



Universal Precautions School Employee Information 2007-2008

**San Francisco Unified
School District**

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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; water only on mucous membrane (eyes, 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 and 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 handwashing 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.

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 554-2830

SF AIDS Hotline (800) 235-2331

SHPD Nurse of the Day 242-2615

Needlestick/Exposure Hotline 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.

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