

Administrative Procedures for Employee HIV Infection Policy
(Attachment for Policy 314.1)

The presence of a person living with HIV infection or diagnosed with AIDS poses no significant risk to others in schools, or other publicly attended facilities. However, this administrative procedure is intended to protect the health and safety of all students and employees who are diagnosed as having HIV/AIDS; to protect the confidentiality of all students and employees who are diagnosed as having HIV/AIDS and to inform staff of steps to be taken when staff become aware of or suspect a student or employee has HIV/AIDS.

Confidentiality

1. When any staff member becomes aware, by any means, that a student or employee is or is rumored to be HIV/AIDS positive, no discussions are to take place and no other person is to be contacted.
2. Every employee must treat as highly confidential any knowledge or speculation concerning the HIV status of a student or other staff member. Violation of medical privacy is cause for disciplinary action, criminal prosecution, and/or personal liability for a civil suit.
3. Staff members shall not make inquiries regarding the HIV diagnosis or status or AIDS diagnosis of any student.
4. No information regarding a person's HIV status will be divulged to any individual or organization without a court order or the informed, written, signed and dated consent of the person with HIV/AIDS (or the parent/guardian of a legal minor).
5. Any hard copy health records, notes or other documents that reference a person's HIV status will be kept under lock and key. Information regarding HIV status will not be added to a student's permanent educational or health record without written consent from parent/guardian.
6. When the student's diagnosis or status has been noted in the district's student information system, further documentation regarding the student's HIV diagnosis and status will not be added to the student's electronic record.

Infection Control

1. The term bodily fluids includes: blood, semen, drainage from scrapes and cuts, rectal fluid, urine, vomitus, and respiratory secretions (nasal discharge). Bodily fluids posing the highest risk for transmission of HIV are blood and any body-fluid visibly contaminated with blood, seminal, vaginal and rectal fluids, amniotic fluid and breast milk.
2. All employees shall be required to consistently follow infection control and universal precautions in all settings and at all times, including playgrounds and school buses.

3. Employees shall notify the school nurse of all incidents of exposure to bodily fluids that presents a reasonable risk of transmitting an infection.
4. The school district shall maintain reasonably accessible equipment and supplies necessary for infection control.
5. In the event of an outbreak of a communicable disease, all persons known to be immunosuppressed for any reason are to be excluded from school based on the recommendations of the Philadelphia Department of Public Health and to be referred to their health care provider.

Staff Development

1. *Draft in progress*