



March 17, 1995

ADMINISTRATIVE MEMORANDUM NUMBER ONE HUNDRED
PROCEDURES FOR DEALING WITH DISPOSAL OF BODY FLUIDS

While the risk of infection in a school setting is low, body fluids of all persons should be considered potentially infectious. Body fluids include blood (including drainage from cuts and wounds), semen, vaginal fluids, breast milk, feces, urine, vomitus, saliva, respiratory secretions. (Only the first four are known to transmit the AIDS virus.) All are potential carriers of Hepatitis B.

1. Use rubber gloves when handling body fluids, especially those contaminated with blood.
2. Wash hands thoroughly with soap and water after exposure to body fluids, whether gloved or not. Gloves do not replace the need to wash hands. Proper hand washing includes use of soap and running water and vigorous rubbing of palms, back of hands, between fingers and under nails for about 10-15 seconds.
3. Items soiled with body fluids should be **double** bagged. (Place with gloved hands into a plastic bag, tie the bag closed, place in another plastic bag, and tie again for disposal or to await laundering.) A biohazard emblem should be on the outside bag.
4. Visible contamination should be wiped by gloved hands using disposable towels and then decontaminated with an approved disinfectant from your Custodial Department. Common bleach (sodium hypochlorite) in a 1:10 (1 part bleach, 10 parts water) is easy, and inexpensive. This solution should be made fresh each time. Gloves and items used in clean up should be double bagged and properly discarded.
5. Linen soiled with body fluid should be handled with gloves, bagged in a non-leak bag at the location of use and transported to the laundry. Laundry should be washed in hot water if possible, for 25 minutes. If low temperature water must be used, bleachable clothing should be washed in water to which 1/2 cup chlorine bleach is added. If fabric is not color fast, add 1/2 cup non-chlorine bleach to the wash cycle.
6. CPR mannequin face, nose and mouth area should be decontaminated during the practice sessions between each participant with a 1:10 bleach solution on a gauze pad, scrubbing face and inside mouth with pad. Place pad over mouth and nose for 30 seconds.
7. If you have oozing or weeping lesions on your hands, wear gloves before touching another's skin.

8. Any sharp items (e.g. lancets) used in drawing blood or sharp items contaminated with blood, should be placed in a puncture-proof container and incinerated. Granite School District has medical waste disposal service available.
9. All necessary supplies (gloves, bags, hazardous emblems, and disinfectant) are available from the district Warehouse.

If you have questions, contact the nurses in Health Services at 268-8593 or 263-6246.

For additional instructions, refer to "Guidelines to Reduce Exposure to Bloodborne Pathogens" available in each school/work location.

Certain "at-risk" individuals, as outlined in "Guidelines to Reduce Exposure to Bloodborne Pathogens" are eligible to receive a Hepatitis B vaccination at Granite School District's expense. If you are considered to be an "at risk" person by reason of the nature of your job or by appointment by the principal/department head, please contact the Risk Manager's office at 268-8528.

Any Granite District employee that is exposed to blood or a body fluid while at work should report this incident. They can follow the procedure as outlined in the guidelines for "post-exposure evaluation."

/s/

Loren G. Burton
Superintendent

Last Revision - November 1, 1988