

Series	400	Students
Section	450	Student Health & Welfare
Procedure	453.23P	Guidelines for Handling Body Fluids in the Kewaskum Schools Procedure

The following guidelines are meant to provide simple and effective precautions against transmission of disease for all persons potentially exposed to the blood or body fluids of any student. No distinction is made between body fluids from students with a known disease or those from students without symptoms or with an undiagnosed disease.

1. The body fluids of all persons should be considered to contain potentially infectious agents (e.g. bacteria and viruses). The term "body fluids" includes: blood, semen, drainage from scrapes, cuts and open lesions, feces, urine, vomitus, respiratory secretions (e.g. nasal discharge) and saliva. Contact with body fluids presents a risk of infection with a variety of infectious agents. In general, however, the risk is very low and dependent on a variety of factors including the type of fluid with which contact is made and the type of contact made with it.

The body fluids with which one may come in contact may contain many organisms, some of which may cause disease. Furthermore, many infectious agents may be carried by individuals who have no symptoms of illness. These individuals may be at various stages of infection: incubating disease, mildly infected without symptoms, or chronic carriers of certain infectious agents including the HTLV-III and hepatitis viruses. In fact, transmission of communicable diseases is more likely to occur from contact with infected body fluids of unrecognized carriers than from contact with fluids from recognized individuals because simple precautions are not always followed.

2. When possible, direct skin contact with body fluids should be avoided. Disposable gloves should be available in the office of the custodian, and nurse or principal. Gloves are recommended at all times and especially when an individual with open lesions on the hands has direct contact with body fluids (e.g. treating bloody noses, handling clothes soiled by incontinence, cleaning small spills by hand). Gloves used for this purpose should be put in a plastic bag or lined trash can, secured and disposed of daily.

3. When unanticipated skin contact with body fluids occurs where gloves may not be immediately available (e.g. when wiping a runny nose, applying pressure to bleeding injury outside the classroom, helping a child in the bathroom) these procedures should be followed:

a. Hands and other affected skin areas of all exposed persons should be routinely washed with soap and water after direct contact has ceased.

b. Clothing and other non-disposable items (e.g. shoes, gloves, combs) that are soaked through with body fluids should be rinsed and placed in plastic bags marked contaminated. The marked bags should be sent home with the student. If presoaking is required to remove stains (e.g. blood, feces) use gloves to rinse or soak the item in cold water prior to bagging.

c. Contaminated disposable items (e.g. tissues, paper towels, diapers) should be handled with disposable gloves and the contaminated materials placed in specially marked plastic bags and incinerated.

4. Standard procedures should be used for removing body fluids (e.g. vomitus). These procedures should be reviewed regularly to determine whether appropriate cleaning and disinfection steps have been included.

a. Stock sanitary absorbent agents, specifically intended for cleaning body fluid spills will be used in the district. Disposable gloves should be worn when using these agents.

b. The dry material should be applied to the area, left for a few minutes to absorb the fluid, and then vacuumed and swept up. The vacuum bag or sweepings should be disposed of in a plastic bag. The broom and dustpan should be rinsed in a disinfectant. No special handling is required for vacuuming equipment.

5. Hands should be thoroughly washed whenever contact has been made with body fluids. Proper hand washing

requires the use of soap and water and vigorous washing under a stream of running water for approximately 10 seconds. Soap suspends easily removable soil and microorganisms allowing them to be washed off. Running water is necessary to carry away dirt and debris. It is important to rinse under running water and use paper towels to thoroughly dry hands.

6. **Disinfectants.** An intermediate level disinfectant should be used to clean surfaces contaminated with body fluids. Such disinfectants will kill vegetative bacteria, fungi, tubercle bacillus and viruses. The disinfectant should be registered by the U.S. Environmental Protection Agency (EPA) for use as a disinfectant in medical facilities and hospitals. Various classes of disinfectants are listed below. Hypochlorite solution (bleach) is preferred for objects that may be put in the mouth.

- a. Ethyl or isopropyl alcohol (79 percent).
- b. Phenolic germicidal detergent in a 1 percent aqueous solution (e.g. Lysol).
- c. Sodium Hypochlorite with at least 100 ppm available chlorine 1/2 cup household bleach in 1 gallon water; needs to be freshly prepared each time it is used).
- d. Hydrogen Peroxide (3% solution).
- e. Quaternary ammonium germicidal detergent in 2 percent aqueous solution (e.g. Triquat, Mytar or Sage).
- f. Iodophor germicidal detergent with 500 ppm available iodine (e.g. Wescodyne).
- g. Heat (56 degrees C for 10 minutes).

7. **Disinfection of hard surfaces and care of equipment.** After removing the soil, a disinfectant should be applied. Mops should be soaked in the disinfectant after use and rinsed thoroughly or washed in a hot water cycle before rinse. Disposable cleaning equipment and water should be placed in a toilet or plastic bag as appropriate. Nondisposable cleaning equipment (dustpans, buckets) should be thoroughly rinsed in the disinfectant. The disinfectant solution should be promptly disposed down a drainpipe. Remove gloves and discard in appropriate receptacles.

8. **Disinfection of rugs.** A sanitary absorbent agent should be applied, allowed to let dry and then vacuumed. If necessary, remove with a dustpan and broom, then apply rug shampoo (a germicidal detergent) with a brush, and re-vacuum. The dustpan should be rinsed and the broom should be disinfected. The brush should be washed with soap and water. Non-reusable cleaning equipment should be disposed of as noted in item 7.

Cross Reference: 453.1

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