

# **ADMINISTRATIVE PROCEDURE 171**

## **Bloodborne Pathogens: H.I.V., A.I.D.S., Hepatitis B & C**

---

The Director of Education provides this administrative procedure to safeguard the rights of students and staff members who have Acquired Immune Deficiency Syndrome (A.I.D.S.), who are infected with Human Immunodeficiency Virus (H.I.V.), or with hepatitis or other communicable disease.

The Director also provides this administrative procedure to ensure that students and staff members use recommended hygienic practices when in contact with blood or body fluids.

### **1.0.0 DEFINITIONS**

In this procedure, a positive serologic test for Human Immunodeficiency Virus (H.I.V) is considered indicative of H.I.V. infection. A case of A.I.D.S. is defined as an H.I.V. infection that fits the Centre for Disease Control Surveillance case definition for Acquired Immunodeficiency Syndrome.

### **2.0.0 RIGHTS OF STUDENTS**

Staff members of Limestone District School Board recognize that children infected with H.I.V. or other communicable disease have a right to a free and full education. Each afflicted student shall receive a public education, in accordance with Ontario legislation, in the normal school setting, unless attendance at such school is deemed medically inadvisable.

### **3.0.0 RIGHTS OF STAFF MEMBERS**

Staff members infected with H.I.V. or other communicable disease have a right to continued employment with the Board provided that they are able to carry out the essential requirements of the position. Staff members who have a communicable disease may also seek other options such as modified work, an alternate job placement or extended health leave.

### **4.0.0 MEDICAL RESEARCH**

Medical research indicates that students or staff members who have A.I.D.S. or who are infected with H.I.V. are not a risk to other students or co-workers. Education about the infection and about good hygienic practices will allay many fears.

## ADMINISTRATIVE PROCEDURE 171

### Bloodborne Pathogens: H.I.V., A.I.D.S., Hepatitis B & C

---

#### 5.0.0 PROCEDURES FOR STUDENTS WITH H.I.V.

5.1.0 The following procedures shall be followed:

- a) Students infected with H.I.V. or other communicable disease have rights to privacy preserved, with only specified staff members and the Medical Officer of Health being alerted to the student's health condition.
- b) Staff members have an obligation to protect the health and safety of the entire school community.
- c) Decisions regarding the educational program and placement of students infected with H.I.V. or other communicable disease may be made by an Identification, Placement and Review Committee if physical needs require a special program or placement. The committee in such cases will be composed of parents or guardians, the appropriate superintendent as designated by the Director, the superintendent of special education and the principal. The Medical Officer of Health will be invited to assist the committee.
- d) Universal precautions will be promoted to all employees of the Board, to be used for working with all students. Specific information and training will be provided for all personnel involved in the education of students with H. I. V., A.I.D.S. or hepatitis.
- e) Parents or guardians of students with H.I.V., A.I.D.S. or Hepatitis B & C are expected to report their child's condition to the Director of Education.
- f) It is the duty of a school principal to report all identified or suspected cases of communicable disease infection to the Medical Officer of Health and the Director. This reporting is required by the *Education Act* and by the *Health Protection and Promotion Act*.
- g) The Director or designate, in turn, shall request that the Medical Officer of Health provide the school system with recommendations and specific directions regarding the education of students infected with a communicable disease.

## ADMINISTRATIVE PROCEDURE 171

### Bloodborne Pathogens: H.I.V., A.I.D.S., Hepatitis B & C

---

- h) The Medical Officer of Health will seek permission from the parent to disclose information and to participate in the decision-making process.

#### 6.0.0 PROCEDURES FOR STAFF MEMBERS WITH H.I.V

- 6.1.0 Staff members who have been diagnosed with H.I.V. or other communicable disease are requested to notify the Director of Education as soon as possible, because of the serious physical and mental problems associated with such an infection. The Director will request the superintendent concerned, the employee's immediate supervisor and the Medical Officer of Health to confer with the staff member to discuss any work modifications or options required.

#### 7.0.0 EDUCATIONAL PRACTICES

- 7.1.0 The following practices shall be followed:

- a) Ministry of Education Policy/Program Memorandum No. 96 requires that a mandatory unit of study on A.I.D.S. be included in health education programs.
- b) All students in all grades will be instructed regularly about proper hygienic procedures to follow.
- c) Empathy toward those who have contracted A.I.D.S. will be stressed across the curriculum.
- d) All staff members will be given instruction about the nature and transmission of H.I.V. and measures to prevent transmission of H.I.V. This information is part of the training required by the *Occupational Health and Safety Act*.
- e) Employee rights and responsibilities will also be discussed.

#### 8.0.0 HYGIENIC PRACTICES

- 8.1.0 The following hygienic practices shall be followed at all times:

##### Staff Members:

In order to protect against any infection, all staff members of the Board shall practice the following procedures when dealing with situations where they come into contact with blood or body fluids:

## ADMINISTRATIVE PROCEDURE 171

### Bloodborne Pathogens: H.I.V., A.I.D.S., Hepatitis B & C

---

- a) wear disposable, rubber gloves;
- b) cover any cuts or sores on their hands;
- c) clean anything that has been contaminated with blood, using rubbing alcohol or a bleach solution (1 part household chlorine bleach, such as Javex to 9 parts water); and
- d) wash their hands thoroughly

#### Students:

All students shall be taught to:

- a) avoid contact with blood or body fluids;
- b) request immediate teacher assistance whenever there is a spill of blood or body fluids;
- c) cover any cuts or sores on their hands; and
- d) wash their hands thoroughly if they accidentally come into contact with blood or body fluids.

#### Principals and Supervisors:

- a) provide disposable rubber gloves for all staff;
- b) provide a chlorine bleach solution for clean up;
- c) review with staff and students, proper hygienic practices at the beginning of each school year and at regular intervals; and
- d) monitor practices in the school to ensure that proper hygienic procedures are followed by students and staff.

#### Legal References:

*Education Act S. 265 (1) (k) Principal's Report to Medical Officer of Health*

*Ministry of Education Policy/Program Memorandum 96*

*The Health Protection and Promotion Act, Part IV, Section 28—Principal's Duty to Report to Medical Officer of Health*

*Municipal Freedom of Information and Protection of Privacy Act*

*Occupational Health and Safety Act*

Last reviewed December 2007

# ADMINISTRATIVE PROCEDURE 171

## Bloodborne Pathogens: H.I.V., A.I.D.S., Hepatitis B & C

---

### Administrative Procedure 171 Bloodborne Pathogens: H.I.V., A.I.D.S., Hepatitis B & C

#### APPENDIX A

#### Human Bites That Cause Bleeding

If an adult or child is bitten and there is bleeding, the main concern is infection.

The following steps are important to identify and minimize the risks of infection:

1. Wash the wound well with soap and water immediately.
2. Check the immunization records of both people involved to see if they are up-to-date with tetanus immunizations. If they are not up-to-date, he/she will need a booster dose.
3. Inform parents/guardians (of all children involved) of what action has been taken. Inform them that there is a very low risk of transmission of Hepatitis B, Hepatitis C or HIV from human bites. Parents may wish to discuss the need for blood testing with their doctors.
4. If, over the next few days, redness, swelling, or other evidence of infection develops, the individual should see their doctor.

**NOTE:** If there is no broken skin or bleeding, no medical follow-up is necessary.

If you have further questions, please contact KFL&A Public Health at 613-549-1232 or 1-800-267-7875 and ask to speak with someone from the Communicable Disease Team.



April 5, 2013