

SUBJECT: UNIVERSAL PRECAUTIONS FOR ALL STAFF AND STUDENTS

"Universal Precautions" is an approach to infection control. The concept of universal precautions is that all human blood and body fluids are treated as if known to contain disease causing germs (pathogens).

Human Immunodeficiency Virus (HIV) and Hepatitis B Virus (HBV) can be found in blood, semen, vaginal secretions and breast milk. Hepatitis B virus is also found in high enough concentrations in saliva to transmit infection from one person to another. Saliva and other body fluids such as urine, vomitus, nasal secretions, sputum, and feces often contain germs that cause other diseases. It is not always possible to know when blood or body fluids are infectious. All students and staff shall routinely observe the following universal precautions to prevent and reduce spread of infectious disease:

1. Wear disposable waterproof gloves whenever you expect to come into direct contact with blood, other bloody fluids containing blood, or contaminated items and surfaces. This applies to incidents including, but not limited to caring for nosebleeds or cuts, cleaning up spills, or handling clothing soiled by blood or body fluids containing blood. Do not reuse gloves. After each use, remove gloves without touching the outside and dispose of them in a lined waste container. After removing gloves, wash hands thoroughly with soap and as described below.
2. Wash your hands and any other contacted skin surfaces thoroughly for 15-30 seconds with dispensable soap and warm running water, and thoroughly dry with disposable paper towels.
 - a. Immediately after any accidental contact with blood, body fluids, or drainage from wounds, or with soiled garments, objects or surfaces.
 - b. Immediately after removing gloves or other protective equipment or clothing.
 - c. Before assisting others with eating and drinking as well as eating or drinking yourself.
 - d. Before handling food, cleaning utensils or kitchen equipment.
 - e. Before diapering and assisting with toileting as well as personal use of the bathroom.

When running water is not available, use antiseptic hand cleanser and clean towels or antiseptic towelettes, and use soap and water as soon as feasible.

3. Clean surfaces and equipment contaminated with blood with soap and water and disinfect them promptly with a fresh solution of household bleach (ten parts water to one part bleach) or other disinfectant. While cleaning, wear disposable gloves and use disposable towels whenever possible. Rinse mops or other reusable items in the disinfectant and dry thoroughly.
4. Properly dispose of contaminated materials and label them as biohazardous.
 - a. Place blood, body fluids, gloves, bloody dressings and other materials soaked with blood into appropriately labeled plastic bags or lined waste containers.
 - b. Place needles, syringes, and other sharp disposable objects into leak proof, puncture proof containers.
 - c. Bag soiled towels and other laundry. Presoak with disinfectant and launder with soap and water.
 - d. Dispose of urine, vomitus or feces in the sewer system.
5. Do not care for others injuries if you have any bleeding or oozing wounds or skin condition yourself.
6. Use a mouthpiece, resuscitation bag or other ventilation device when readily available when it is necessary to provide mouth-to-mouth resuscitation.
7. Immediately report any incident of accidental exposure to blood or first-aid incident that involved direct contact with blood in accordance with district policies about accident reporting and Exposure Control Plan.

What to do before the nurse arrives on the scene.

GENERAL GUIDELINES:

Stay calm.

Wear gloves to protect yourself (Universal precautions).

The nurse's telephone number is 611.

When calling give your location, name of person involved and what happened.

Stay with the injured or ill person and clear others away from the area.

Keep the patient quiet, either sitting or lying down in the position found if an injury.

ALLERGIC REACTION

Mild reactions include redness, mild hives and slight itching. Send to the nurse. If there is wheezing or any swelling around the face, mouth or neck dial 911. This may progress to anaphylactic shock including generalized hives, swollen tongue, nausea, abdominal pain, blue lips and unconsciousness. Call 911. Nurse to give an Epi-pen,

ASTHMA

In asthma the bronchial tubes are in spasm. An episode may be triggered by an allergic reaction, infection, exercise or temperature changes. You will see difficulty breathing especially during expiration, cough, wheezing or anxiousness. Position person to comfort, usually sitting up. Keep quiet until the nurse arrives.

BLEEDING

Wear gloves. Have person lie down. Apply pressure to the area over a wad of tissues or cloth. Elevate bleeding limb above the level of the heart. Exception-do NOT apply pressure to head wounds

BURNS

First degree- Will see redness to superficial layers of skin i.e. sunburn.

Second degree- Blisters and redness.

Third degree- broken skin, raw or black charred areas of skin visible.

For all burns remove clothing over burned area. Rinse area under cold water. Cover with a clean cloth if handy. For major burns call 911.

DIABETES

Insulin shock or very low blood sugar is the main concern. You may see confusion, glassy eyes, trembling, or restlessness. Patient may complain of headache or dizziness. Allow the person to eat some candy or a snack if conscious. Ask if they ate and took their insulin. If unconscious call 911.

HEART ATTACK

You may see any or all of the following:

Chest pain that may radiate down the left or both shoulders, arms and neck

Shortness of breath

Sweating

Complaints of indigestion or vomiting

Pale or bluish color of the skin and nails.

Position to comfort which is usually sitting up with pillows. Dial 911. If patient becomes unconscious check for breathing and pulse. If none, start CPR until help arrives.

SEIZURE

The main concerns are injury from falling and accidental choking on saliva. Lips may turn blue for a few seconds. If person is breathing there is no cause for alarm. Try to ease patient to the floor. Loosen clothing around the neck. Turn on their side (if there is no head or back injury) so the airway opens. Observe approximate length of seizure and which body parts are affected.

SKELETAL or MUSCLE INJURIES

If limb is very painful, swollen or distorted out of shape do NOT move victim, but position to comfort until the nurse arrives. For head, neck, or back injuries do NOT move, even if there is no complaint of pain. If victim appears in "shock" i.e. cold, sweaty and pale, keep the person comfortable and cover with a coat or blanket. Call 911.