

*This is intended as a sample of documented procedure and reflects effective practice and is not intended as a mandated or required approach. Adjustments should be made to match your school and school district's personnel and specific circumstance. For editable content and further assistance please contact the Idaho Office of School Safety and Security.*

## **General Procedures for Preventing Transmission of Infectious Diseases in School Settings**

In the school setting, it is recommended that reasonable steps be taken to prevent transmission of disease. The following are general recommendations and should be implemented to avoid contagion in a school setting.

1. Toilet tissue, liquid soap dispenser, and disposable towels should always be available in all restrooms. All children should be taught proper hand washing and encouraged to practice this after using the restroom.
2. All children should wash their hands, with direct supervision as necessary, before eating.
3. Children should be discouraged from sharing food, personal grooming items, and cosmetics.
4. Younger children should be discouraged from placing others' fingers in their mouths, or their own fingers in the mouths of others, and from mouthing objects that others might use.
5. Daily wipe down of high traffic areas (door knobs, computer keyboards.etc.) with an antiseptic cleaning solution.
6. Parents of students who may be ill should be encouraged to keep them at home.
7. Isolation and removal of infected students to limit contagion (send sick kids home)

### **Body fluid and Mucous Membrane**

Individuals should avoid having direct skin or mucous membrane contact with any moist body fluid from another person. Specifically, direct contact should be avoided with all the following:

1. Blood (preventing exposure to blood or blood-contaminated body fluids is discussed in more detail in the following section on standard precautions);
2. All other body fluids, secretions, and excretions regardless of whether or not they contain visible blood;
3. Non-intact skin (any area where the skin surface is not intact, such as moist skin sores, ulcers or open cuts in the skin); and
4. Mucous membranes.

If hands or other skin surfaces are contaminated with body fluids from another person, washing with soap and water should take place as soon as possible.

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In general, standard medical vinyl or latex gloves should be worn whenever the possibility of direct contact with any body fluid with another person is anticipated. Gloves should be available and easily accessible in any setting where contact with body fluids could take place. Hands should always be washed immediately after removal of gloves. Pocket masks or other devices for mouth-to-mouth resuscitation should be available.

Mucous membranes cover the eyes and the inside of the nose and mouth, along with certain other parts of the body. In a school setting, avoiding mucous membrane contact with body fluids means, for practical purposes, that one does not get these fluids in one's eyes, nose or mouth. This can generally be accomplished by not rubbing the eyes with one's hands, and not putting the hands or anything touched by unwashed hands (such as food) in one's mouth. Good hand washing is vital to preventing mucous membrane exposure to disease-causing organisms.

## **Standard Precautions**

Having direct contact with the body fluids of another person can potentially provide the means by which many different infectious diseases can spread. Standard Precautions (formerly universal precautions) is the term now used to acknowledge that any person's body fluids, including blood, may be infectious, and includes the need to use personal protective devices such as gloves, masks or clothing to prevent exposure to body substances.

These precautions include:

- Wearing disposable gloves for contact or anticipated contact with any person's blood or body fluids;
- Wearing protective gown/apron if soiling of clothes is likely;
- Wearing goggles and/or mask as appropriate when splashing of blood/bloody fluids is likely; and
- Always washing hands after removing gloves or when hands have come in contact with blood or any body fluid/excretion.

## **Procedures for Cleaning Spills of Blood or Other Body Fluids**

Training in correct procedure should be provided to any school personnel who could be reasonably expected to come in contact with bodily fluids as a part of their normal job requirements.

1. Absorbent floor-sweeping material should be used to cover larger body fluid spills.
2. Wear sturdy, non-permeable gloves and other protective clothing as necessary.
3. Use disposable absorbent towels or tissues, along with soap and water, to clean the area of the spill as thoroughly as possible.

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4. All surfaces that have been in contact with the body fluids should then be wiped with a disinfectant. Any EPA-approved disinfectant can be used. A 1:10 dilution of household bleach can also be used (this solution should not be mixed in advance because it loses its potency). After the disinfectant is applied, the surface should either be allowed to air dry, or else to remain wet for 10 minutes before being dried with a disposable towel or tissue.
5. If the gloves worn to clean up the spill are reusable rubber gloves, they should be washed with soap and running water prior to removal. Disposable gloves should be placed in an impermeable plastic bag. Regardless of the type of gloves used, care should be taken during glove removal to avoid contamination of the hands. However, whether or not any known contamination occurs, the hands should be thoroughly washed with soap and water after the gloves are removed.
6. If the person doing the cleanup has any open skin lesions, preparations should be taken to avoid direct exposure of the lesions to the body fluids.
7. If direct skin exposure to body fluid accidentally occurs, the exposed area should be thoroughly washed with soap and water for at least 15 seconds.
8. It is necessary to keep one or more clean-up kits on hand for blood/body fluid spills. The clean-up kit should consist of the following items:
  - Absorbent floor-sweeping material
  - Liquid soap
  - Disinfectant
  - Small buckets
  - Rubber or plastic gloves
  - Disposable towels or tissues
  - Impermeable plastic bags

All of these materials should be kept together in one or more central locations so that they are readily accessible.

**CAUTION:**

Diluted bleach solutions, if utilized, should not be used for any other purpose than the clean-up described above. Mixing this solution with certain other chemicals can produce a toxic gas. Also, any EPA-approved disinfectant that is used should be diluted according to manufacturer's instructions. It is not appropriate or necessary to add more disinfectant than the directions indicate. Doing so will make the disinfectant more toxic, and could result in skin or lung damage to those individuals using it.

