



# **The School District of Philadelphia**

## **Procedures for Bloodborne Pathogens and Bodily Substances Precautions**

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### I. POLICY

It is the policy of The SDP for employees to treat all human fluids that they may by chance come in contact with, handle, store, use, process or dispose of any type of human body fluid as potentially infected by means of the wearing of nonporous protective items such as latex gloves and eye and face protection. As contact can lead to serious disease, all efforts must be made to identify and control this exposure. These procedures are known as Universal Precautions and include the following:

- Wearing protective equipment such as gloves, barrier mask, etc. when handling contaminated or potentially infectious materials or administering emergency care.
- Regular hand washing after handling any materials contaminated with human fluids or other potential infectious materials.

**Blood borne Pathogens are organisms transferred through body fluids and *Other Potentially Infectious Materials (OPIM)* that can cause disease in people.** Examples of these diseases are HIV and Hepatitis B and C. Universal precautions should be practiced in any environment where workers are exposed to bodily fluids, such as:

<i>Typical Bodily Fluids</i>	<i>Other Potentially Infectious Materials</i>
Blood	Amniotic fluid
Perspiration	Peritoneal fluid
Nasal secretions	Synovial fluid
Saliva/ Vomit	Cerebrospinal fluid
Urine	Pericardial fluid
Feces	Sputum
Semen	Pleural fluid
Vaginal secretions	

Infected blood can enter your system through any sort of damaged or broken skin and should be protected from exposure.

### II. APPLICABILITY

#### *At-Risk Job Tasks:*

There are job tasks within our workplace where employees are at risk of exposure to bloodborne pathogens and “OPIM”.

These jobs include but are not limited to:

1. Teachers
  - a. Physical contact with students with open wounds, burns, abrasions etc.



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- b. Cleaning up of blood, vomit or other bodily fluids
  - c. Handling items contaminated with saliva, perspiration, nasal secretions, and other bodily fluids.
2. Nurse/Nurses' Aides
    - a. Wounds, burns, abrasions, cleansing and preparation.
    - b. Examination and procedures involving the eyes.
    - c. Handling specimen bottles for urine analysis and drug screening.
    - d. Handling and disposing of sharps.
    - e. Starting IV or taking any blood samples.
    - f. Cleaning up of blood or body fluids.
  3. Cafeteria workers
    - a. Using knives, meat slicers and other sharp tools or equipment.
    - b. Cleaning tables or removing trash with potentially contaminated bodily fluids.
  4. Custodial Personnel
    - a. Cleaning restroom.
    - b. Cleaning up blood or body fluids.
    - c. Emptying trash containers.
  5. Maintenance Personnel
    - a. Repairing or performing maintenance on equipment with sharp edges.
  6. Designated Emergency Personnel

Anyone with the potential to encounter contact with infected blood, body fluids or OPIM there is a slight potential for transmission.

In an emergency situation involving blood or potentially infectious materials, you should always use Universal Precautions and try to minimize your exposure by wearing gloves, splash goggles, pocket mouth-to-mouth resuscitation masks, and other barrier devices.

### III. PROCEDURES:

- ANY type of human body fluid should be handled and treated as potentially infected.
- Immediately go to the nearest hospital emergency room if you have damaged or broken skin and was exposed to human bodily fluids without protection.
- Do not attempt to handle, dispose, or clean-up any bodily fluid such as blood, vomit, urine or OPIM if you have not been properly trained to do so.



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- If trained, once an incident has presented itself that involves the handling or potential contact with blood, bodily fluids or OPIM, immediately don the appropriate personal protective apparel (i.e. gloves, resuscitation mask, face shields, apron, etc.)
- If blood is splashed in the eye or mucous membrane, flush the affected area with running water for at least 5-10 minutes.
- Report the exposure to your supervisor promptly. The supervisor should complete an Employee Accident Report.
- Minimize the need for emergency mouth to mouth resuscitation by using other ventilation devices to perform the operation where necessary.
- Clean up is a top priority and should begin as soon as possible after the incident. Universal Precautions must be followed at all times to prevent contact with blood and bodily fluids.
- Always use protective gloves and other personal protective equipment.
- Do not pick up any broken glass or sharp objects by hand. Use a dustpan and brush, tongs, etc.
- Do not use a mop and bucket to clean bodily fluids unless specifically directed to do so. This can spread the contamination.
- Use absorbent material to clean up fluids.
- Use scoop to pick up any contaminated absorbent material.
- Disinfect the area using a fresh mixture of an appropriate germicidal cleaner.
- Place soiled disposable towels and disposable contaminated equipment in closed bag.
- Sanitize hands each time gloves are removed by washing the exposed area thoroughly with antibacterial non-abrasive soap if possible and running water. Scrub exposed skin thoroughly.
- Change soiled clothing before returning to work.
- Contaminated instruments that are not thrown away must be disinfected and washed with soap and water and a germicidal cleaner such as bleach.
- Sharps materials considered for waste should be placed in red biohazard bags or puncture resistant container.



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- Place contaminated laundry in bags and mark as biohazard. Do not presoak or wash laundry by hand.

### IV. Responsibility:

#### Supervisors

- Review BBP procedures with all employees.
- Identify job duties with high risk of contact with bodily fluid or potentially infectious materials
- Complete an Employee Accident Report.
- Arrange for the exposed individual to have his/her blood be tested for HBV and HIV immediately at one of the designated physicians on the panel list.

#### Employees

- Treat all fluids as potentially infectious and don the appropriate protective equipment.
- Do not attempt to handle unless trained to do so.
- Notify appropriate personnel of incident immediately.

### V. Training:

Departments should identify the existence of at-risk job tasks within their areas, and conduct blood borne pathogen training for each affected employee. Training must review universal precautions, protective equipment, and cleaning procedures during new hire orientation and annually for existing staff.

*\*More information can be located on the Center for Disease Control's website at: [www.cdc.gov](http://www.cdc.gov)*