masks are examples of protective gear which may be needed in instances of

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droplet or spray exposures. These exceptions would be identified and directed by individual health care plans or special instructions from a supervisor, environmental specialist or health professional.

Disinfectants

An intermediate level disinfectant should be used to clean surfaces contaminated with body fluids. Such disinfectants will kill vegetative bacteria, fungi, and viruses including Hepatitis B and HIV. The disinfectant should be registered by the Environmental Protection Agency and be on "List D" as a minimum. (<http://www.epa.gov/>) Examples of disinfectants, which are acceptable for the school setting, are listed below.

1. Ethyl or isopropyl alcohol (70%)
2. Phenolic germicidal detergent in a 1% aqueous solution (e.g. Lysol)
3. Sodium Hypochlorite with at least 100% ppm available chlorine (one-half [1/2] cup household bleach in one [1] gallon water; needs to be freshly prepared each day. (This is not to be used in any areas with carpeting).
4. Quaternary ammonium germicidal detergent in 2% aqueous solution. Check label.
5. Iodophor germicidal detergent with 500 ppm available iodine (e.g. Wescodyne).

Cleaning Body Substance Spills

For large, non-contained body fluid spills (blood, vomitus, urine, feces), the custodian should be contacted and will follow custodial guidelines for clean-up. In the absence of the custodian, other school staff may need to clean and disinfect surfaces, items and furniture. EPA-approved products should be available in school buildings and manufacturer's directions for use should be followed. Disposable gloves should be worn during clean-up and hands washed thoroughly afterward.

Disinfection of Hard Surface and Care of Equipment

After removing the soil, a disinfectant is applied. Mops should be soaked in the disinfectant after use and rinsed thoroughly or washed in a hot water cycle before rinse. Discard disposable supplies in a toilet, plastic bag or according to manufacturer's instructions. Nondisposable cleaning

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equipment (dust pans, buckets) should be thoroughly rinsed in the disinfectant. The disinfectant solution should be promptly disposed down a drain pipe. Remove gloves and discard in appropriate receptacles. Wash hands.

Disinfection of Rugs

Using gloves, apply sanitary absorbent agent, let dry and vacuum. If necessary, mechanically remove with dust pan and broom, then apply rug shampoo (a germicidal detergent) with a brush and re-vacuum. Rinse dust pan and broom in disinfectant. If necessary, wash brush with soap and water. Discard disposable supplies in toilet, plastic bag, or according to manufacturer's instructions.

Soiled and Saturated Items

Clothing and other non-disposable items (e.g. towels) that are saturated with body fluids should be double-bagged and sealed, then sent home for parent/guardian to launder. (See "laundry" instructions below).

Disposable items which are saturated with blood or body fluids should be double-bagged (first, in one secured plastic bag, then into plastic-lined receptacle which is sealed and discarded at the end of the day). Examples are diapers, paper towels, tissues, wound dressings. Saturated items that would release liquid or semi-liquid when compressed, and items caked with dried blood are capable of releasing these materials during handling. They are "regulated biohazardous waste" and must be placed into a red biohazard bag. The removal and disposal of red bags is the responsibility of the Environmental Compliance Department of Aurora Public Schools.

Disposable items which are soiled but not saturated can be discarded in a plastic-lined receptacle which is secured and disposed of daily.

Laundry Instructions for Clothing Soiled with Body Fluids

The most important factor in laundering clothing contaminated in the school setting is elimination of potentially infectious agents by soap and water. Addition of bleach will further reduce the number of potentially infectious agents. Clothing soaked with body fluids should be washed separately from other items. Presoaking may be required for heavily soiled clothes.

If the material is bleachable, add one-half (1/2) cup household bleach to the wash cycle. If material

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is not colorfast, add one-half (1/2) cup nonchlorox bleach (e.g. Clorox II, Borateem) to the wash cycle.

Disposal of Sharps

Contaminated sharp items should be handled with great care. Broken glass should be gathered via instruments (dust pans, scoops, tongs, etc) rather than via direct handling. If sharp items have been contaminated with blood and/or body fluids, they should be placed into an impervious biohazard container. Used needles should not be re-capped, bent, broken, or handled unnecessarily. Contaminated sharps should be discarded immediately after use in an impervious container which is well marked as a "biohazard container." The removal of biohazard containers is the responsibility of the Environmental Compliance Department of Aurora Public Schools.

Training

All staff who are new to the district shall complete a staff training program which addresses standard precautions against diseases transmitted via blood and body fluid exposure. New employees shall complete the training within 90 days of hire date. Other staff are encouraged to receive updates on a regular basis. The APS training program is available online through the APS Human Resources Web site. Training can also be requested for groups of staff by contacting the school nurse at the site or the Health Services department.

Exception: Custodians receive initial and annual training by Aurora Public Schools Environmental Compliance Department.