



ROUTINE PRACTICES AND ADDITIONAL PRECAUTIONARY GUIDELINES FOR DEALING WITH BODY FLUIDS

1. Hand Washing

Frequent hand washing is the most important way to prevent the spread of infection.

When

- After sneezing or coughing and after contact with body fluids.
- Before and after meals and breaks.
- Before and after using the toilet.
- Before and after preparing food.
- Before and after work.

Materials

- Soap.
- Running water; water should be warm, but not hot enough to burn skin.

Procedure

- Wet hands thoroughly. This helps increase the effectiveness of the soap.
- Add soap and rub hands together making a soapy lather. Do this for at least 15 seconds. Pay special attention to fingertips and thumbs.
- Rinse well holding hands downward.
- Dry hands thoroughly with paper towel; use paper towel to turn off taps.
- Dispose of paper towel in garbage can.

2. General Preventative Procedures

- Use proper cleanup procedures (see section [3] below).
- Minimize the handling of waste and use proper disposal of waste.
- Use disposable absorbent material like paper towels to stop bleeding.
- Wear disposable gloves that meet infection control standards when you deal with blood or are in contact with body fluid, especially if you have open cuts or chapped hands. This includes toileting, diapering and administering First Aid.



**ROUTINE PRACTICES AND ADDITIONAL
PRECAUTIONARY GUIDELINES FOR DEALING
WITH BODY FLUIDS**

Gloves should be:

- Single use: New gloves must be used for each student and for each new procedure. Never re-use the gloves.
- Discarded: Gloves must not be washed or disinfected.
- Removed: Keep your hands from coming into contact with the outside of the glove.
- Wash your hands as soon as your gloves are removed.
- Use a mouthpiece during mouth-to-mouth resuscitation if open wounds are present. (Mouthpieces should be available in the school first aid kits.)

3. Cleaning and Disinfecting

To clean furniture, flooring or equipment/toys contaminated with bodily fluids:

- Immediately clean up bodily fluids using disposable, absorbent material.
- Wear disposable gloves for as long as you have close contact with the bodily fluids; i.e., if using absorbent paper towels, wear gloves; if using a mop, gloves are not necessary. Mops should be thoroughly washed in the approved divisional disinfectant solution and allowed to dry before reusing.
- Thoroughly clean the area using the approved solution.
- Wash the area with hot, soapy water.

4. Diapering

The surface used for diapering should be:

- Made of a smooth, non-porous material such as Formica, hard plastic, stainless steel, or a washable pad covered with smooth vinyl;
- Free of cracks and easily cleaned;
- In close proximity to a sink.

When diapering, the attendant should:

- Wear gloves;
- Empty diaper contents into the toilet;
- Place diaper in a closed garbage container lined with a strong plastic bag;



**ROUTINE PRACTICES AND ADDITIONAL
PRECAUTIONARY GUIDELINES FOR DEALING
WITH BODY FLUIDS**

- Clean and disinfect the diaper changing areas or anything else that comes in contact with a child's feces or urine with the approved solution;
- Allow areas cleaned with the approved solution;
- Wash hands.

5. Disposal

- Wear disposable gloves that meet infection control standards for disposal of waste contaminated with body fluids.
- Sharp items, such as broken glass, needles, and lancets contaminated with blood should be placed in an approved puncture-resistant container and disposed in the large outdoor garbage bin. Puncture-resistant containers are available in every school office. Large containers, if required, can be obtained through the custodian.
- Carefully pour suctioned fluids, excretions and secretions down drains connected to the sanitary sewer system; i.e., toilet.
- Disposable items (gloves, paper towels, etc.) contaminated with blood or body fluids should be placed in a plastic bag, sealed and disposed of with the regular garbage.
- Clothing or linen visibly soiled with blood or body fluids should be placed in a plastic bag, sealed, labeled and sent home. Wash hands after disposal of waste contaminated with blood or body fluids.

6. Accidental Exposure to Blood and to Body Fluids Containing Blood

A significant exposure has occurred if a person's blood or body fluid containing blood comes in contact with someone else's broken, punctured or chapped skin, or mucous membranes. Specific injuries that cause concerns are those involving needle sticks and other sharps as well as bites and splashes.

If a significant exposure occurs in the work setting:

(a) Provide first aid by:

- (i) Encouraging bleeding at the site of the injury;
- (ii) Washing the area well with soap and water;



JLCC-R

**ROUTINE PRACTICES AND ADDITIONAL
PRECAUTIONARY GUIDELINES FOR DEALING
WITH BODY FLUIDS**

- (iii) Washing the eye(s) with cold water.
- (b) If the injury is to a student:
 - (i) Report the injury to the immediate supervisor and/or school administrator.
 - (ii) The school administrator must contact the appropriate parties (parents/guardians).
 - (iii) The parent/guardian of the child must contact family physician, Health Links, or the local emergency room for appropriate management and any treatment required.
 - (iv) A student accident report form must be completed.
- (c) If the injury is to professional staff:
 - (i) Report the injury to the principal or designate.
 - (ii) The Employee Accident (Incident, Injury or Near Miss Report) form is to be completed.
 - (iii) The injured person must contact his/her family physician, Health Links, or the local emergency room for appropriate management and any treatment required.
- (d) If the injury is to support staff:
 - (i) Report the injury to principal or designate.
 - (ii) The Employee Accident (Incident, Injury or Near Miss Report) form is to be completed.
 - (iii) The injured person must contact his/her family physician, Health Links, or the local emergency room for appropriate management and any treatment required.

Cross Reference:		
Date Adopted: August 1, 2017	Date Amended:	Board Motion(s):
Procedure: JLCC	Guidelines:	Exhibit: JLCC-E