

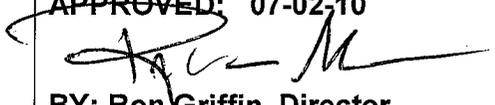


**COUNTY OF SAN BERNARDINO
PRESCHOOL SERVICES DEPARTMENT
POLICY**

NO. 01 **ISSUE 1**
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EFFECTIVE: 07-02-10
Updated

**SUBJECT: UNIVERSAL BLOOD AND BODY FLUID
PRECAUTIONS**

APPROVED: 07-02-10


BY: Ron Griffin, Director

PURPOSE

Effective implementation of hygiene, sanitation and disinfection procedures significantly reduces health risks to children and adults by limiting the spread of infectious gums. Germs transmitted by direct contact with body secretions may include, but are not limited to, bacteria and viruses which cause colds, flu, hepatitis, HIV, parasites, and common childhood diseases such as chicken pox and measles. For the purposes of this procedure, any reference to body secretions will include blood, urine, feces, saliva, nasal discharge, eye discharge, vomit or any other bodily fluid discharge.

REFERENCE

Head Start Performance 1304.22(e)(1)-(7), Hygiene

PROCEDURE

The following procedure shall be followed in all Preschool Services Department childcare settings:

1. All Head Start staff volunteers shall wear disposable latex or vinyl gloves when fiving first aide, when diapering, or when cleaning up any body secretion. Gloves will be properly disposed of after each use. Hands must be washed after removing soiled gloves.
2. Any item belonging to a child that may have come in contact with body fluids will be placed in a plastic bag, sealed securely, and given to the parent. Properly bagged items may be stored in the diaper changing area until parents can take the items home.
3. Any disposable item (diaper wipes, paper towels, gloves, etc.) soiled with blood or body fluids must be placed in a plastic bag with a secure tie before being discarded in a covered or step trash can.
4. Only single-use disposable tissues will be used for cleaning runny noses, etc. Tissues must never be shared. Staff and volunteers will wash hands immediately after providing care, before touching anything else.
5. Blood and body fluids must be cleaned immediately with Quat. If Quat is not available, a bleach and water solution (1/4 cup bleach to a gallon of water) should be used. Gloves must be worn during clean up. Soiled items must be disposed of

properly. Hands must be washed immediately after removing gloves, before touching anything else.

6. Toys, equipment, counters, tables and floors must be immediately disinfected with Quat of bleach water solution if they may have been soiled with body fluids. Gloves must be worn during cleaning.
7. Soiled gloves must be removed properly, being careful not to touch the dirty outside surface of the glove to your skin. Gloves may be safely removed by pinching them at the wrists, and turning them inside out as you remove them. Hands must be washed immediately following.

EXPOSURE INCIDENT REPORTING AND FOLLOW UP

*An **exposure incident** is a specific eye, mouth or other mucous membrane, non-intact skin, or parenteral contact with blood, body fluids or other potentially infectious material that results from performance of an employee's duties. ("Parenteral contact" means piercing mucous membranes or the skin barrier through such events such as needlesticks, human bites, cuts and abrasions.)*

1. In the event of an exposure incident as defined above, the Employee must notify their immediate Supervisor right away. The Supervisor will notify the Human Resources Department at the PSD Administration Office immediately.
2. The employee's immediate Supervisor will complete the "Bloodborne Pathogen & Tuberculosis Expose Report," and forward a copy to the Human Resources Department at PSD Administration.
3. Following an employee report of specific exposure incident, PSD will promptly, but during normal business hours, make available to the exposed employee:
 - a) A confidential medical evaluation and follow-up through the Center for Employee Health and Wellness
 - b) Hepatitis B Vaccination will be offered to the employee at no charge
4. If the employee declines vaccination or recommended treatment they will be asked to sign a waiver of declination.