



ADMINISTRATIVE PROCEDURE 165

HIV/AIDS IN EDUCATIONAL SETTINGS

Background

The Division recognizes the potentially serious problems associated with students or staff diagnosed as having been infected with the Human Immunodeficiency Virus (HIV), or having Acquired Immune Deficiency Syndrome (AIDS). In addition, the Division recognizes that there is no basis on which to prevent children infected with HIV from attending school, and that there is no basis on which to exclude HIV infected staff members from the work setting provided they are well enough to perform their usual duties. The Division also recognizes its obligation to protect the health and safety of the entire school community. In order to accommodate the best interests of students or staff with HIV or AIDS, and other students and staff members, the Division respects the rights of all its students and staff members to privacy and medical confidentiality and supports the humane, responsible and compassionate treatment of students and staff with HIV and AIDS. The Division believes that educational and safety programs and procedures regarding HIV and AIDS must be provided.

Procedures

1. The right to confidentiality of the student or staff member will be respected.
 - 1.1 The provisions of the Freedom of Information and Protection of Privacy Act, the Health Information Act, and the Public Health Act regarding the confidentiality of medical information and student or staff information shall be enforced.
 - 1.2 Where a teacher, Principal or responsible officer knows or has reason to believe that a student or staff member is infected with AIDS he/she shall inform the Medical Officer of Health of the Regional Health Authority in accordance with the provisions of the Public Health Act.
 - 1.3 Confidentiality respecting students or staff infected with HIV or AIDS shall be maintained at all times.
 - 1.4 A staff member who breaches confidentiality in any way shall be subject to disciplinary action.
2. The well being of any student or staff member infected with HIV or AIDS will be supported through any student or staff assistance resources of the Grande Yellowhead Public School Division.
3. The health and safety of the school community will be protected through the application of the Public Health Act and Regulations and any related Board policies and administrative procedures.

- 3.1 Students with HIV or AIDS shall have the right to attend regular classes and kindergarten programs unless, in the opinion of the Medical Officer of Health and the child's physician, there are special circumstances which necessitate some restriction. Alternative arrangements for instruction shall be made and the need reassessed periodically by the Medical Officer of Health and the attending physician.
 - 3.2 Decisions regarding alternative instruction shall be made on a case-by-case basis by a committee that may be composed of the student's physician, public health personnel, the student's parents or guardians, the Principal, the Superintendent, and personnel associated with any proposed care or educational setting. In each case, risks and benefits to both the infected child and to others in the setting would be weighed.
 - 3.3 A staff member with HIV or AIDS shall have the right to continue their employment as long as they are able to perform their job requirements and do not pose a health or safety hazard in the school environment or on the work site.
 - 3.4 The Superintendent shall initiate an annual review of these administrative procedures to ensure compliance with the Public Health Act and the Alberta Communicable Disease Regulation.
4. Information programs will be implemented to ensure that the students, staff and other members of the school community are informed regarding HIV and AIDS and Universal Precautions.
 - 4.1 It shall be the responsibility of each Principal to ensure that accurate and current information regarding HIV, AIDS and Universal Precautions is incorporated into the appropriate units of the health curriculum at all grade levels and is taught in an age appropriate manner.
 - 4.2 It shall be the responsibility of the Principal or responsible officer to ensure that staff members in their school or department are provided with accurate and current information regarding HIV, AIDS and Routine Precautions.
 - 4.3 The Principal or responsible administrator shall ensure that an adequate supply of protective gloves is available to all staff members and that staff members have knowledge of storage locations and easy access to the protective gloves.
 - 4.4 Routine Precautions are health and safety procedures meant to reduce your risk of acquiring infection in any situation where exposure to blood or body fluids is a possibility. Routine precautions shall be used.
 - 4.4.1 Treat all body fluids as if they are infected with HIV and Hepatitis "B" or "C".
 - 4.4.2 Protect your students and yourself by wearing protective gloves that meet safety standards.
 - 4.4.3 Wash your hands with soap after removing the protective gloves.

- 4.4.4 Discard the gloves. Never reuse them.
- 4.4.5 If you didn't wear gloves, wash your hands thoroughly with warm water and soap after any first aid treatment. Washing is still one of the best ways to stop the spread of disease.
 - 4.4.5.1 Use soap and warm running water.
 - 4.4.5.2 Rub vigorously for at least 10 - 20 seconds.
 - 4.4.5.3 Carefully wash all areas of the hands including: palms; back of hands; between fingers; under fingernails; wrists and higher up the arm if contaminated with blood.
 - 4.4.5.4 Rinse well and leave the water running.
 - 4.4.5.5 Dry hands with a single use paper towel.
 - 4.4.5.6 Turn the tap off using the paper towel so you don't touch the bacteria that contaminate the taps.
 - 4.4.5.7 Refer to Procedure 4.5 or the flow chart in the appendix to determine if a significant exposure has occurred.
- 4.4.6 When cleaning spills of blood or body fluids all staff members and contract caretakers/bus drivers shall:
 - 4.4.6.1 Put on latex gloves before handling the spill;
 - 4.4.6.2 Blot excess liquid with wads of paper towel;
 - 4.4.6.3 Clean the surface with a bleach solution 1:10;
 - 4.4.6.4 Pour bleach on the surface of the spill and let stand for 10 minutes. Do not leave the site unattended;
 - 4.4.6.5 Blot up the bleach with a fresh wad of paper towel;
 - 4.4.6.6 Dispose of the paper towels by double bagging in plastic leak proof bags that are then securely tied. The bag can be disposed of with the regular garbage destined for the landfill site;
 - 4.4.6.7 If a mop was used, it is to be rinsed thoroughly with a 1:10 bleach solution;
 - 4.4.6.8 Remove protective gloves and wash hands thoroughly with soap and water after cleaning is complete, and;

4.4.6.9 If spills happen on a carpeted area, they are to be professionally shampooed as soon as possible.

4.4.7 There should always be at least one Sharps container available for the safe disposal of used syringes, needles, pins or other sharp objects that have been contaminated with blood. Sharps containers shall be stored in a safe and secure manner. Sharps containers can be obtained as follows:

4.4.7.1 Jasper Schools – from the Health Unit or the Hospital.

4.4.7.2 Grande Cache Schools – from the Health Unit.

4.4.7.3 Hinton Schools – from the Health Unit or the Hospital.

4.4.7.4 Edson Schools – from the Health Unit or the Hospital.

4.4.7.5 Fulham, Peers and Niton Schools – from the Health Unit in Edson or the Edson Hospital.

4.4.7.6 Wildwood and Evansburg Schools – from the Health Unit in Evansburg.

Sharps containers can be taken to the Health Unit or the Hospital for safe disposal and replacement with a new Sharps container. When transporting the full Sharps container to the Health Unit or the Hospital it should be transported in the trunk of the car.

More than one container must be available in the larger schools especially in classrooms utilizing sharp objects such as the Home Ec. Room.

4.4.8 When a needle is found on the school grounds, an adult is to pick up the needle with heavy leather gloves with the needle pointing down and away from the body. The needle must then be placed in a Sharp container, with the container being brought to the site rather than walking any distance with a used needle.

4.4.9 If a student punctures his/her finger with a needle, for example in Home Ec, have the student dispose of the needle immediately in the Sharps container.

4.4.10 Condoms found in schoolyards are to be disposed of in double garbage bags. Be sure to wear protective gloves and to wash hands when the gloves are removed.

4.4.11 Do not remove slivers from a wound. Cover the wound with a suitable dressing.

4.4.12 Ensure that saw blades and tools are properly cleaned after an injury.

4.4.13 Clean wrestling or gym mats properly with a bleach solution when a contamination with blood or body fluids occurs.

4.5 In the event that a person is exposed to blood, body fluids, or needle injury they shall take the following steps.

4.5.1 Assess the Exposure risk by considering the following:

4.5.1.1 Was the injury deep (e.g., was the skin broken)?

4.5.1.2 Was there blood or body fluid contact with mucous membranes (e.g., eyes, lips etc.)?

4.5.1.3 Was there visible blood on or in the device?

4.5.1.4 Was the device used in a vein, artery or body cavity (e.g., was the device hollow)?

If the answer is yes to any of the three assessment questions, the injury was significant and the person must proceed to 4.5.2.

Where there was a bite involving the breaking of skin and bleeding, both people have experienced a significant injury and must proceed to 4.5.2.

4.5.2 If there was significant exposure to Blood or Body fluids then:

4.5.2.1 The most important step is immediate first aid. Wash off the blood or other body fluid with soap and water for at least 10 minutes. If the person received a splash to the eye, use an eyewash kit or flush with warm water. This removes any viruses or other organisms that might be present before they can cause an infection.

4.5.2.2. The next step is to have the incident assessed at the emergency room of the nearest hospital within 30 minutes or as soon as possible. If possible make sure that the “source” person and the “recipient” go to the ER. Make sure that the ER staff is made aware that this was an incident involving blood or other body fluids.

4.5.2.3 Be prepared to answer questions by the ER personnel. The ER assessment will likely include:

- ◆ Assessment of how the incident occurred;
- ◆ Determination of whether or not the “source” person is likely to have hepatitis B, C or HIV infection;
- ◆ Blood tests

- ◆ Counseling

4.5.2.4 Follow up is done with the family doctor. This may include receiving test results and further counseling if needed. See the Flow Chart in Appendix 165A for a quick view of the course of action to be taken in the event of a blood or body fluid exposure or a Sharps injury.

4.6 In the event that concern arises in the community about a student or staff member having HIV or AIDS, the Principal shall direct those concerned to the Medical Officer of Health of the Regional Health Authority. The Superintendent shall also be informed.

Reference: Section 8, 13, 18, 20, 24, 60, 61, 105, 106, 107, 113, School Act
Freedom of Information and Protection of Privacy Act
Health Information Act
Occupational Health and Safety Act
Public Health Act
Communicable Disease Regulation AR 238/85
Ministerial Directive 4.1.1 – HIV/AIDS in Education Settings

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