

Directive to Administrators (Specify which administrators)	WAD (Wednesday) Publication Date	WAD Notice Number	No. of Pages
All Site Administrators	December 2009		1 of 10
WAD Title (Limit to 4-6 Words)		Date Due (if applicable)	Not Applicable After
Universal Precautions and Asthma Management/Emergency Information		January 29, 2010	June 4, 2010
From Meyla Ruwin (Cabinet member or approved by one below)	Title Senior Executive Director, Student Support Services	Signature	Telephone 242-2615
Action Required	Distribute Universal Precautions Fact Sheet and Asthma Information to all employees		
	<input checked="" type="checkbox"/> Post <input checked="" type="checkbox"/> Distribute		

Universal Precautions and Asthma Management/Emergency Information **2009-2010**

WHAT: Pursuant to Occupational Safety and Health Administration (OSHA) requirements and SFUSD Board of Education Resolutions #51-11A1, #310-28A5, #38-26A7, #51-25A1, #34-22A11:

- All staff are informed of Universal Precautions and Asthma Awareness

Universal Precautions are:

- 1) Best practices that help prevent contact with blood and other body fluids
- 2) Procedures required at all school sites
- 3) Ways to prevent infectious disease exposure

Asthma awareness in schools and emergency management information:

- Asthma accounts for more than 15 million missed school days per year which may lead to poor academic, and physical activity
- 10-15% of SFUSD children have asthma
- Students with asthma are required to have asthma action plans also known as **Asthma Emergency Care Plans**.
- All SFUSD sites will implement the **“Indoor Air Quality: Tools for Schools”** Program
- All K-12 , Special Education and Child Development Centers **will appropriately post in every classroom an Asthma Emergency Care Plan maintaining confidentiality at all times.**

WHO: All Staff at Child Development Centers, Elementary, Middle, High Schools and Central Offices

WHEN: Every day is a day for Universal Precautions and Asthma Awareness

Please see other side for instructions on HOW to address the requirements.

Approved	Cabinet Member Trish Bascom	Title Associate Superintendent, Student Support Services	Signature
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SAN FRANCISCO UNIFIED SCHOOL DISTRICT WEEKLY ADMINISTRATIVE DIRECTIVE

Primary Audience (Check One Only): For Administrators Only For Teachers Only For Both/Others

Universal Precautions and Asthma Management/Emergency Information
2009-2010 (continued)

HOW:

Each Site Administrator will receive a packet with an employee roster and *Universal Precautions Fact Sheets and Asthma Management and Emergency Plan Information*. The Administrator is responsible for ensuring that the following **Occupational Safety and Health Administration (OSHA) requirements are met:**

- 1) **Each employee must receive a copy of the Universal Precautions Fact Sheet and Asthma Management and Emergency Information.**
- 2) **Each employee must initial the roster** indicating that they have received and read the **Universal Precautions Fact Sheet and Asthma Management Information.**
- 3) **The initialed roster must be returned to Student Support Services Department no later than **January 29, 2010.** Please return it via school mail to:**

Wendy Tran, Receptionist
Student Support Services Department
1515 Quintara
San Francisco, CA 94116

For more information regarding Universal Precautions and Asthma Management, please call the Nurse of the Day at Student Support Services Department at 242-2615.

<i>Approved</i>	Cabinet Member Trish Bascom	Title Associate Superintendent, Student Support Services	Signature
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Universal Precautions School Employee Information 2009-2010

**San Francisco Unified
School District**

Student Support Services Dept.
1515 Quintara St.
San Francisco, CA 94116
Tel. 415/242-2615
Fax: 242-2618
www.healthiersf.org

Universal Precautions are defined by the following concepts:

- * **Best practices** that help prevent contact with blood and other body fluids
- * **Your best protection** against HIV/AIDS, Hepatitis B, Hepatitis C and some other infectious diseases
- * **Procedures required in schools** to protect students and staff from the possibility of unknown exposure to certain infectious diseases
- * **Procedures used to protect others** from certain infectious diseases you may have

Universal Precautions can protect you and prevent the spread of diseases, while ensuring confidentiality.

What should I do in the case of an exposure to blood or body fluids (e.g. needlestick, splash, human bite or human scratch)?

- 1) Clean injury with soap and water; however, clean only with water on mucous membranes (eyes and mouth)
- 2) For Students - contact parents or guardian by phone or registered letter
For Staff - **call Needlestick/Exposure Hotline 469-4411**
- 3) Notify your supervisor and complete paperwork
For Students - Principal notifies his/her supervisor and completes Injury Report Form
For Staff - If advised by Needlestick/Exposure Hotline to see Occupational Health Services, have principal complete Worker's Compensation form.

Medical Confidentiality

All medical information concerning students and co-workers must be held **CONFIDENTIAL**. **Sharing information about someone who has AIDS/HIV infection is prohibited by law and punishable by fine in California.**

FACTS ABOUT SOME INFECTIOUS DISEASES

Blood Borne Pathogens

HIV/AIDS INFECTION:

AIDS is caused by HIV (human immunodeficiency virus). HIV attacks the body's immune system leaving it open to life-threatening infections and malignancies. The virus may also directly attack the central nervous system. Persons infected with HIV often have no symptoms and may appear to be in good health, however they remain infectious for life.

HEPATITIS B and HEPATITIS C:

Hepatitis B and Hepatitis C are infections of the liver caused by a virus. Less than 50% of people who become infected show symptoms of illness. The symptoms include fatigue, mild fever, muscle/joint aches, nausea, vomiting, loss of appetite, and abdominal pain. In some patients, the urine turns dark and the skin becomes yellow. Symptoms may begin to appear up to six months after exposure to the virus. Ten percent of those infected with Hepatitis B become carriers and may develop chronic liver disease. Most people infected with Hepatitis C become carriers and may develop chronic liver disease.

HIV, Hepatitis B and Hepatitis C can be spread in the following ways:

- * Any sexual activity involving direct contact with semen, blood, or vaginal secretions of an infected person
- * Sharing intravenous (IV) needles and/or syringes with someone who is infected
- * Direct contact of infected blood from cuts, broken skin or mucous membranes

There are treatments that can decrease the severity of these diseases and may prolong life.

Respiratory Pathogen

TUBERCULOSIS (TB):

Tuberculosis is a disease which usually affects the lungs but can affect other organs. People infected with TB bacteria have a 10% chance of developing active TB sometime in their lives. People who are infected, but do not have active TB are not infectious to others. TB is spread by close prolonged contact with persons who have active TB. Symptoms of active TB are: cough, fever, weight loss, chest pain. Children often have less severe or no symptoms. People most likely to get the infection are household contacts, close friends, and fellow workers exposed to persons with active TB. Persons with HIV infection, foreign-born persons from countries with high rates of TB, low income populations, alcoholics, intravenous drug users, and persons living in highly populated living environments are at high risk for acquiring TB.

PREVENTION

How can HIV, Hepatitis B, and Hepatitis C be prevented?

There is no vaccine to prevent AIDS/HIV or Hepatitis C.

There is a safe and effective vaccine to combat Hepatitis B. Three doses of Hepatitis B vaccine are required for full protection.

The spread of TB can be reduced by:

- * covering mouth and nose when sneezing or coughing
- * insuring adequate ventilation
- * treating infected persons
- * routine screening with a PPD test

WEAR disposable single-use gloves whenever you will be:

- * touching any body fluids, particularly blood
- * examining the mouth or assisting with dental care
- * coming in physical contact with anyone who has open cuts, lesions, etc.

Gloves should be standard components of first-aid supplies in schools and should be readily accessible for emergencies and regular care.

Thorough hand-washing is the single most important factor in preventing the spread of infectious diseases.

WASH your hands with liquid soap and running water, lather well and wash vigorously for 15-20 seconds.

WASH:

- * before preparing food, before and after eating
- * after using the restroom
- * before and after administering first aid
- * after contact with any body fluids (blood, saliva, vomit, feces, urine, semen, menstrual flow, wound drainage, nasal discharge, etc.)
- * after removing disposable gloves

USE care when disposing of trash:

- * Place soiled tissues, pads, gauze bandages, towels, etc., into a plastic bag and tie or seal the bag. Place it in a second plastic bag and dispose.
- * If needles, syringes, or lancets are used in the school setting, arrange for a puncture-proof container. Place needles, syringes, or other sharp objects in special puncture-proof containers. **Do not bend, break or recap needles.** Many pharmacies will provide puncture-proof containers free of charge.

USE disinfectants:

- * Clean all areas soiled with blood and body fluids (table tops, toilets, sinks, desks, etc.) with soap and water followed by a disinfectant approved by the Environmental Protection Agency.

The SFUSD warehouse stocks many of the above items –please refer to the warehouse catalogue at <http://portal.sfusd.edu/forms/catalog.pdf>.

CONTACTS

If you have questions regarding infectious diseases, please contact your medical provider or any of the phone numbers listed below:

SF DPH Communicable Disease (415) 554-2830

SF AIDS Hotline (800) 235-2331

SSPD Nurse of the Day (415) 242-2615

Needlestick/Exposure Hotline (415) 469-4411

Curricula on HIV/AIDS are available at School Health Programs Department for Grades K-12.

This information is provided by the School Health Programs Department of the San Francisco Unified School District, the State Special Schools Health Task Force on Infectious and Communicable Diseases, "Guidelines for Informing Schools About Preventing the Spread of Infectious Diseases," California Department of Education, the Santa Clara County Office of Education and the Sonoma County Office of Education.
Revised 11/2009

ASTHMA IN SCHOOLS: Management and Emergency Information

What is Asthma?

During an asthma episode:

- The airways swell
- Excess mucous production clogs airways
- Muscles around the airways tighten

Symptoms of Asthma

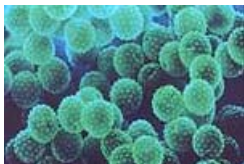
Each individual has his/her own set of symptoms. If you know a student has asthma, or suspect they do, watch for these **warning signs** to indicate uncontrolled asthma or a potential asthma episode:

- Cough (persistent or with physical activity)
- Wheeze
- Shortness of breath
- Student reports tightness in the chest
- Consistent use of inhaler
- Tired at school (waking at night with asthma symptoms)
- School absence due to asthma
- Stomach aches
- Headaches

Avoid / Control

Asthma Triggers in School Settings:

- chalk dust
- classroom animals
- mold, mildew
- pests
- strong odors (scented body products, markers, air fresheners, cleaning supplies, etc.)
- cold temperatures
- output from idling school buses and vehicles
- dust mites
- smoke
- art class and shop materials



Household Cleaners

Missouri Household Hazardous Waste Project

ASTHMA IN SCHOOLS: Management and Emergency Information

Medications

There are 2 basic types

1. Quick Relief | ALBUTEROL

- Used to reduce asthma symptoms, before exercise, and during an emergency!
- Ideally, everyone with asthma has access to quick relief medication at school

AN INHALER



GIVES A METERED DOSE OF MEDICATION.

A SPACER



INCREASES EFFECTIVENESS OF MEDICATION DELIVERY.

2. Controller

- Ideally, used at home daily to prevent inflammation and episodes.
- Not prescribed for everyone with asthma and often under utilized.

Asthma & EXERCISE

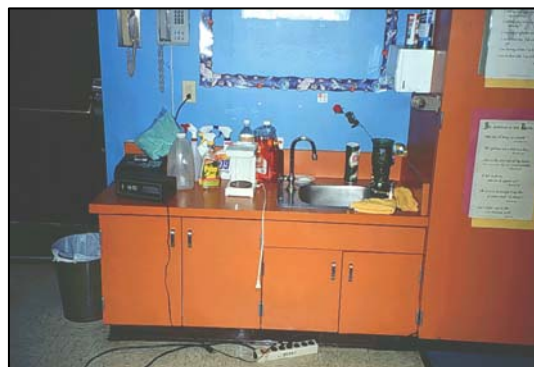
- Pre-medicate with quick relief medication (albuterol) 15 minutes prior to activity.
- Keep quick relief inhaler available and accessible during activity/physical education class.
- If symptoms occur during activity, stop exercise and utilize quick relief medication, if necessary.



ASTHMA IN SCHOOLS: Management and Emergency Information

Healthy school Environments

- Keep Heating Ventilation and Air Conditioning (HVAC) System running when people are in the room and don't obstruct air vents.
- Ensure windows are open and air is flowing.
- Keep building free of condensation, mold/mildew, dampness or leaks, and maintain average zone for humidity.
- Avoid scented products (Plug-Ins, air fresheners, cleaning products, perfumes, etc.)
- Minimize clutter and store art supplies and cleaning supplies in closed containers.
- Clean classrooms daily, remove trash, and keep free of pests and vermin.
- Minimize use of carpets and increase use of tile and hardwood floors.
- Use fake plants or low allergen plants. See http://calasthma.org/resources/show_resource/448/
- Have a "no pets allowed" rule or minimize exposure.
- Use only cleaning products approved by district, prioritizing the least toxic and/or green products.



ASTHMA IN SCHOOLS: Management and Emergency Information

How to help during an asthma episode

- Stay calm, speak reassuringly, and keep the student upright.
- If child has medication in the classroom (self-carry law allows this), administer and call school nurse.
- If child has medication in the front office/nurse's office, send them accompanied to the office and call school nurse.
- If child has NO MEDICATION at the school site, call parent/guardian, school nurse, and front office right away.

Always stay calm, keep student upright, and don't leave the student alone!

For an asthma EMERGENCY

CALL 911:

- if student is having an asthma emergency and has no quick relief medication.
- if student is having an asthma emergency and is unable to control it with their quick relief medication (continued shortness of breath, straining to breathe, symptoms getting worse).
- immediately if a student can't walk or talk, or a student's lips or nails are blue.

ASTHMA IN SCHOOLS:

How is Asthma Managed

Identify Children With Asthma

Post Asthma Emergency Protocol



Asthma Self Management Classes for Children With Asthma
"Open Airways"

Asthma Education For Children, Faculty, Staff & Parents

In School?

Have Asthma Emergency Care Plan and Medication Forms For All Children With Asthma

Control Asthma Triggers
"Tools for Schools"

- A. Identify children with Asthma
 - All school sites must use the Student Emergency/Medical Information Card and **enter medical information into the Student Information System**
 - See page B-2 on School Health Manual *"Step By Step: Adding Medical Information to the SIS System"*
- B. Have Emergency Care Plan and Medication Forms For All Children With Asthma
 - All students must have their emergency care plan, medication, and medication form at school every school year
- C. Post Asthma Emergency Protocol as appropriate
- D. Control Asthma triggers; Implement Tools for Schools Program
contact Louanne Lee, RN-Asthma Education Coordinator at (415)242-2615, or the SFUSD Tools for Schools District Coordinator, Jackie Chan at (415)554-2875
- E. Provide Asthma Self-Management Classes for Children with Asthma-"Open Airways for Schools"; contact your school nurse, or Louanne Lee, RN -Asthma Education Coordinator at (415) 242-2615
- F. Provide education for Children, Faculty, Staff and Parents - contact your school nurse, or Louanne Lee, RN -Asthma Education Coordinator at (415) 242-2615

Four Steps to Improve Asthma Management @ School

1. Know the children in your class/school who have asthma

- a. Review your students' Emergency / Medical Information Cards
- b. **Make sure the medical information is entered into the Student Information System (SIS)**
- c. Print a Medical Conditions report (sorted by alpha, grade, or class) from the SIS report option under Health.

Resources:

- View or download (pdf) copies of Student Emergency-Medical Information Cards, Processing procedure, Medication form, etc. @ <http://www.healthiersf.org>
- SIS technical assistance, call the Help Desk @ 241-6476.

2. Ensure that children have current Medication Administration Forms and Asthma Emergency Care Plans and that you know how to implement their plan.

- a. Asthma Emergency Care Plans, Parents Letters (in multiple languages) regarding these plans, are available on the above web page.
 - Call the Nurse of the Day @ 242-2615 if you have questions or need assistance.
- b. Educate yourself and your students about asthma management:
 - Schedule a Faculty Presentation on Asthma Awareness
 - Schedule "Open Airways For School" asthma education classes for 3rd-5th graders with asthma, or *Kickin' Asthma* or *Power Breathing* education classes for secondary students with asthma

3. Keep communication open with parents/guardians about their child's asthma.

- a. Call or send letter home to parents/guardians to inform them when their child has had asthma symptoms, used their rescue medicine, or seemed unusually tired.
- b. When calling parent/guardian regarding an absence, ask if the child is having an asthma episode.
- c. **If the child is having asthma symptoms more than 2 times per week, or waking at night with asthma symptoms more than 2 times per month**, refer child to their health care provider.

Resources:

- Breathe California – http://www.ggbreathe.org/health_info/asthma.htm
- American Lung Association – <http://www.ala.org>
- Allergy and Asthma Network, Mothers of Asthmatics - <http://www.aanma.org/>

4. Work towards controlling asthma triggers in the classroom/school.

- a. Improve indoor air quality by implementing the EPA's *Tools for Schools Program* at your school.
 - <http://www.epa.gov/iaq/index.html>

For assistance: see your *IAQ Tools for Schools* Site Liaison; call the District IAQ Tools for Schools District Coordinator, Jackie Chan at (415) 554-2875 ; or call the Asthma Education Coordinator Louanne Lee, RN, at (415)242-2615.