

## **Procedure - Infection Control Program**

### **Immunization**

Staff members, including substitutes, student teachers and volunteers, are encouraged to complete an Immunization History form to be placed on file at the district office. In the event of an outbreak of a vaccine-preventable disease in a school, the local health officer has the authority to exclude all susceptible persons, including school staff. This authority would likely be exercised in the event of one or more cases of measles or rubella within the school. Susceptible, as related to measles, means any staff member born after January 1, 1957 who does not have documented evidence of immunity.

A staff member may claim an exemption for health, religious or philosophical reasons. However, a staff member who files such an exemption may be excluded if an outbreak occurs at his/her school. A staff member who is excluded is not eligible to receive sick leave benefits unless he/she is ill or physically disabled or is otherwise provided for in the collective bargaining agreement.

If a staff member needs to be vaccinated, he/she should contact a personal physician or clinic. Some vaccines may also be available at a nominal cost from the county health department.

### **Infection Control Program**

The district's infection control program will be consistent with [WAC 296-823](#) Occupation exposure to bloodborne pathogens and the Guidelines for Implementation of Hepatitis B and HIV School Employee Training published by the Superintendent of Public Instruction.

All employees with reasonably anticipated on-the-job exposure to blood or other potentially infectious material will be identified. Potentially infectious human body fluids are blood, semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva in dental procedures, any body fluid that is visibly contaminated with blood and all body fluids in situations where it is difficult to differentiate between body fluids. Examples of employees with reasonably anticipated risk of exposure include, but are not limited to, school nurses; teachers and aides in classrooms for the developmentally disabled, the institutionalized or group home residents; bus drivers of such students, or who provide first aid; communication disorders specialists for such students; coaches or assistants who provide first aid, and first aid providers. All job duties should be evaluated by the superintendent or her/his designee for the risk of exposure to blood or potentially infectious material. The district will maintain a list of job classifications with reasonably anticipated exposure to blood or other potentially infectious material.

All employees identified as having reasonably anticipated exposure to blood or other potentially infectious material will be offered the hepatitis B vaccine at the district's expense.

If an employee has a specific exposure to blood or other potentially infectious material, the district will provide a free and confidential medical evaluation and follow-up performed by an appropriately trained and licensed health care professional. Any necessary post-exposure treatment will be provided.

Employees with reasonably anticipated exposure to blood and other potentially infectious material will participate in district-provided training within ten days of employment and annually before the first day of school. The training will include:

- A. A general description of bloodborne diseases;
- B. An explanation of modes of transmission of bloodborne pathogens;
- C. An explanation on the use and limitations of methods of control;

- D. Information about personal protective equipment;
- E. Information on the Hepatitis B vaccine;
- F. A description of procedures to follow if an exposure incident occurs;
- G. An explanation of signs, labels, tags and color coding used to designate biohazards;
- H. Where to obtain a copy of WAC 296-823 Occupation exposure to bloodborne pathogens;
- I. An explanation of the district's infection control plan and how to obtain a copy;
- J. How to identify tasks and activities that may involve exposure to blood or other potentially infectious material; and
- K. Appropriate actions to take in emergencies involving blood or other potentially infectious material.

The training will be provided by a qualified person and will include opportunities for questions.

The district will provide training to all employees regarding HIV/AIDS. The training will be provided within six months of initial employment. The training will include:

- A. History and epidemiology of HIV/AIDS;
- B. Methods of transmission of HIV;
- C. Methods of prevention of HIV infection including universal precautions for handling body fluids;
- D. Current treatment for symptoms of HIV and prognosis of disease prevention;
- E. State and federal laws barring discrimination against persons with HIV/AIDS; and
- F. State and federal laws regulating the confidentiality of a person's HIV antibody status.

Significant new discoveries or changes in accepted knowledge regarding HIV/AIDS will be transmitted to employees within one calendar year of notification from the Superintendent of Public Instruction, unless the Department of Health notifies the district that prompt dissemination of the information is required.

The Hepatitis B vaccination status and records regarding any occupational exposure, if any, will be kept in strict confidence during employment, plus thirty years, for any employee with reasonably anticipated exposure to blood or other potentially infectious material. The records of occupational exposures will include:

- A. The employee's name and social security number;
- B. The employee's Hepatitis B vaccination status;
- C. Examination results, medical testing and follow-up procedure records;
- D. The healthcare professional's written opinion; and
- E. A copy of information provided to the healthcare professional.

The district will also keep records of training sessions including the dates, a summary of the material, names and qualifications of the trainers and names of employees attending the training.

These records will be kept for three years.

Adoption Date:

Classification:

Revised Dates: **12.11; 04.15; 10.17**

---

© 2014-2017 Washington State School Directors' Association. All rights reserved.