



Universal Precautions refers to a set of basic procedures designed to protect against infectious diseases that are transferred by blood and body fluids. Using universal precautions assumes that every direct contact with blood or body fluids is infectious and requires every employee exposed to be protected accordingly.

The following are specific steps that must be taken to protect against contamination from infected blood or body fluids of another person, or from injury by a contaminated sharp object:

1. Wash hands frequently to reduce the risk of exposure to blood borne diseases.
2. Wear gloves if there is *even a possibility* you might have contact with another person's body fluids.
3. After the removal of gloves or after exposure to blood, body fluids or other potentially infectious materials, *wash hands with antibacterial soap*.
4. Wear gloves once and discard; do not attempt to wash and reuse.
5. Wear other equipment (mask, apron, etc.) as required for protection from spatter to the face or body
6. Clothing or supplies contaminated with body fluids should be placed in doubled plastic bags and tied.
7. *Used needles or Sharps instruments must be discarded in a Biohazard Infectious Waste Sharps Container* located in each school clinic or Student Services Office. (Example: A diabetic student would use a *Sharps instrument* to prick a finger for a blood sugar test.)
8. Contaminated hard surfaces must be cleaned with a District-approved disinfectant.

Assume all blood or body fluids are contaminated and potentially harmful to your health.

Universal Precautions are effective against the following potential sources for exposure in the school setting:

- ☐ Blood and blood contaminated materials
- ☐ Any fluid visibly contaminated with blood
- ☐ All other body fluids/secretions except sweat
- ☐ Vomit, Urine, feces (bowel movement)
- ☐ Saliva (spit, secretions from the mouth or lungs)
- ☐ Mucous membranes
- ☐ Non-intact skin
- ☐ Used needles, syringes, or other *Sharp* instruments



Hand Washing Procedures

Frequent hand washing reduces the risk of spread of diseases. The following are recommended procedures for hand washing:

When:

- ☐ Before assisting a student or employee with first aid or any medical procedure,
- ☐ After physical contact with blood or body fluids,
- ☐ After contact with soiled equipment, and
- ☐ After removing gloves.

How:

- ☐ Wet hands with running water,
- ☐ Dispense cleanser on hands,
- ☐ Wash vigorously for at least 20 seconds,
- ☐ Rinse under running water, and
- ☐ Dry thoroughly.

When no water is available:

- ☐ Use wet wipes or waterless cleanser. Wash hands with soap and water as soon as possible.

Barriers to Prevent Infection

Barriers are a defense between your body and the blood/body fluids from someone else. Below is a list of some of the diseases that barriers will help prevent:

- ☐ HIV (responsible for AIDS virus)
- ☐ Hepatitis A & B
- ☐ Staphylococcus (Staph)
- ☐ Streptococcus (Strep)
- ☐ CMV (Cytomegalovirus)

Barriers available for your use:

Gloves are available to all school/work locations including school buses. In an emergency situation when gloves are not available, a plastic bag, gauze, newspaper, or paper towel can also serve as a barrier.

Use gloves to change a diaper, change clothes soiled with body fluids, feed a student, clean mats, to clean equipment soiled with body fluids, and to perform any other tasks where exposure to blood or body fluids may occur.



Micro-Shield disposable masks should be used in Cardiopulmonary Resuscitation (CPR). If a mask is not available, a piece of gauze can be used to cover the mouth.

Hepatitis B Virus (HBV) Vaccinations

Health Professionals and those required to provide first aid, emergency response duties or medical care on a regular basis are recommended for Hepatitis-B Virus (HBV) immunizations. Hepatitis B immunizations are available to all employees and can be scheduled through the Office of Risk Management. The School District fully funds the cost of immunizations for employees.

Hepatitis A Virus (HAV) Vaccinations

Employees working in positions with possible exposure to feces or surfaces/equipment or other items contaminated with feces, or waste clean-up and disposal are recommended for Hepatitis A immunizations. The School District fully funds the cost of immunizations for employees with potential work exposure to the Hepatitis A virus.

Post Exposure Treatment and Notification Procedures

Should an employee experience an "occupational exposure", the affected employee must report the exposure to the immediate supervisor and the Office of Risk Management in accordance with normal procedures for reporting on the job injuries. An "occupational exposure" is defined as direct blood or body fluid contact from an employee/student to the affected employee, or injury by a contaminated sharp object. This may include contact via broken skin, human bites, needle sticks, etc. Upon documentation of an "occupational exposure", the Cherokee County School District will provide for the affected employee to undergo testing for infectious disease(s) in accordance with recommendations provided by the physician or the U. S. Public Health Service.

Clean Up and Disposal of Waste

Spills of blood and body fluids must be handled using Universal Precautions Procedures. The spill must be cleaned up immediately.

The Center for Disease Control (CDC) method is:

- ☐ Wear protective gloves.
- ☐ Mop up spill with paper towels or other absorbent material.
- ☐ Clean contaminated area using a District-approved disinfectant.
- ☐ Gloves, towels, dressings, table paper and other waste contaminated with body fluids should be placed in doubled plastic bags and tied.
- ☐ Sharp objects such as needles and syringes must be placed in a Biohazard Infectious Waste Sharps Container. Once the container is full, it must be sealed. All containers must be mailed in the provided mail boxes with pre-printed shipping labels provided in accordance with the CCSD medical guidelines. Contact the Office of Nursing at 770-721-8480 for assistance.



Note: Soiled feminine hygiene/sanitary napkins, soiled facial tissues, diapers, bandages, etc. are not considered a biohazard or medical waste; however, in handling these materials employees should wear gloves and wash hands with antibacterial soap after contact.

Special Care of Laundry:

In a Special Education Classroom

If clothing, sheets, or towels become contaminated with blood or body fluids, handle as little as possible. Machine-wash the items in hot water and detergent for at least 25 minutes. If laundering facilities are *not* available, place the items in doubled plastic bags and tie tops of the bags. Contact the Office of Nursing for assistance.

In a Regular Education Classroom

Place all clothing that has been soiled with blood or body fluids in doubled plastic bags and tied and send bag home with student.

**For assistance related to Universal Precautions Procedures contact the Office of Nursing.
For assistance related to safety training or for inquiries related to safety equipment,
contact the Office of Risk Management/Safety.**