

<b>BLOOMSBURG AREA SCHOOL DISTRICT Policy Manual</b>
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Section: OPERATIONS  
Title: BLOOD BORNE PATHOGENS  
Date Adopted: May 24, 1993  
Date Last Revised: January 19, 2004

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**814. BLOOD BORNE PATHOGENS**

- .1 Bloomsburg Area School District is committed to providing a healthful environment for its students and employees. To this end, the following guidelines (based on the Blood Borne Pathogen Standard Act of the Commonwealth of Pennsylvania) has been developed.
- .2 Exposure Control Plan – The Exposure Control Plan (ECP) has been designed to comply with the guidelines on Blood Borne Pathogens (BBP’s) for the public sector. The purpose is to outline policies and procedures to eliminate or minimize employee exposures to BBP’s. The ECP is available to all employees and state officials upon request.
- .3 Employee Exposure Determination – The following is a list of job classifications in our facility for employees who have a probable risk of occupational exposure to BBP’s:
  - .31 Certified school nurse – daily care of injured and ill students and/or staff
  - .32 Health aide – daily care of injured and ill students and/or staff.
- .4 The following is a list of job classifications in our facility for employees who have a possible risk of occupational exposure to BBP’s:
  - .41 Custodian – handling trash, clean up
  - .42 Cafeteria worker – food preparation, clean up
  - .43 Teacher, teacher aide – sharps exposure, e.g., art, family and consumer science, dissection in biology labs
  - .44 Coaches, trainers – treatment of athletic injuries

- .45 Administrative staff, secretaries – emergency assistance in care of ill or injured students or staff\*

(\*this task may apply to all listed job titles)

## .5 Methods of Compliance with ECP

- .51 Universal/Standard Precautions – The term Universal Precautions refers to a system of infection control, which assumes that every direct contact with body fluids is potentially infectious. In all cases where an employee may incur direct contact with body fluids, established protective procedures will be followed.
- .52 Engineering and Work Practice Controls – Engineering and work practice controls will be utilized to eliminate or minimize employees’ exposure to BBP’s.
  - .521 When possible, direct contact with body fluids should be avoided. If hands or other skin surfaces come in contact with blood or body fluids, they should be washed thoroughly as soon as possible with soap and running water. In the event of mucous membrane or eye exposure to contaminated materials, the area should be flushed thoroughly with water.
  - .522 Protective gloves will be available in all classrooms as well as other areas such as the pool, cafeteria, gym, athletic fields, etc. Gloves should be worn by school employees whenever direct contact with body fluids is anticipated, and certainly in all of the following instances:
    - a. in caring for an injury that results in bleeding, menstrual accidents, etc.
    - b. during cleanup of spills of blood or other body fluids, cleanup of contaminated surfaces, and disposal of contaminated wastes.
    - c. when in contact with blood, body fluids, mucous membranes, non-intact skin, and items soiled with blood or body fluids.
  - .523 Contaminated environmental surfaces should be thoroughly washed with soap and water and disinfected with a freshly mixed solution of 10% sodium hypochlorite (1 part Clorox to 9 parts of water) or any EPA approved hospital disinfectant.

- a. Disposal towels should be used for cleanup.
  - b. Mops should be thoroughly rinsed in the disinfectant solution.
  - c. Personnel should wear gloves and wash hands thoroughly when finished.
- .524 Soiled lines should be washed with detergent in water at least 160 degrees for 25 minutes. Addition of bleach will further reduce the number of potentially infectious agents.
- .525 Protective mouthpieces for resuscitation should be available at all athletic events, physical education classes, the pool area, the nurse's office, and all other appropriate areas.
- .526 Whenever possible, individuals with open sores, cuts, abrasions, and weeping dermatitis should not serve as care givers to an individual with a wound.
- .527 Sharps precautions:
- a. needles are not to be bent or broken by hand
  - b. contaminated sharps are not be to recapped
  - c. used sharps are to be disposed of in an approved sharps container which will be disposed of at an approved facility
  - d. broken glass is not to be picked up by hand. A dustpan and brush are to be used for the cleanup, and the glass disposed of in a sharps approved manner. Dust pan and brush should be cleaned using the solution listed above.
- .528 Regulated (red bag) Trash – All regulated waste, other than sharps, is to be placed into double red plastic bags and closed securely. Red bags and sealed sharps containers will be disposed of by an approved facility contracted by the school district.

## 6. Sharps Injury Log

- .61 A Sharps Injury Log will be maintained to help monitor injuries and assist in developing plans to eliminate or reduce these injuries.
- .62 Sharps injuries should be reported immediately to the school nurse.
- .63 The following information will be included in the Sharps Injury Log:

1. employee's name and job classification
2. department/work area of exposure
3. date and time of exposure
4. type of sharp
5. body part(s) involved
6. procedure employee was performing
7. description of exposure and how it occurred

.64 The Sharps Injury Log will be maintained for five years in the nurse's office.

.7 Post Exposure Evaluation and Follow-Up

.71 Following an exposure incident, the district will immediately make available to the employee a confidential medical evaluation, including laboratory tests and follow-up.

.72 The evaluation will include:

1. Documentation of the routes and circumstances of the exposure.
2. Identification, acquisition of consent, and testing of source individual where feasible.
3. Post exposure treatment
4. Counseling and evaluation of the employee's condition or reported illness.

.73 The employer must provide a copy of these guidelines, description of the employee's duties, routes and circumstances of the exposure, results of the source individual's tests, if available, and all medical records relevant to the appropriate treatment of the employee including vaccination status to the healthcare professional making the evaluation.

.74 Within 15 days of the evaluation, the employer will obtain and provide to the employee a copy of the healthcare official's written opinion. The written opinion shall be limited to:

1. Whether the Hepatitis B vaccine is indicated for the employee and if the employee has received the vaccination.
2. That the employee has been informed of the evaluation results.
3. The employee has been informed of any medical conditions that could result from exposure and possibly require further evaluation and treatment.

.75 All other findings and diagnoses shall remain confidential and shall not be included in the written report.

.76 Records pertaining to an employee's occupational exposure to BBP's will be maintained in the employee's confidential medical file.

#### .8 Hepatitis B Vaccination

.81 In compliance with state guidelines, the Bloomsburg Area School District will offer Hepatitis B vaccine free of charge to all employees within ten days of employment by the district.

.82 Vaccination will be made available at a reasonable time and place, during work hours through an approved provider contracted by the district.

.83 Information regarding the vaccination will be maintained in the employee's individual confidential file.

.84 An employee who refuses the vaccine must sign a declination form that will be kept in the employee's individual confidential file.

.85 An employee, who declines the vaccine, may request and obtain the vaccine at a later date at no cost.

#### .9 Employee Training and Education

Training and educational materials will be provided for new employees at hiring. All other employees with potential exposure to BBP's will receive annual training with additional updates as necessary. A copy of these guidelines will be provided for employees. In addition, a copy of the guidelines as well as other educational materials is available in the nurse's office in each building.

#### 10. Hazard Communication

Red waste bags and sharps containers will be used to indicate that the materials contained inside are considered contaminated waste.

11. These Guidelines for Blood Borne Pathogens will be reviewed yearly and updated as necessary.