

# **Academy Independent School District**

## **Bloodborne Pathogens Exposure Control Plan**

### **I. Purpose**

Academy Independent School District is committed to providing a safe and healthy environment for students, employees, volunteers, and visitors.

The purpose of this Bloodborne Pathogens Exposure Control Plan is to eliminate or minimize occupational exposure to bloodborne pathogens and other potentially infectious materials (OPIM) that may occur during the performance of district duties.

This plan is designed to comply with applicable Texas Health and Safety Code requirements, Texas Administrative Code, and the Texas Department of State Health Services (DSHS) requirements for bloodborne pathogen control in schools. DSHS identifies hepatitis B virus (HBV), hepatitis C virus (HCV), and human immunodeficiency virus (HIV) among the bloodborne pathogens of concern.

### **II. Scope**

This plan applies to all Academy ISD employees whose job duties may reasonably result in occupational exposure to blood or OPIM.

Employees who may have occupational exposure may include, but are not limited to:

- School nurses and health services personnel
- Licensed vocational nurses and registered nurses
- Special education personnel
- Life-skills and specialized classroom personnel
- Coaches and athletic staff
- Custodial employees
- Transportation personnel
- Security personnel
- Administrators and campus personnel who may provide emergency assistance
- Employees responsible for first aid or injury response
- Other employees identified through the district's exposure determination process

The district will determine which positions are considered "at risk" based on actual job duties and the likelihood of exposure. DSHS specifically recommends reviewing job descriptions and involving the district risk manager when determining employees at risk.

### **III. Bloodborne Pathogens**

Bloodborne pathogens are microorganisms that may be present in human blood or certain body fluids and can cause disease.

Bloodborne pathogens of particular concern include:

- Hepatitis B virus (HBV)
- Hepatitis C virus (HCV)
- Human immunodeficiency virus (HIV)

Exposure may occur when infected blood or OPIM enters the body through:

- A needle stick or other puncture
- Cuts or other openings in the skin
- Eyes
- Mouth
- Nose
- Other mucous membranes

#### **IV. Standard Precautions**

Academy ISD will use **Standard Precautions** when blood or OPIM may be present.

Employees will treat all blood and potentially infectious body fluids as potentially infectious regardless of the known or suspected health status of the individual.

Employees will:

1. Wear appropriate personal protective equipment (PPE).
2. Perform hand hygiene after removing gloves and whenever contamination may have occurred.
3. Avoid direct contact with blood or OPIM.
4. Cover cuts, abrasions, and other open skin areas.
5. Dispose of contaminated materials appropriately.
6. Clean and disinfect contaminated surfaces.
7. Never recap, bend, break, or otherwise manipulate contaminated needles or sharps unless a specific procedure requires it and appropriate safety measures are used.
8. Never eat, drink, apply cosmetics, or handle contact lenses in areas where blood or OPIM may be present.

#### **V. Exposure Determination**

Academy ISD will identify job classifications and specific tasks in which employees may have occupational exposure.

Examples of tasks may include:

- Providing first aid
- Caring for bleeding injuries
- Treating nosebleeds
- Cleaning blood spills
- Responding to injuries involving blood
- Assisting students with toileting or personal care when blood or OPIM may be present
- Performing procedures involving sharps
- Handling contaminated materials
- Responding to emergencies involving bodily fluids

Exposure determinations will be reviewed when job responsibilities change and as part of the annual review of this plan.

## **VI. Engineering and Work Practice Controls**

Academy ISD will use engineering and work practice controls to eliminate or minimize exposure.

These may include:

- Appropriate sharps containers
- Safety-engineered sharps when applicable
- Accessible handwashing facilities
- Disposable gloves
- CPR barrier devices
- Appropriate disinfectants
- Biohazard bags or containers
- Appropriate containers for contaminated materials
- Proper labeling of regulated waste
- Procedures designed to minimize handling of contaminated materials

Sharps containers will be:

- Closable
- Puncture resistant
- Leak resistant on the sides and bottom
- Located as close as practical to the area where sharps are used
- Replaced before becoming overfilled

## **VII. Personal Protective Equipment**

Academy ISD will provide appropriate PPE to employees identified as having occupational exposure.

PPE may include:

- Disposable gloves
- Utility gloves
- Eye protection
- Face shields
- Protective gowns or aprons
- CPR/resuscitation barriers
- Other appropriate protective equipment

PPE will be provided by the district at no cost to employees who are required to use it.

Employees must use PPE whenever there is a reasonable possibility of contact with blood or OPIM.

Employees should:

1. Inspect PPE before use.
2. Replace damaged or contaminated PPE.
3. Remove PPE before leaving the work area.
4. Properly dispose of disposable PPE.
5. Clean and disinfect reusable PPE as appropriate.
6. Wash hands immediately after removing gloves.

## **VIII. Hand Hygiene**

Employees must wash hands:

- After removing gloves
- After contact with blood or OPIM
- Before leaving an area where exposure may have occurred
- Before and after providing care when appropriate
- Any time contamination is suspected

Hands should be washed with soap and running water.

If soap and water are not immediately available, an appropriate alcohol-based hand sanitizer may be used as an interim measure, followed by washing with soap and water as soon as possible.

## **IX. Cleaning and Disinfection**

Surfaces contaminated with blood or OPIM will be cleaned and disinfected as soon as reasonably possible.

Employees performing cleanup will:

1. Put on appropriate PPE.
2. Restrict access to the contaminated area when appropriate.

3. Remove visible contamination using appropriate materials.
4. Clean and disinfect the area using an appropriate EPA-registered disinfectant according to the manufacturer's instructions.
5. Dispose of contaminated materials appropriately.
6. Remove PPE safely.
7. Perform hand hygiene.

## **X. Regulated Waste**

Materials contaminated with blood or OPIM will be handled and disposed of according to applicable federal, state, and local requirements.

Examples include:

- Blood-soaked materials
- Certain contaminated disposable materials
- Contaminated sharps
- Other materials designated as regulated waste

Sharps must never be placed in regular trash.

## **XI. Hepatitis B Vaccination**

Employees identified as having occupational exposure to blood or OPIM will be offered the Hepatitis B vaccination series in accordance with applicable requirements.

The vaccination will be provided at no cost to eligible employees.

The employee will receive appropriate information regarding:

- Hepatitis B
- The benefits and risks of vaccination
- The vaccination series
- Availability of the vaccine
- Medical evaluation when appropriate

DSHS states that employees considered "at risk" because their job duties may involve exposure to blood or OPIM associated with sharps should be offered Hepatitis B vaccination.

## **XII. Bloodborne Pathogens Training**

Academy ISD will provide bloodborne pathogens training to employees who have occupational exposure.

Training will address:

- Bloodborne pathogens
- Methods of transmission
- Standard Precautions
- Exposure prevention
- PPE
- Hand hygiene
- Sharps safety
- Cleaning and disinfection
- Waste disposal
- Hepatitis B vaccination
- Emergency procedures
- Exposure reporting
- Post-exposure procedures
- District-specific policies and procedures

Training will be provided:

- At the time of initial assignment for employees with occupational exposure
- At least annually thereafter
- Whenever changes in procedures or tasks affect occupational exposure

DSHS states that registered nurses are generally considered qualified to conduct BBP training when they are knowledgeable and comfortable doing so; other appropriately trained safety/health instructors may also conduct training.

### **XIII. Exposure Incident**

An exposure incident is a specific eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or OPIM resulting from the employee's duties.

Examples include:

- Needle stick
- Cut from contaminated equipment
- Blood splashing into the eyes
- Blood contacting the mouth
- Blood contacting an open wound
- Blood or OPIM contacting broken skin

### **XIV. Immediate Response to Exposure**

If an employee experiences an exposure incident:

- 1. Stop the activity safely.**
- 2. Wash the affected area immediately.**

- Wash skin and needlestick/cut injuries with soap and water.
- Flush the nose, mouth, or skin with water.
- Irrigate the eyes with clean water, saline, or an appropriate sterile irrigant.

DSHS recommends these immediate first-aid measures following an occupational exposure.

**3. Report the exposure immediately to the employee's supervisor.**

**4. Seek immediate medical evaluation.**

The employee should not delay medical evaluation while waiting to complete paperwork.

## **XV. Post-Exposure Evaluation**

Following an occupational exposure, Academy ISD will arrange for appropriate confidential medical evaluation and follow-up.

When appropriate and permitted by law, the evaluation may include:

- Documentation of the exposure
- Identification and documentation of the source individual
- Testing of the source individual when legally permitted and appropriate
- Evaluation of the exposed employee
- Baseline laboratory testing
- Follow-up laboratory testing
- Medical counseling
- Appropriate post-exposure treatment or prophylaxis

The healthcare provider will determine appropriate medical treatment based on the circumstances of the exposure.

## **XVI. Documentation of Exposure**

An exposure incident will be documented using the district's Bloodborne Pathogen Exposure Incident Report.

Documentation should include:

- Employee name
- Date and time of exposure
- Location
- Description of the incident
- Type of exposure
- Body part exposed
- Type of blood or OPIM involved
- PPE being used

- Description of the circumstances
- Source individual, when applicable
- Immediate actions taken
- Medical evaluation information
- Follow-up recommendations

## **XVII. Confidentiality**

All medical information associated with an occupational exposure will be maintained confidentially and handled in accordance with applicable federal and state requirements.

Only individuals with a legitimate need to know will have access to confidential medical information.

## **XVIII. Responsibilities**

### **District Administration**

District administration will:

- Maintain this Exposure Control Plan.
- Provide appropriate resources.
- Ensure required training is provided.
- Ensure appropriate PPE is available.
- Establish procedures for reporting exposures.
- Ensure eligible employees are offered Hepatitis B vaccination.
- Ensure the plan is reviewed annually.

### **School Nurse/Health Services Supervisor**

The School Nurse/District Health Coordinator will:

- Assist with implementation of the plan.
- Provide or coordinate BBP training as appropriate.
- Educate staff regarding Standard Precautions.
- Maintain appropriate health-service procedures.
- Assist with exposure response.
- Maintain appropriate documentation.
- Communicate with administration regarding needed updates.

### **Campus Administrators**

Campus administrators will:

- Ensure employees follow the Exposure Control Plan.
- Ensure exposures are reported immediately.

- Ensure appropriate PPE and supplies are available.
- Support employees following an exposure incident.

## **Employees**

Employees are responsible for:

- Following Standard Precautions.
- Using PPE correctly.
- Reporting exposures immediately.
- Completing required training.
- Following district procedures.
- Reporting unsafe conditions.
- Properly disposing of contaminated materials.

## **XIX. Annual Review**

Academy ISD will review this Exposure Control Plan **at least annually** and whenever necessary because of:

- Changes in regulations
- New technology
- New procedures
- Changes in job duties
- Changes in staffing
- Changes in exposure risks
- An exposure incident indicating that procedures need modification