

# Guidelines for Infection Control and Universal Precautions

## General Information

- A. The prevention of the spread of disease is an important component of health services in our schools today. Terms that may be used to describe these procedures are infection control, universal precautions, or disease prevention. Prevention of the spread of disease in the classroom includes the immunization of students and staff according to the guidelines from the Centers for Disease Control (CDC) and/or the Occupational Safety and Health Administration (OSHA).
- B. Transmission of disease primarily happens in four ways.
  - 1. Airborne droplets-such as through coughing, sneezing or talking.
  - 2. Body fluids/wastes-such as urine, stool, saliva, mucous.
    - a. Skin to skin/surface-such as by touching skin with impetigo, ringworm, or from toys, floors, etc.
  - 3. Blood-such as blood touching broken skin, mucous membranes.
- C. Disease can be spread through direct or indirect contact.
  - 1. Direct – means there is an immediate transfer of the organism which may happen as a result of touching, kissing, intimate contact or the direct projection of droplets into mucous membranes or conjunctivae.
  - 2. Indirect – means that there is a delay in the transfer of the organism and must be transported to an entry portal such as mucous membranes, breaks in the skin, digestive tract or from objects such as floors, toys, or clothing.
- D. Disease transmission may occur more frequently in early intervention, preschool, and special education classes because of the close contact that may be required by school employees for care.
- E. Universal precautions and infection control procedures are used for disease prevention of each and every student regardless of their setting or diagnosis. Generally these procedures include:
  - 1. Proper Hand washing
  - 2. Proper disposal of waste products
  - 3. Proper cleaning and disinfecting
  - 4. Use of disposable exam gloves (protective barriers)
- F. Universal precautions are used to protect the caregiver and other students as well as the student requiring the intervention.
- G. Proper equipment and supplies for implementation of procedures shall be made available to school employees and students.
- H. All school employees shall be taught these procedures with a review and documentation on a periodic basis; at least annually.

### **Hand washing**

- A. Hand washing is the single most important factor in the prevention of the spread of disease.
- B. Important times to wash hands, but not limited to are:
  - 1. When arriving and leaving school and work area
  - 2. Before preparing or eating food
  - 3. Before preparing or giving medications
  - 4. Before and after every diaper change or handling equipment or soiled garments
  - 5. Before and after helping a student with toileting
  - 6. Before and after you go to the toilet
  - 7. After coming in contact with either blood and/or body fluids
  - 8. After coughing, sneezing or blowing your nose
  - 9. After removing disposable exam gloves
- C. It is important to remember to wash the student's hands as well as your own.
- D. See procedure for Proper Hand Washing Technique on page 70.

### **Protective Barriers**

- A. Gloves provide a barrier which helps reduce the risk of coming in direct contact with body secretions/fluids or blood. This in turn helps reduce the risk in the spread of infection from student-to student and student-to caregiver.
- B. Disposable exam gloves are recommended for use in the school setting.
- C. Gloves must be disposed of after each use (contact) and not be reused.
- D. Important times to wear gloves, but not limited to:
  - 1. When changing diapers/catheterizing
  - 2. When changing dressings or sanitary napkins
  - 3. When providing mouth, nose or tracheal care
  - 4. When caregiver has broken skin (cuts) on hands
  - 5. When cleaning up blood, bodily secretions or soiled supplies/equipment or surfaces
- E. Other protective barriers include: aprons/gowns, masks, and eyewear. These must be made available to staff for some situations when the potential risk of coming in contact with blood or body secretions/fluids is present.
- F. When providing CPR or mouth-to-mouth resuscitation a disposable mask with a one-way valve shall be used.

### **Cleaning/Disinfecting**

- A. Cleaning and disinfecting are important parts of infection control. This includes all surfaces, toys, equipment, and basically anything that comes in contact or has the potential to come in contact, with an individual.

B. Examples of areas that require cleaning are:

floors/carpets	diapering areas
toys	window ledges
door knobs & doors	all equipment
toilets, potty chairs	waste receptacles
tables/counters	

C. Bleach solution is an inexpensive solution for environmental disinfecting, but must be mixed daily and used where there is good air circulation.

D. An agent other than bleach should be used for hand washing.

E. Check with the school janitorial service to see what solutions are available and determine if recommendations need to be made. Chemical disinfectants, detergents or germicidal hand washing products that are safe for hospitals and are registered by the U.S. Environmental Protection Agency should be suitable for a school setting.

F. Spills of blood and body fluids must be cleaned up immediately. Procedures to be followed include use of gloves, clean up spills with a paper towel or absorbent material, use of a bleach solution or other recommended disinfectant to wash the area well, disposal of gloves, soiled towels and other materials in double-sealed plastic bags and proper hand washing.

#### **Disposal of Waste According to OSHA Guidelines**

A. All contaminated supplies must be placed in plastic bags and sealed – This bag should then be placed in another plastic bag and sealed – referred to as double-bagging.

B. Bodily wastes such as urine, feces, vomitus, or mucous must be disposed of in the toilet.

C. Dirty disposable diapers must be placed in plastic-lined receptacles and double-bagged at the end of the day or when full. The receptacle must have a lid. Cloth diapers are not recommended for use in a daycare/school setting.

D. Sharp objects such as needles must be disposed of in accordance with the Louisiana Office of Public Health and OSHA Guidelines.

#### **Procedure for Proper Hand Washing**

Purpose: To reduce the number of microorganisms on the hands.

Equipment:

- 1) Liquid soap dispenser (preferred to bar soap)
- 2) Paper towels (preferred to cloth towels)
- 3) Hand lotion in a dispenser
- 4) Covered waste receptacle with disposable plastic liner

## PROCEDURES FOR HANDWASHING

Essential Steps	Key Points and Precautions
1. Remove all jewelry before performing a procedure.	Jewelry should not be worn when working with students who require repeated physical contact and care. Microorganisms can become lodged in settings or stones of rings and rings/jewelry may scratch or otherwise injure the student.
2. Apply liquid soap and lather well.	<p>Warm water, combined with soap, makes better suds than cold water. Hot water removes protective oils and will dry skin. Running water is necessary to carry away dirt and debris.</p> <p>Liquid soap is preferred to bar soap.</p>
3. Wet hands with lukewarm, running water.	
4. Wash hands, using a circular motion and friction for 20 seconds.	Include front and back surface of hands, between fingers and knuckles, around nails and the entire wrist area. Avoid harsh scrubbing to prevent skin breaks.
5. Rinse hands well under warm, running water.	Hold hands under the water so that water drains from wrist area to fingertip.
6. Dry hands well with paper towels and discard towels immediately.	
7. Apply lotion as desired	<p>Because of frequent hand washing, it is important to dry gently and thoroughly to avoid chapping. Chapped skin breaks open, thus permitting bacteria to enter one's system.</p> <p>Lotion helps keep skin soft and reduces chapping.</p>

## Handwashing Checklist

[ ] Initial [ ] Review

Person Trained: \_\_\_\_\_ Position: \_\_\_\_\_

	Demo Date	Return Demonstration Dates			
<b>A. States the name and purpose of the procedure</b>					
1. Describes briefly how disease is spread					
2. States reason for not wearing rings in this setting					
<b>B. Identifies supplies</b>					
1. Liquid soap in dispenser (preferred to bar soap)					
2. Paper towels (preferred to cloth towels)					
3. Hand lotion dispenser					
4. Covered waste receptacle with disposable plastic liners					
<b>C. Steps</b>					
1. Removes all jewelry from hands and wrist.					
2. Pushes sleeves above elbows.					
3. Wets hands with luke warm, running water/					
4. Applies liquid soap and lathers well.					
5. Washes all surfaces at least 20 seconds, including:					
a) Fronts and backs of hands					
b) Wrists					
c) Between fingers and knuckles					
d) Under fingernails					
6. Rinses well, under warm running water.					
7. Dries hands gently and well with paper towels					
8. Turns off faucet with paper towels and discards towels					
9. Uses lotion as desired and states reason for preventing dry skin					

Comments: \_\_\_\_\_

Overall Rating:           **PASS**      *Successful completion of a minimum of three demonstrations with 100% accuracy*  
                                       **FAIL**      *Practical must be repeated. Trainer must complete Summary of Skills Form and attach to this checklist.*

\_\_\_\_\_  
 Date:                      School RN Signature                                      Date                                      Employee Signature