

HIV/AIDS POLICY

The Bow School District recognizes the public concern over the spread of the Human Immunodeficiency Virus (HIV) and the related Acquired Immune Deficiency Syndrome (AIDS). This policy is written to assist in the protection and support of the infected employee and to provide for the education and support of the infected student. It is also intended to provide for the education and support of all students and the instructional and non-instructional staff of the school district.

- I. Confidentiality Based on New Hampshire State Law RSA 141F:8:
 - A. As a matter of policy, a staff member informed of the identity or presence of an HIV infected person/s may not divulge information about, knowledge of, or identity of the HIV infected person/s. Staff shall be advised of the seriousness of confidentiality requirements and that a breach of confidentiality could have serious legal implications.
 - B. School staff involved in the care and education of a student with HIV infection must respect the student's right to privacy. State law prohibits the disclosure of HIV status without the consent of student (adult) or parent/guardian.
 - C. When school officials are informed of a student or staff member with HIV, the number of personnel informed of this condition must be kept to a minimum. If permission is given to share the diagnosis, this permission shall be given in writing and clearly spelled out as to who specifically shall be told.

For HIV infected students the school physician, the school nurse and the student's physician and parent/guardian shall meet to address medical or educational concerns.

- II. Employees

Based upon the current knowledge that HIV is not transmitted by casual contact the school district shall allow HIV infected employees to work as long as their condition allows and as long as they are able to perform the job to the satisfaction of the district.

 - A. The superintendent shall assure that there shall be no discrimination for employment based on having HIV or AIDS. No school employee shall be terminated, non-renewed, demoted, suspended, transferred or subjected to adverse action based solely on the fact that they are infected with HIV.
 - B. School employees who are unable to perform their duties due to illness, such as those related to HIV, shall retain eligibility for all contracted benefits.*

- III. Students

The Bow School District recognizes that:

 - A. All students in New Hampshire have a constitutional right to a free, suitable program of education.**
 - B. HIV is not spread by casual, everyday contact. Therefore, except in special circumstances, students who are infected with HIV shall be entitled to attend school. For those special circumstances, the district will devise or individually tailor a plan that will have, to the extent possible, minimal impact on the student's daily school activities. The following guidelines have been developed to assist school officials in planning for school children who are or may be infected with HIV.

* Based upon the principles of the Americans with Disabilities Act of 1992

** Based upon the Individuals w/Disabilities Education Act (IDEA) & NH RSA 186-A(186-C)

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1. Placement of student:
Students infected with HIV shall be allowed to attend school in the least restrictive environment.
2. To set up an educational plan:
Decisions regarding the type of educational and care setting for HIV infected students shall be based on the behavior, neurological development, and physical condition of the student and the expected type of interaction with others in the school setting. These decisions are to be made on a case by case basis (with the rule of confidentiality prevailing), using the team approach initially including the student's physician, the student's parent or guardian, the school nurse, the school's medical advisor, and school administrator (referred to as "Planning and Placement Team" in the administrative guidelines). The NH Division of Public Health Service's Bureau of Disease Control and the NH Department of Education are available for consultative purposes. In each case, risks and benefits to both the infected student and to others in the school setting shall be carefully weighted.
 - a. A specific team plan for placement should be made for the HIV infected student who is not toilet trained, who has open or oozing skin conditions that cannot be covered, or who has demonstrated behaviors such as biting or other irresponsible acts which could pose a danger to others.
 - b. In any case of temporary removal of the student from the school setting, state regulations and school policy regarding home bound instruction apply. The student should be readmitted as per guidelines established by the Planning and Placement Team.
 - c. A student infected with HIV may need to be removed from the classroom for his/her safety when communicable diseases are occurring in the school population. The decision to remove the student from the classroom shall be made by the school nurse, the student's physician and parent or guardian. This decision shall be based upon a written statement from the student's physician. Arrangements shall be made to provide the student with academic support, for extended absences.
 - d. The school nurse, in consultation with the student's physician, will routinely assess the student's condition. If necessary, recommendations will be made to the team for a modification in placement.

IV. Other

- A. Mandatory screening for communicable diseases that are not spread through casual everyday contact, such as HIV, shall not be a condition of employment or school entry.
- B. As with any medical condition, health records are kept confidential. However, HIV infection will not be recorded on the student's regular health record.
- C. Appeals for exceptions to this policy will be made through the Director of Special Services and/or the superintendent in accordance with district policy as outlined in the Bow School District Special Education Manual.

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- V. Universal Precautions in the School Environment
- Universal precautions are used to control the spread of infection; employers, employees, and students must treat blood and certain body fluids as if they are infectious for Human Immunodeficiency Virus (HIV), Hepatitis B Virus (HBV), and other diseases. Universal precautions need to be used to prevent the transmission of diseases from one person to another. Persons having contact with any body fluids* from another person are at risk for infection. **All** body fluids shall be considered as potentially infectious. Procedures outlined offer protection from most types of infection and should be followed routinely.
- A. Whenever possible avoid direct skin contact with another's body fluids. If contact is made, hands should be washed as soon as possible. Hand washing* is the single most important technique for preventing the spread of infections.
 - B. Injured persons, staff or students, shall be allowed to cleanse their own injuries if possible.
 - C. Open lesions on students and staff shall be covered.
 - D. Latex gloves or latex type gloves shall be worn when direct hand contact with another's body fluids is anticipated. (e.g., treating an injury, changing diapers, handling soiled clothing or cleaning mops used to clean up any body fluid). Gloves shall be discarded in a plastic bag or lined trash can, secured and disposed of daily.
 - E. Clothing and other non-disposable items that are soaked with body fluids shall be rinsed and placed in plastic bags. If presoaking is required use gloves. This clothing shall be washed separately from other items.
- VI. Educational Programs
- A. All staff will be provided with copies of the Bow School District HIV/AIDS Policy. All new employees will be given a copy at the time of their employment. Ongoing educational programs shall be provided for the staff on general infection control, the use of universal precautions and the handling of body fluids in the school environment.
 - B. All students shall be educated at appropriate levels, about the transmission of communicable disease and blood borne pathogen infection. This education shall be a component of health and/or science curriculum.
- VII. Policy Review
- This policy and the educational programs for staff and students shall be reviewed annually by the Bow School District and modified as needed according to new medical findings and recommendations.

*see appendix

PROTECTION FROM INFECTION

Guidelines for Hand Washing

Hand washing is the single most important technique for preventing the spread of infections.

- A. When one should wash hands:
 - 1. Before drinking and eating
 - 2. Before handling clean utensils or equipment
 - 3. Before and after food handling
 - 4. Before and after using the toilet
 - 5. After contact with body secretions such as blood, menses, mucus, saliva, drainage from wounds, urine, feces, or any other body fluid
 - 6. After handling soiled diapers, menstrual pads, garments, or equipment
 - 7. After removing disposable latex gloves

- B. Hand washing
 - 1. Use hot water
 - 2. Apply soap and lather well for 10-30 seconds
 - 3. Rinse
 - 4. Turn off faucet with paper towel and discard towel

USE OF DISINFECTANTS

Disinfectants should be used to clean surfaces contaminated with body fluids. These disinfectants should kill vegetative bacteria, fungi, tubercle bacillus and viruses. Disinfectants should be registered with the US Environmental Protection Agency for use as a disinfectant in medical facilities and hospitals.

- A. The following disinfectants may be used to prevent spread of HIV:
 - 1. Ethyl or isopropyl alcohol (70%)
 - 2. Phenolic germicidal detergent in a 1% aqueous solution (e.g. Lysol)
 - 3. Sodium Hypochlorite with at least 100 ppm available chlorine (1/2 cup household bleach in 1 gallon water). Solution needs to be freshly prepared daily. Preferred for objects that may be put in the mouth.
 - 4. Quaternary ammonium germicidal detergent in 2% aqueous solution (e.g. Tri-quat, Mytar or Sage)
 - 5. Iodine germicidal detergent with 500 ppm available iodine (e.g. Wescodyne)

- B. Cleaning of hard surfaces
 - 1. Remove soil from surface, then apply disinfectant
 - 2. Mops should be soaked in the disinfectant after use; then wash in hot water prior to rinsing. Gloves should be worn.
 - 3. Disposable equipment should be double bagged and placed in trash receptacle
 - 4. Non-disposable equipment (dust pans, buckets) should be rinsed thoroughly in the disinfectant
 - 5. Discard used solution promptly in drainpipe; rinse pail or container
 - 6. Gloves are removed and placed in a double trash bag when cleanup is completed.

PROTECTION FROM BLOODBORNE PATHOGENS (HIV/AIDS and Hepatitis B)

A. Hepatitis B vaccine shall be made available, free of charge, to all employees who have occupational exposure to blood. Employees who choose not to be vaccinated must sign a declination form. These may later opt to received the vaccine, at no cost, through the school district.

B. All employees who have had an exposure incident are eligible for follow-up treatment. Follow-up treatment shall be provided free of charge. The follow-up shall include a confidential medical evaluation that does the following:

- Documents the circumstances of exposure
- Identifies and tests the source individual, if feasible
- Tests the exposed employee's blood if s/he consents

The follow-up must also include counseling for the worker and post exposure prophylaxis.

C. Employees shall have access to a copy of the OSHA bloodborne pathogen standards.

D. An exposure determination shall be performed in each school concerning which employees may incur occupational exposure to blood or other potentially infectious materials. Categories of school employees most likely to have routine exposure to blood or other bodily fluids include school nurses, physical education teachers, coaches, custodians, and personal care aides. Students with disabilities pose an increased risk of exposure for those responsible for their care.

E. Training for all employees shall be conducted prior to initial assignment to tasks where occupational exposure may occur. Training for employees shall include an explanation of:

- Bow School District HIV/AIDS Policy
- The OSHA standard for Bloodborne Pathogens
- Epidemiology and symptomology and transmission of bloodborne pathogens
- Protocol for the Exposure Plan
- Availability of personal protective equipment

PROTOCOL FOR THE FOLLOW-UP OF PERSONS EXPOSED TO ANOTHER PERSON'S BLOOD

A blood exposure is defined as contact with blood through a percutaneous exposure (e.g., needle stick) or contact with an open wound, non-intact skin, or mucous membrane (e.g., spattering of blood into mouth or eyes). A student/staff member with true exposure should be referred immediately to a private physician or an HIV/AIDS testing site to obtain serological testing and counseling regarding post exposure prophylaxis according to the current recommendations of the US Public Health Service. AIDS Hotline: 1-800-752-AIDS.

A. Reporting procedures:

In all cases of accidental exposures to blood or body fluid, the source employee or student shall be informed of the incident, encouraged to be tested immediately and requested to authorize the release of the results to the exposed employee or student.

The exposed employee or student and the student's parent/guardian shall be counseled regarding the risks of infection and advised to seek clinical and serological (blood) evaluation for evidence of infection. The exposed employee or student shall also be informed of whether or not the source employee or student consented to or refused a test and, if authorized by the source employee or student, the results of the test.

If the source employee or student refuses to test, tests positive, or tests negative but is at high risk for HIV infection, the exposed employee or student shall be advised to seek re-testing six weeks post exposure and periodically thereafter (i.e., twelve weeks and six months after exposure).

In no event shall the identity of the source individual be intentionally revealed to the exposed individual without the consent of the source individual.

B. Enforcement of Policies

Employees who violate this policy may be subject to disciplinary action, up to and including discharge, in accordance with Bow School District Policy.