

ROUTINE PRACTICES AND ADDITIONAL PRECAUTIONS FOR DEALING WITH BODY FLUIDS

(1) **Routine Practices and Additional Precautions**

It is the role of staff to minimize the risk of exposure to and the spread of germs within the school. School staff are responsible to follow routine practices and additional precautions.

Please refer to the following routine practices and additional precautions document for more detailed information.

<https://www.gov.mb.ca/health/publichealth/cdc/docs/ipc/rpap.pdf>

Some of the important routine practice information for schools is outlined below.

(2) **Hand Hygiene**

Frequent hand hygiene is the most important way to prevent the spread of infection. There are 2 methods of performing hand hygiene. Handwashing with soap and water and the use of alcohol-based hand sanitizer.

Following good hand hygiene practices is everyone's responsibility. Staff and students must perform hand hygiene as often as is necessary to keep clean.

Perform hand hygiene:

- (i) after sneezing or coughing, and after contact with body fluids
- (ii) before and after meals and breaks
- (iii) before and after using the toilet
- (iv) before and after preparing food
- (v) before and after work

Follow the hand hygiene procedures outlined in the Manitoba Health Hand Hygiene Poster:

<https://www.gov.mb.ca/health/publichealth/cdc/docs/ipc/hand.pdf>

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(3) General Preventative Procedures

- Use proper cleanup procedures (see section [43] below)
- Minimize the handling of waste and use proper disposal of waste
- Use disposable absorbent material like paper towels to stop bleeding
- Wear disposable gloves that meet infection prevention and control standards when you are in contact with blood or body fluids. This includes toileting, diapering, and administering First Aid.
- Appropriate glove use:
 - o Single use: New gloves must be used for each student and for each new procedure. Never re-use gloves
 - o Discarded: Gloves must not be washed or disinfected
 - o Removed: Keep your hands from coming into contact with the outside of the glove
- Gloves are not a substitute for hand hygiene
- Perform hand hygiene before putting on the gloves and after removing
- For other types of PPE that may be needed, refer to the Manitoba Health Routine Practices and Additional Precautions document referred to above
- Use a mouthpiece during mouth-to-mouth resuscitation if open wounds are present. (Mouthpieces should be available in the school first aid kits.)

(4) Cleaning and Disinfecting

To clean furniture, flooring or equipment/toys contaminated with body fluids:

- Immediately clean up bodily fluids using disposable, absorbent material.
- Wear disposable gloves for as long as you have close contact with the body fluids; i.e., if using absorbent paper towels, wear gloves; if using a mop, gloves are not necessary. Mops should be thoroughly washed in the approved divisional disinfectant solution and allowed to dry before reusing.
- Thoroughly clean the area using the divisionally approved disinfectant solution.
- Wash the area with hot, soapy water.
- Place the paper towels and gloves in the garbage.

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(5) **Diapering**

The surface used for diapering should be:

- made of a smooth, non-porous material such as Formica, hard plastic, stainless steel, or a washable pad covered with smooth vinyl
- free of cracks and easily cleaned
- in close proximity to a sink

When diapering, the attendant should:

- wear gloves
- empty diaper contents into the toilet
- place diaper in a closed garbage container lined with a strong plastic bag
- clean and disinfect the diaper changing areas or anything else that comes in contact with a child's feces or urine with the approved solution
- perform hand hygiene after performing diapering

(6) **Disposal**

- Wear disposable gloves that meet infection prevention and control standards for disposal of waste contaminated with body fluids.
- Sharp items, such as broken glass, needles, lancets contaminated with blood, should be placed in an approved puncture-resistant container.

Puncture-resistant containers are available in every school office. Large containers, if required, can be obtained through the custodian.

- Carefully pour suctioned fluids, excretions and secretions down drains connected to the sanitary sewer system; i.e., toilet. Do not pour down sinks used for handwashing.
- Disposable items (gloves, paper towels, etc.) contaminated with blood or body fluids should be placed in a plastic bag, sealed and disposed of with the regular garbage.
- Student's clothing or linen visibly soiled with blood or body fluids should be placed in a plastic bag, sealed, labeled, and sent home.
- Perform hand hygiene after disposal of waste contaminated with blood or body fluids.

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(7) Accidental Exposure to Blood and to Body Fluids Containing Blood

A significant exposure has occurred if a person's blood or body fluid containing blood comes in contact with someone else's broken, punctured or chapped skin, or mucous membranes (e.g., eyes, nose, mouth). Specific injuries that cause concerns are those involving needle sticks and other sharps as well as bites and splashes.

If a significant exposure occurs in the work setting:

- (a) Provide first aid by:
 - (i) encouraging bleeding at the site of the injury
 - (ii) washing the area well with soap and water
 - (iii) washing the eye(s) with cold water
- (b) If the injury is to a student:
 - (i) Report the injury to the immediate supervisor and/or school administrator.
 - (ii) The school administrator must contact the appropriate parties (parents/guardians).
 - (iii) The parent/guardian of the child must contact family physician, Health Links, or medical clinic/urgent care for appropriate management and any treatment required.
 - (iv) A student accident report form must be completed.
- (c) If the injury is to professional staff:
 - (i) Report the injury to the principal or designate.
 - (ii) The Workplace Safety Concern or Incident Form is to be completed.
 - (iii) The injured person must contact his/her family physician, Health Links, or medical clinic/urgent care for appropriate management and any treatment required.
- (d) If the injury is to support staff:
 - (i) Report the injury to principal or designate.
 - (ii) The Workplace Safety Concern or Incident form is to be completed.
 - (iii) The injured person must contact his/her family physician, Health Links, or medical clinic/urgent care for appropriate management and any treatment required.

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