

PERSONNEL

GENERAL PERSONNEL - BLOODBORNE PATHOGENS EXPOSURE CONTROL PLAN

The District 93 Exposure Control Plan has been developed in accordance with the OSHA Bloodborne Pathogens Standards requirements of Title 29 CFR 1910.1030.

OSHA requires employers to determine which classifications of employees who, in the normal and routine performance of their job, may be exposed to blood or other potentially infectious materials. District 93 hereby establishes the following job classifications of employees who may have direct occupational exposure: registered nurses, custodians, preschool personnel.

It has been determined that in the normal performance of their job duties (which would include standard first aid procedures and clean-up procedures), these categories of employees have the potential to incur direct exposure to blood or other potentially infectious materials.

District 93 recognizes that in special settings, an employee or teacher may provide care to a specific student whose identified behaviors would place the staff member at risk. In such a specific instance, this employee would be classified as one who may be directly exposed to blood and/or infectious materials.

In keeping with the regulation requirements, employees serving in the classifications identified above will be subject to the regulations as described in the Exposure Control Plan and will be offered vaccinations for the Hepatitis B Virus.

Universal Precautions

Universal precautions will be observed at all District 93 schools in order to prevent direct contact with blood or other potentially infectious materials. All blood will be considered infectious regardless of the perceived status of the source individual. Any bodily fluid will be considered infectious when visibly contaminated with blood. Standard work practice controls will be utilized to eliminate or minimize direct exposure of employees to blood.

As a universal precaution, any contact with blood and other potentially infectious materials will be treated as if known to be infectious. For example, a piece of glass known to have caused a cut is a potentially infectious material and should not be touched or handled without protective, disposable gloves and should be cleaned up with equipment such as a broom and a dustpan and not picked up with bare hands.

Clean-Up and Disposal

As a universal precaution, hand washing facilities are readily available in all District 93 schools and must be used by any person who has contacted blood. All clean-up of blood shall be accomplished with a disinfectant. It shall be the responsibility of the on duty custodian to clean up any blood spill in the building or on school grounds by using disposable gloves and disinfectant.

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Disposal of contaminated materials and personal protective gloves shall be accomplished by placing these materials in double plastic bags. After disposal of these materials, employees shall wash their hands and any other potentially contaminated area with soap and water and disinfectant.

All waste containers shall be inspected and disinfected immediately after being emptied of contaminated materials. It shall be the responsibility of the on duty custodian to inspect and disinfect waste containers.

The use of any needles for the provision of medication for children under doctor's written orders is restricted to the Nurse's Office unless otherwise specified (e.g. IEP). Needles shall be disposed of in an appropriate " sharps" container. This container will be kept in the Nurse's Office. The nurses will be responsible for disposing of this container in a proper manner, following State and Federal guidelines.

Work Area Restrictions

In work areas such as the Nurse's Office where there is a potential for exposure to blood, employees are not to eat, drink, apply cosmetics or handle contact lenses.

Personal Protective Equipment

Personal, protective equipment will be provided in all schools and will include: disposable gloves, CPR shields, eye shields, disinfectant, and plastic bags for disposal. Protective equipment is provided to prevent blood or other potentially infectious materials from reaching the employee's clothing, skin, eyes, mouth or mucous membranes. Protective equipment will be available in the Nurse's Office and in the custodial workroom in each school.

The District will provide disposable gloves without cost to employees. Disposable gloves will be available in the Nurse's Office and in the custodial workroom.

Disposable gloves shall be worn whenever it is reasonably anticipated that employees will have hand contact with blood or other infectious materials. Disposable gloves are not to be washed or decontaminated for reuse.

An Emergency Response Safety Kit will be readily available in the Nurse's Office in each school. The kit will include disposable gloves, CPR shield, mask and eye shield, a container of disinfectant solution and a zip-lock bag to use in the disposal of any contaminated material. All contaminated work surfaces will be disinfected by the on duty custodian as soon as feasible after any spill of blood or other potentially infectious materials.

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Hepatitis B Vaccine

All registered nurses, custodians, and preschool personnel will be offered the Hepatitis B vaccine at no cost to the employee. On a case-by-case basis, any teacher or other employee who may provide care to a specific student whose identified behaviors place the staff member at risk, will also be offered the Hepatitis B vaccine. Any employee who has been specifically identified as having direct exposure to blood or other potentially infectious materials will be offered the Hepatitis B vaccine following a direct exposure incident.

The vaccine will be offered within ten (10) working days of the initial employment assignment for registered nurses, custodians, and preschool personnel. The vaccine will be offered to any other employee within twenty-four (24) hours following a direct exposure incident.

Employees who decline the Hepatitis B vaccine must sign the Acceptance/Declination Statement in compliance with the OSHA standard (Appendix B). A signed copy of the Acceptance/Declination Statement will be distributed as follows: employee, nurse and personnel file. Employees who initially decline the vaccine but who later wish to have it may then have the vaccine provided at no cost to the employee.

The Hepatitis B vaccine will be given to employees at the Central DuPage Hospital Urgent Care facility located at 245 South Gary Avenue, Bloomingdale, Illinois 60108.

Exposure Incident Report

If an employee has been "touched" by blood or other potentially infectious materials and there is reason to suspect that blood or other potentially infectious materials has directly contacted an open wound, the eyes, or mucous membranes of that employee, then the following procedures must be followed:

1. Immediately wash hands and any other affected area.
2. Notify a custodian to clean/secure contaminated area and/or equipment using required precautions (gloves, disinfectant, etc.).
3. Notify nurse and principal.
4. Complete all appropriate forms (these forms may be obtained from the administrative and/or nurse's office) :
 - a. District Exposure Incident Report (Appendix A)
 - b. Hepatitis Vaccine Acceptance/Declination Form (Appendix B)
 - c. Illinois Form 45: Employer's First Report of Injury (Appendix C)
5. Nurse and/or principal forward forms to Human Resources
6. Proceed with medical follow-up, if necessary, as soon as possible (ideally, within 24 hours of incident)

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Any employee who incurs a direct exposure incident will be offered post exposure evaluation and follow-up in accordance with the OSHA standard and with Board Policies 500.84 and 500.92 and Administrative Procedure 500.84 regarding Communicable Diseases. As part of the follow-up to a direct exposure incident, a written opinion shall be obtained from a health care professional and made available to the employee and to school District 93. Included in this written statement will be verification whether the employee did or did not receive the Hepatitis B vaccine.

Inservice Training and Record-Keeping

Inservice Training for all registered nurses, custodians, and preschool personnel will be conducted upon employment and annually thereafter, and will include an explanation of the District's Blood Pathogens Exposure Control Plan.

All records required by the OSHA standards and the District Exposure Control Plan will be maintained at the Nurse's Office in each school as well as a file copy for the District Human Resources Office. Records will include, but not be limited to the Post Exposure Incident Report (Appendix A), the Acceptance/Declination Statement (Appendix B), and the written verification from the Central DuPage Urgent Care facility of the administration of the Hepatitis B vaccine. A written record will be maintained on file in the District Office of all employees receiving inservice training and will include the names of those in attendance, the date, time and place of the inservice training. Individual employee's medical records resulting from a direct exposure follow-up with a health care provider shall be maintained in a confidential file in the District Office personnel office for the duration of that employee's employment in the District, plus thirty (30) years.

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