

# ADMINISTRATIVE PROCEDURES

**SUBJECT: Infection Control: Routine Practices / Universal Precautions**

## Introduction:

Schools are common sites for the transmission of infections. It is therefore important for school boards to establish a procedure to ensure that issues relating to infections are addressed in a safe and respectful manner consistent with the legal requirements of the Ministry of Health, the Ministry of Education, and the Ontario Occupational Health and Safety Act.

## Basic Understanding:

Understanding is the first step to controlling the spread of infection. Infections are caused by bacteria, viruses, or other microorganisms. These micro-organisms are found in blood and all other body fluids, such as stool or vomit, or in tiny droplets produced by breathing, coughing, or sneezing. They spread from one person to another in different ways. Some are spread directly from person to person, while others are spread indirectly through contaminated objects and surfaces.

An individual may be exposed to infectious agents through any of the following:

- droplet or airborne spread
- puncture into the skin from contaminated glass or other sharp objects
- touching a contaminated object with breaks in the skin such as cuts, scrapes, dermatitis, acne
- splashes of contaminate substance into eyes, mouth or nose
- contact with improperly disposed contaminated material
- assistance to an injured person without wearing protective equipment

## Administrative Procedures:

The Lambton Kent District School Board strives to ensure a safe and healthy work environment for all staff and students. To that end, this procedure will provide staff with a framework to follow to prevent possible transmission of potentially infectious agents when handling blood, body fluids and human waste.

**Roles and Responsibilities:**

The Lambton Kent District School Board is responsible to ensure that a procedure is in place in each school / work site to respond to incidents involving blood, body fluids, and human waste and that staff are adequately trained in this procedure.

In addition, the Lambton Kent District School Board shall ensure that all necessary equipment, materials and devices are provided to protect staff and students as required.

School Principals and Supervisors will ensure that the Routine Practices/Universal Precautions Procedures are implemented and used by all staff. Principals / Supervisors are responsible to take every precaution reasonable under the circumstances to protect staff and students.

All staff are required to comply with the Occupational Health and Safety Act and the Lambton-Kent District School Board's policy and procedures. All staff must follow safe work practices outlined in this procedure, participate in training and wear personal protective equipment as required. All staff are required to report any deficiencies in equipment or procedures to their School Principal / Supervisor.

**Routine Practices/Universal Precaution Procedures:**

Routine practices (formerly known as universal precautions) are normal work activities used to protect students and staff from potential infectious diseases. Routine practices assume that all blood and/or body fluids could transmit diseases.

Any staff member that may be required to handle blood, body fluids and human waste should know, understand and follow the principles of Routine Practices/Universal Precautions which include;

- 1) Education
- 2) Hand Washing
- 3) Personal Protective Equipment
- 4) Cleaning and Disinfecting of Contaminated Surfaces
- 5) Safe handling / Disposal of Contaminated Materials including sharps

**1) Education**

- a) Education and training for staff and students shall be provided, as deemed necessary, by the Principal/Supervisor including the responsibility of making all staff aware of Routine Practices.

- b) The Principal will identify all program areas where there may be risk of exposure to bodily fluids and contaminants. Building Service Supervisors will assist in this risk assessment. All staff members who become aware of potential contamination will notify the School Principal and their Supervisor.
- c) The Principal will ensure that all staff in their building are aware of these procedures and are aware of the risks. An annual review of this procedure is expected.
- d) Building Services Supervisors are responsible for ensuring that the specific procedures for routine building disinfection and cleaning (washrooms, showers, change rooms, etc.) as outlined in the Custodial Manual are followed and that their staff members are trained in these procedures.
- e) Maintenance Supervisors should ensure that their staff are familiar with these procedures and take precautions as necessary.

**2) Hand Washing:**

All staff should wash their hands thoroughly before and after exposure to blood, bodily fluids and human wastes and following the removal of protective gloves. Hand washing is the best defense against any infection. (Appendices 1 and 2)

**3) Personal Protective Equipment**

All staff will wear personal protective equipment whenever there is the potential for exposure to blood, bodily fluids and human waste. Personal protective equipment can include disposable gloves, face shields and eye protection. Staff should be trained on the appropriate personal protective equipment required for the task being performed. Principals / Supervisors are responsible for providing the proper personal protective equipment to their staff.

**4) Cleaning and Disinfecting of Containment areas**

- a) When cleaning & disinfecting contaminated areas, staff will wear disposable gloves and any other required protective equipment and use disposable paper towels or other means of cleaning that will ensure protection against direct contact with blood or body fluid.
- b) Staff will decontaminate the area with a Board-approved disinfectant.
- c) All equipment that cannot be disposed should be thoroughly washed and disinfected.

- d) Staff shall remove all personal protective equipment in the following order:
- i) Remove gloves
  - ii) Wash hands with soap and water
  - iii) Remove any additional protective equipment
  - iv) Wash hands with soap and water

**5) Safe Handling / Disposal of Contaminated Materials including Sharps**

- a) The staff member responsible shall dispose of all waste materials into a plastic garbage bag. The top of this bag shall be tied and placed inside a second bag and tied. The material will then be removed from facility to the outdoor garbage receptacle. Material from a minor injury, which requires just a small bandage or less can be placed into a normal garbage container and disposed of following normal garbage practices.
- b) Sharps are items that are potentially contaminated with blood or body fluids that are capable of causing a cut or puncture in the skin. Sharps include used syringes, insulin pen needles and lancets. Handle all sharps as minimally as possible. Do not re-cap needles. Place used needles and other sharps in a puncture-resistant sharps container. These containers should be marked "biohazard" and are usually disposed of by a parent/guardian through a local pharmacy sharps collection program.

In order to further support staff in ensuring a safe and healthy work environment, a summary entitled, Guidelines for Safe Infection Control has been included. (Appendix 3)

Implementation Date: November 6, 2012

Revised: September 2017

Reference: Emergency Preparedness Policy and Regulation  
Occupational Health and Safety Act

## Hand Hygiene

# FACT SHEET

### Just Clean Your Hands

Hand hygiene refers to cleaning your hands to remove dirt, blood, bacteria etc. using soap and water or alcohol-based hand rub. It is the best way to reduce the spread of infections and germs.

### What's the Difference?

#### Alcohol-Based Hand Rub (ABHR)

- More effective than soap and water when hands are not visibly dirty.
- Takes less time than using soap and water.
- Pump at least a dime-sized amount of ABHR into your hands, rub it everywhere on your hands and fingers and rub for at least 20 seconds.
- Thorough rubbing for at least 20 seconds is important to kill bacteria.

#### Soap and Water

- More effective than ABHR when hands are visibly dirty.
- After wetting your hands, use soap and build up lather. Rub everywhere on your hands and fingers for at least 20 seconds before rinsing and drying.
- Rubbing your hands while washing, rinsing and drying removes visible dirt and most bacteria.

### When Should We Clean Our Hands?

- After using the toilet.
- After changing diapers or cleaning up a child who has used the toilet.
- Before, during and after preparing food.
- Before eating.
- After coughing, sneezing, blowing our nose.
- Before and after caring for someone who is sick.
- Before and after treating a cut or wound.
- After touching an animal, animal food, or animal waste.
- After touching garbage.
- When hands look dirty.

For more information please contact Chatham-Kent Public Health Unit at 519.355.1071 ext. 5902.

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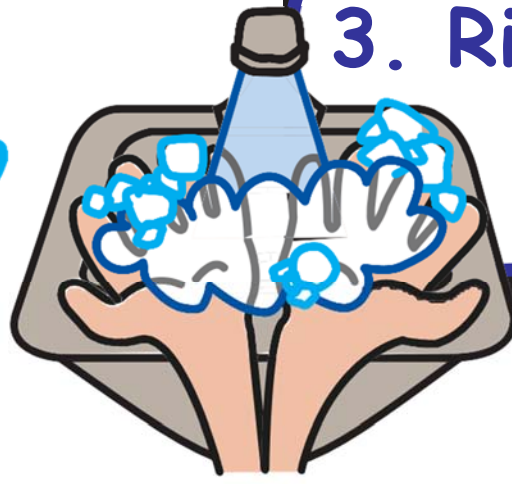


# Your Health Is In Your Hands!

2. Soap  
& Rub for  
10-15  
seconds



3. Rinse



1. Wet



4. Dry



Have you washed your hands today?

## Wash Before:

- Cooking or handling food
- Eating
- Feeding a baby or child
- Giving medication to a child

## Wash After:

- Changing a diaper
- Using a toilet or toileting a child
- Sneezing, coughing or wiping runny noses
- Taking care of a sick child
- Handling pets or animals

Guidelines for Safe Infection Control

- Do follow safe work practices.
- Do handle all blood and body fluids including urine, feces, and saliva, as if they are infectious.
- Do wear personal protective equipment provided, i.e.
  - 1) Vinyl aprons – disinfect after use
  - 2) Goggles/safety glasses with side shields or face shields
  - 3) Disposable waterproof gloves (vinyl).
- Do follow proper hand-washing procedures before wearing gloves and after removing gloves.
- Do use new gloves for each new individual or new contact with blood or body fluids.
- Do inspect all protective equipment, especially gloves, prior to use.
- Do refrain from touching mouth, nose or eyes while handling blood or body fluids.
- Do report any exposure to contaminated or potentially contaminated blood or body fluids to your principal or supervisor.