



# LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

**TITLE:** Infection Control Guidelines for Preventing the Spread of Communicable Diseases

**NUMBER:** BUL-1645.1

**ISSUER:** René Gonzalez, Assistant Superintendent  
Student Health and Human Services

**DATE:** April 7, 2008

**ROUTING**  
All Employees  
All Locations

**POLICY:** Preventing the transmission of communicable disease must have the highest priority. This Bulletin provides guidelines for all District personnel to prevent the spread of communicable disease.

**MAJOR CHANGES:** This Bulletin replaces BUL-1645 of the same title dated July 1, 2005. This update reflects current personnel and phone numbers to call for assistance.

**GUIDELINES:** Infected persons may not know they are infected or may not share this information with others.

Infection can be transmitted directly or indirectly, depending on the nature of each disease. Direct transmission can occur in such ways as touching, droplet spray from sneezing/coughing and close physical contact with body fluids, excretions, secretions and discharges. Indirect transmission can occur through contaminated food, water and objects such as towels, toys, eating utensils, clothing, and diapers.

Teaching and supervision of preventive measures for the control of communicable diseases is a school nursing function. School nurses on an individual basis or group sessions will conduct in-service instruction. District physicians are available as a resource. Orientation and training must be on going and include new personnel.

Personnel involved in the care of students with medical conditions that require specialized physical health care procedures and/or assistance with hygiene or feeding will receive annual training in Bloodborne Pathogens and Universal Precautions.

Transmission of disease occurs more readily in very young and/or disabled children who require close personal physical care. Strict procedures and techniques must be used at all times in all settings. Staff will be trained in the required procedures and techniques before care is given.

A pregnant woman or a woman of child bearing age should consult with their private health care provider and be aware that some infectious agents such as those causing rubella, herpes simplex, Parvovirus B19, CMV (cytomegalovirus) infection, AIDS (Acquired Immune Deficiency Syndrome)/HIV (Human Immunodeficiency Virus)



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infections, syphilis, toxoplasmosis, hepatitis B & C, and varicella (chickenpox) can be transmitted to the unborn child.

### **PROCEDURES AND TECHNIQUES – UNIVERSAL PRECAUTIONS**

Special procedures and techniques that are part of an individual's medical protocol must be adhered to precisely. The following procedures and techniques relate to the care of all students:

#### **Hand washing**

This is the single most important procedure for preventing the spread of disease and physically removes microorganisms from the hands.

1. Facilities (running water, preferably warm) and supplies (soap and paper towels) for hand washing must be readily accessible to all school students and personnel.
2. Food handlers and staff providing physical care to students must have fingernails that are kept short and manicured (**no artificial nails and/or nail polish**). Skin injuries must be covered with a band aide before gloving. Consult Employee Health Services (213) 241-6326 regarding any chronic nail or skin condition.
3. Hand jewelry except plain wedding bands should not be worn while giving physical care to others. Microorganisms may collect in jewelry settings.
4. Hands should be washed before food preparation or feeding, after removing gloves, cleaning up body fluids, excretions, secretions, discharges and after using the toilet.
5. Technique:
  - a. Use liquid soap/detergent and running water (preferable warm). Bar soap can harbor microorganisms.
  - b. Rub all areas of hands and wrists in a circular motion briskly for 10-15 seconds.
  - c. Clean fingernails. Food handlers are not to wear nail polish/acrylic nails and to keep their own nails short for easier cleaning.
  - d. Rinse well under running water.
  - e. Dry thoroughly with paper towels; turn off water using the paper towels; wipe surfaces around sink and then discard the towels.

#### **Use of gloves**

1. ALWAYS WEAR SINGLE USE DISPOSABLE GLOVES WHEN CLEANING UP BLOOD SPILLS, PERFORMING SPECIALIZED PHYSICAL CARE PROCEDURES OR WHEN PERFORMING PERSONAL CARE.



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- **Gloves must be changed after each procedure and between students.**
  - **Use gloves one time and then dispose of them in the proper manner.**
  - **To remove gloves, grasp the cuff and then strip it off by turning it inside out and dispose in the trash.**
  - **Wash hands with soap and water immediately after removing the gloves.**
2. If hands or other skin areas are contaminated with blood or other body fluids when gloves are not used, the skin should be properly washed at once with soap and water. The danger is greater when you have open lesions or breaks in the skin.  
(Refer to Post Exposure Procedures, Bloodborne Pathogens Exposure Control Plan).

### **Clean up and disinfection**

1. General guidelines
  - Treat all blood and body fluids (urine, feces, purulent discharges, vomitus, saliva, mucus, nasal discharge) as though they are infectious.
  - All supplies needed are to be made available in all schools, offices, and other workplaces.
  - Do not ask students or volunteers to help.
  - Call the plant manager for assistance when appropriate.
2. Cleaning procedure
  - Wipe up any possibly infectious materials with paper towels and dispose of it in the proper manner. If saw dust is used to clean up vomitus, dispose of it in the same manner as any other contaminated material.
  - Clean all contaminated areas and materials first with soap/detergent and water. An LAUSD approved commercial product may be used for cleaning surfaces that are not contaminated with blood.
  - **FOR WASHABLE SURFACES ALWAYS USE FRESHLY MADE 1:10 BLEACH SOLUTION (1 PART BLEACH TO 9 PARTS COLD WATER) WHEN CLEANING UP BLOOD.**
    - a. Make bleach solution daily or as needed.
    - b. After cleaning with soap/detergent and water, wipe soiled areas and materials with bleach solution.
    - c. After the bleach solution has been in contact with the surface for 1 minute, rinse the area with water to prevent possible corrosion.
    - d. Do not place bleach solution directly on large amounts of protein matter, such as blood, vomitus, or feces, because noxious fumes may be produced.
    - e. If a mop, broom, or dust pan is used in the clean up, rinse it in the bleach solution.



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3. Contaminated stuffed toys that cannot be placed into commercial washers and dryers should be disinfected appropriately.

Note: Outside playing surfaces contaminated with blood should be washed down with soap and water and disinfected.

### **Disposal of hazardous / medical waste**

1. Special handling and disposal procedures are required for regulated medical waste. Waste produced from a spill may qualify as regulated hazardous / medical waste, if the waste is:
  - a. Liquid or semi-liquid blood or other potentially infectious material (OPIM)
  - b. Items which release liquid blood or OPIM, if compressed
  - c. Items with caked blood or OPIM capable of releasing materials during handling
2. Regulated hazardous/medical waste must be placed in a **red biohazard labeled plastic bag** sealable and able to contain all contents and prevent leakage of fluids during handling, storage, transport, or shipping. It should be closed prior to removal to prevent spillage or protrusion of contents during handling, storage, transport, or shipping.
  - ◆ **Call Environmental Health and Safety Branch at (213) 241-3199 for regulated biohazard waste pick-up.**
  - ◆ *Hazardous Materials/Waste Pickup Request (E-mail Form).*  
Complete this form for hazardous waste pickup and disposal requests. This form must be submitted by e-mail using an LAUSD e-mail account.
  - ◆ *Hazardous Materials/Waste Pickup Request (Fax Form)*  
Users without access to an LAUSD e-mail account should complete this form for hazardous waste pickup and disposal requests. This form must be submitted to OEHS by fax.
3. Place needles, syringes, or lancets in a puncture-proof **red 'sharps' container** for disposal. Do not bend, break, or recap needles. The school will arrange for disposal and replacement of the full 'sharps' container.
4. Place soiled clothing and materials possibly contaminated with blood or other body fluids in double plastic bags (regular household type plastic bag) and seal them before they are returned to the parent or disposed in another manner. Never reuse bags. Do not use cloth laundry bags.
5. If a non-disposable smock used to protect clothing is soiled, seal it in a double



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bag for transport. After transport, remove from bag and wash item using bleach according to directions on the bottle. A soiled disposable apron must be discarded in double plastic bags for disposal.

6. Used disposable diapers are to be placed in double plastic bags for disposal.
7. Do not store soiled items, even temporarily, in areas used for storage of clean clothing or supplies.

### **Using precautions for CPR Administration and Instruction**

A resuscitation mouthpiece shield is recommended to prevent backflow of fluids from the mouth of a person being given CPR. Manikins used for CPR instruction must be equipped with individual mouth/nose pieces with attached air bags for each student. Individual face shields are to be used by all students for instruction on a manikin. Have students put their names on their face shield. Instruct them to keep the same side up each time they use the face shield. The face of the manikin is wiped with surface disinfectant between each student use.

### **POST EXPOSURE PROCEDURES**

A bloodborne pathogen exposure incident is defined as exposure to blood or body fluid from another person to the mucous membranes of the eye, nose or mouth and non-intact skin or situations in which mucous membranes or skin barriers are pierced while during performance of the employee's duties. Examples of exposure incidents are: a prick with a used needle or lancet, human bites which break the skin, blood splashing on the mucous membranes or blood splattering on skin with cuts or scrapes.

### **Post Exposure Procedures for Employee**

1. After vigorously washing the exposed area (skin surfaces) with soap and water or flush mucous membranes (eyes, nose, or mouth) with water for 10-15 minutes, **NOTIFY YOUR SITE ADMINISTRATOR IMMEDIATELY.**
2. The site Administrator shall follow current Workers Compensation procedures and **immediately** report the incident by telephone to: **EMPLOYEE HEALTH SERVICES: (213) 241-6326.**
3. The site administrator or designee will document the circumstances of exposure and give the employee:
  - Completed *Medical Service* Letter
  - Copy of the employee's job description



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- Completed *Injury/Accident Investigation* Report
  - Employee/Potential Transmitter Medical Evaluation Consent Form and send the employee to an Authorized Workers' Compensation Doctor, Clinic or Hospital.
4. All medical information must be forwarded to Employee Health Services. Medical information regarding the incident is CONFIDENTIAL and must not be included in the site's written report.

### **Post Exposure Procedures for Student**

1. After vigorously washing the exposed area (skin surfaces) with soap and water (Tincture of green soap is preferred) or flush mucous membranes (eyes, nose, or mouth) with water for 10-15 minutes, NOTIFY DISTRICT NURSING SERVICES IMMEDIATELY (213) 765-2800.
2. Notify parent
3. District Nursing will work with the Los Angeles County Department of Health Services and the student's private health care providers to assist students in obtaining appropriate follow-up.
4. Notify District Nursing Services IMMEDIATELY (213) 765-2800 regarding any syringes found on or near the schools for instructions. Follow post exposure procedures for students for any suspected needle sticks or sticks from any sharp object that may have stuck more than one person.

### **SUPPLIES**

The following supplies can be ordered from LAUSD Stores Warehouse Supplies & Equipment Catalog. Refer to the current school year for prices or call (562) 654-9009.

<b>STOCK NUMBER</b>	<b>DESCRIPTION</b>
485-74-50680	Absorbent powder or granules to absorb liquid/body fluids/spills, and turn it into a clean up solid, 6 ½ oz.
200-15-10930	Apron, plastic, disposable (100 to pkg.)
640-15-61103	Bags, disposable for sanitary napkin receptacles (500 to pkg.)
665-24-52120	Bags, polyethylene, 15x9x24" liner for 10 gallon waste basket (500 per case)
485-94-69050	Basket-with step-on lever, steel, white baked enamel finish, with hard plastic liner, 8-gallon capacity.
505-25-38151	Bleach, liquid (2 qt).



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<b>STOCK NUMBER</b>	<b>DESCRIPTION</b>
485-42-13000	Disinfectant cleaner (Dispatch) for use on environmental surfaces and medical equipment (32 oz trigger spray bottle)
485-43-13040	Disinfectant cleaner (Dispatch) refill (64 oz)
485-74-20365	Emergency Clean-Up Kit for bodily fluids and wastes.
345-64-47330	Glasses-Safety: universal fit, clear lens, with side shields (cannot be worn over glasses).
475-14-70598	Gloves, disposable, vinyl, non-sterile, small size (100 per pkg).
475-41-47079	Gloves, disposable, vinyl, non-sterile, medium size (100 per pkg).
475-41-47119	Gloves, disposable, vinyl, non-sterile, large size (100 per pkg).
345-64-60050	Goggles, splash proof
435-70-38045	Hand sanitizer, protection, alcohol free (188 ml - 6 bottles/case)
345-72-51110	Mask-Filter: disposable, to provide relief from nuisance dust (50/ box)
345-10-51570	Resuscitation Aid, Portex mouthpiece shield for mouth-to-mouth resuscitation (disposable)
435-72-15050	Soap, green tincture, U.S.P. (pt.)
485-86-80135	Soap, hand, liquid (for use in liquid soap dispenser) (6 to a carton – 1 gal each)
640-75-72295	Towel, paper, hand 250/pkg. (12 pkg/carton)
640-85-10330	Towel, paper, wiping, disposable, 13”x18”, Teri-Towels, 50 per bundle (18 bundles per case)

**AUTHORITY:** This is a policy of the Bloodborne Pathogens Standard, Title 8, California Code of Regulation, Section 5193; the Business and Professions Code Section 2725, Nurse Practice Act; the California Education Code Section 49426, Definition of School Nurse; the California Administrative Code, Title 16, Consumer Affairs.

- RELATED RESOURCES:**
- Bloodborne Pathogens Exposure Control Plan, Los Angeles Unified School District, Environmental Health and Safety Branch, January 1997. (Detailed information on the Bloodborne Pathogen Standard)
  - Communicable Diseases in Schools, Los Angeles Unified School District, Student Health and Human Services Division, 3<sup>rd</sup> Edition, 2005. (Information regarding individual diseases)
  - Techniques for Preventing the Spread of Infectious Diseases, California State Department of Education, 1983. (Detailed information on procedures and techniques)



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- REF-4149.0 Disposal Procedures for Hazardous Waste & Universal Waste,  
Dated: February 26, 2008

**ASSISTANCE:** For assistance or further information, please contact Director, Student Medical Services, at (213) 765-2830; or Director, District Nursing Services, at (213) 765-2800.