

Procedure

**UNIVERSAL PRECAUTIONS**

Each principal or department administrator, please provide to every staff person (teachers, secretaries, custodians, etc.) whom you supervise, a personal copy of the Summary of Worcester Public Schools' Policy and Guidelines Regarding Universal Precautions and non-latex gloves for his/her protection. Also, please have each person date and sign that she/he has received this material and maintain a log for your building/staff. As new staff members are assigned to you, the procedure should be repeated.

At your first staff meeting in October or November, please review the Summary of Worcester Public Schools' Policy and Guidelines with your staff. You are encouraged to have your Worcester Public Schools school nurse and your counselor or psychologist serve as resource personnel for any discussion.

**WORCESTER PUBLIC SCHOOLS  
DEPARTMENT OF NURSING**

**UNIVERSAL PRECAUTIONS FOR SCHOOL SETTINGS**

Universal precautions refer to the usual and ordinary steps all school staff needs to take in order to reduce their risk of infection with HIV/AIDS, as well as all other blood-borne organisms (such as Hepatitis B virus).

They are **universal** because they refer to steps that need to be taken in all cases, not only when a staff member or student is known to be HIV-infected.

They are **precautions** because they require foresight and planning, and should be integrated into existing safety guidelines.

Appropriate equipment (mops, buckets, bleach, hot water, hand soap, disposable towels and non-latex gloves) must be readily available to staff members who are responsible for the clean-up of body fluid spills.

1. Treat human blood spills with caution
2. Clean up blood spills promptly
3. Inspect the intactness of skin on all exposed parts, especially the hands. Cover any and all open cuts or broken skin, or ask another staff member to do the clean up. Non-latex gloves contribute an added measure of protection, but are not essential if skin is intact.
4. Clean up blood spills with a solution of one part household bleach to ten parts water (solution must be prepared within 24 hours before use), pouring the solution around the periphery of the spill. Using non-latex or vinyl gloves disinfect mops, buckets and other cleaning equipment with fresh bleach solution.

5. **Always** wash hands after any contact with body fluids. This should be done immediately in order to avoid contaminating other surfaces or parts of the body (be especially careful not to touch your eyes before washing up).
6. Clean up other body fluid spills (urine, vomit, and feces), unless grossly blood contaminated, in the usual manner. They do not pose a significant risk of HIV.

### **HANDWASHING GUIDELINES:**

Hand washing is the first line of defense against the spread of infection. Strict hand washing must be practiced by the children and staff including, but not limited to the following items:

- Upon arrival at the program
- Before eating or handling food
- After going to the bathroom or assisting in the toileting or diapering
- After contact with body fluid (blood, mucus, feces, vomitus, etc.)
- After cleaning areas contaminated with body fluids
- After handling pets or equipment

Hands should be washed with warm running water and liquid soap, using friction for 15-30 seconds. Hands should be dried with disposable towels or a labeled personal towel, which cannot be used for anyone else. The faucet should be turned off with a disposable towel so that clean hands are not dirtied.

### **SANITATION GUIDELINES:**

1. Place disposable items contaminated with blood or body fluids in plastic bags in covered containers.
2. Store clothing or other washable items stained with blood and/or body fluids separately in a plastic bag, and send them home with the owner for appropriate cleaning. Clothing stained with blood or other body fluids should be washed with hot water in a regular cycle wash.

### **DIAPERING GUIDELINES:**

Diapering should be done on surface used especially for diapering. The surface should be smooth, free of cracks, and non-porous. A disposable cover should cover this surface. After each use, throw away the cover; wash any contamination that you can see with soap and water, and spray with the standard bleach solution. The diaper pail should be lined, covered and preferably have a foot pedal. A sink for hand washing should be directly next to the diapering area. Diapering and food areas should be totally separated from each other. Wear gloves when diapering; **it is necessary** to wash your hands after diapering.

## **DISINFECTION OF CONTAMINATED WASTE:**

Disinfect materials saturated and dripping with blood and other suspected infectious waste in the following manner:

- A. Place waste in polyethylene bag supplied by custodians for this purpose. **Double** bag.
- B. Disinfect with 1:10 bleach solution (this must have been mixed within 24 hours).
- C. Disinfect waste by saturating with bleach solution.
- D. Securely seal bag.