



**LOS ANGELES UNIFIED SCHOOL DISTRICT
POLICY BULLETIN**

TITLE: Mandate to Provide Information Regarding AIDS/HIV and Hepatitis B Infections to All District Employees

NUMBER: BUL-6039.0

ISSUER: Michelle King, Senior Deputy Superintendent
School Operations, Office of the Superintendent

Debra Duardo, Interim Executive Director
Student Health and Human Services

DATE: April 15, 2013

POLICY: School districts are required (Health and Safety Code Part 1 of Division 1, section 199.81, chapter 1.15) to provide all school employees annually with information on Acquired Immune Deficiency Syndrome/Human Immunodeficiency Virus (AIDS/HIV), Hepatitis B and Cal-OSHA Bloodborne Pathogen Standard (8-CCR-5193).

MAJOR CHANGES: This Bulletin replaces Bulletin Z-46, “Mandate to Provide Information Regarding AIDS/HIV and Hepatitis B Infections to All District Employees,” dated May 29, 1998. The content has been updated to reflect the current online Incident System Tracking and Accountability Report ([ISTAR](#)), District Bulletin updates in Related Resources and current phone numbers for assistance.

GUIDELINES: The following guidelines apply:

The following information has been adapted from guidelines presented by the California State Department of Education and the Centers for Disease Control. It is recommended that this information be presented in a yearly staff meeting with a District School Nurse or a School Physician as the resource. For assistance in obtaining a speaker, call District Nursing Services, Communicable Disease Control (213) 202-7575 or the Director, Student Medical Services, (213) 202-7577.

INFORMATION REGARDING AIDS/HIV AND HEPATITIS B

The epidemic of AIDS/HIV infection has created a great interest in how all infections are spread and what precautions are needed to prevent the spread of these diseases in schools, work sites and the community.

The recommended precautions are appropriate to aid in the prevention of the spread of *all* infectious diseases, including the common cold, influenza, impetigo, ringworm and the myriad of other common infections that affect students and teachers during the school year.

ROUTING
All Employees
All Locations



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

The basic principle promoted in this guideline is the use of *Universal Precautions* (see below) at all times to protect you from getting infectious diseases. One outcome of using *Universal Precautions* will be fewer student and staff absences from common infections. Another positive outcome will be students learning the *Universal Precautions* as teachers model appropriate responses.

Applying the principals of *Universal Precautions* should also reduce the concern of not knowing if a student or other employee has an infection. Remember that infected persons may not know that they are infected or may not choose to share this information. This is especially true about HIV-infected persons.

UNIVERSAL PRECAUTIONS

Universal Precautions should be used in *all* situations when handling the discharges from another person's body (blood, saliva, nasal discharges, vomit, purulent discharges, urine and feces), and not limited for use with individuals known to be carrying a specific virus such as HIV or the virus causing Hepatitis B. In the school setting, these precautions should include the following:

1. Hand washing: Hand washing facilities must include soap and running water or an LAUSD approved waterless hand cleaner. Scheduling time for students to wash hands before eating, after toileting, after touching or using tissue for nose or mouth discharges is suggested to encourage this practice. Classroom instruction about proper hand washing can be integrated into health education at all grade levels. Proper hand washing: Wet hands with running water and apply soap from a dispenser. Lather well and wash vigorously for 15 to 20 seconds. Rinse well under running water. Dry hands with paper towel and turn off faucet with the paper towel and discard the towel into the trash receptacle.
2. Using Gloves: All staff members who may be required to administer first aid or personal care involving blood or body fluids, and persons responsible for the cleanup of blood and other body fluids should have access to latex free gloves.
3. Using Disinfectants: At each District site, an LAUSD approved disinfectant should be supplied and used. Regular household chlorine bleach diluted 1:10 and mixed daily, or as needed so that the solution is fresh, is an effective disinfectant for destroying the viruses which cause AIDS/HIV and Hepatitis B, as well as most other disease causing organisms. Bleach can be used for emergency situations or if an approved product is not available.
4. Disposal of Trash: Trash receptacles lined with double plastic bags are recommended for the routine disposal of diapers, feminine hygiene products,



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

Band-Aids or dressings with a small amount of dried blood. These waste products are not considered biohazardous waste and may be disposed of as regular trash. Biohazardous waste include items heavily saturated with blood or bloody body fluids and should be placed in a red biohazard bag conspicuously labeled with the words “Biohazardous Waste” or with the international biohazard symbol and the word “BIOHAZARD”. The bag should be tied to prevent leakage or expulsion of contents during all future storage, handling or transport. This bag should be placed in a rigid container for storage, handling or transport. The outside of the container should be labeled with the words “Biohazardous Waste” or the international biohazard symbol and the word “BIOHAZARD”. *Biohazardous waste requires special handling that can be arranged through the Plant Manager and the Office of Environmental Health and Safety*

5. Cardiopulmonary Resuscitation (CPR): Individuals with the responsibility for administering first aid in school, on the athletic fields, in the cafeterias, on the playgrounds, and on school buses should have current instruction and certification in CPR. Resuscitation mouthpieces shields that prevent backflow of fluids from the mouth of a victim being given CPR should be readily accessible to the rescuers in the school setting. Manikins used for CPR instruction must be supplied with individual barrier devices and attached air bags per manufacturer guidelines.

Occupational Exposure Incident

An exposure incident is defined as a specific exposure to mucous membranes of the eye, nose, mouth; non-intact skin, or parenteral contact with blood or other potentially infectious materials that result from the performance of the employee’s duties. All exposure incidents shall be reported, investigated and documented using the following steps:

- ◆ Immediately wash the exposed skin area with soap and water. If it is an eye or mucous membrane, flush the area with water.
- ◆ Report the incident to your supervisor
- ◆ Site Administrator or designee shall follow current Workers’ Compensation procedures and report incident by telephone to Employee Health Services (213) 241-6326.
- ◆ Access [ISTAR](#) - INCIDENT SYSTEM TRACKING ACCOUNTABILITY REPORT - to complete and submit an incident report, and include the identity of the potential transmitter, if known. *Note on confidentiality: Confidentiality is both a medical and legal requirement. Only with the employee’s or potential*



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

transmitter's permission may District personnel be informed about either's health condition. Dissemination of such information shall be restricted.

What is AIDS/HIV Infection?

AIDS (Acquired Immune Deficiency Syndrome) is the advanced stage of HIV (Human Immunodeficiency Virus) infection. The virus attacks the body's immune system, leaving it vulnerable to life-threatening infections and malignancies. The virus also may attack the central nervous system directly. Persons in the early stages of infection with HIV frequently have no apparent symptoms and usually appear to be in good health. When symptoms do appear, they often seem like many common illnesses and may include fever, swollen glands, and loss of appetite, night sweats and diarrhea. Only a blood test will identify the presence of HIV. Although there have been advances in treatment and vaccine development, there is no cure for HIV or AIDS at this time.

How Is The HIV Infection Spread?

Everyone infected with HIV, even a person without apparent symptoms, is capable of transmitting the infection. HIV infection is transmitted by:

1. Accidental penetration of the skin with needles or syringes shared with someone who is infected.
2. Direct contact of infected blood on broken skin or mucous membranes.
3. Infected mother to baby before or during birth and after birth through breast milk.
4. Blood transfusions or blood products from an infected source (a screening test has been used since 1985 that has made this risk minimal).
5. Intravenous (IV) needles or syringes shared with someone who is infected.
6. Sexual activity involving direct contact with semen, blood or vaginal secretions of someone who is infected.
7. Sharing unsterilized instruments for tattooing, ear piercing, shaving or acupuncture with someone who is infected.

Note: All medical information is confidential and is not to be shared without the written permission of the person or, in the case of a minor, permission of the parent or guardian. With AIDS/HIV infection there is an additional legislated requirement for confidentiality. In the case of AIDS/HIV infection, the person, or parent if the



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

person is a minor, must indicate specifically in writing who may have the information. Permission forms that give a blanket permission to share medical information are *not adequate* for sharing information about AIDS/HIV infection. Sharing information about an HIV/AIDS infected person without the written consent is prohibited by law, and the person is subject to civil penalty and a fine not to exceed \$5000.00.

What is Hepatitis B?

Hepatitis B is an infection of the liver caused by a virus present in the blood and other body fluids of infected persons. Less than fifty percent of the persons who become infected have signs and symptoms of illness. Among those that are infected with Hepatitis B, five to ten percent become long-term virus carriers. The onset of symptoms may appear six weeks to six months after becoming infected with the virus. The symptoms may include fatigue, mild fever, muscle or joint aches, nausea, vomiting and abdominal pain. In some patients the urine turns dark and the skin becomes jaundiced (yellow). Up to twenty-five percent of carriers may develop serious chronic liver disease.

How is Hepatitis B spread?

An infected person can transmit Hepatitis B as long as the virus remains in the blood. Transmission may occur as early as four weeks before any symptoms occur. A small number of people will carry the virus in their blood for years and are known as chronic carriers. Hepatitis B is transmitted by:

1. Accidental penetration of the skin with needles contaminated with infected blood.
2. Razors or instruments used to penetrate the skin, such as those used for tattooing and ear piercing shared with someone who is infected.
3. Direct contact of infected blood on broken skin or mucous membranes, such as sharing toothbrushes.
4. Blood transfusion or blood products from an infected source.
5. Intravenous (IV) needles or syringes shared with someone who is infected.
6. Sexual activity involving direct contact with semen, blood, or vaginal secretions of someone who is infected.
7. Infected mother to baby during pregnancy.



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

Hepatitis B Vaccination

The Cal-OSHA Bloodborne Pathogen Standard requires employers to offer the Hepatitis B vaccination series to all employees who are determined to be occupationally at risk for exposure to blood or potentially infectious materials during the performance of their job duties. Employees not included in the “Primary Exposure” category may discuss the need for Hepatitis B vaccine with their primary care physician. See: [Bloodborne Pathogens Exposure Control Plan](#) (Section II Exposure Determination: [Part A. Primary Exposure, page 3](#)).

AUTHORITY: This is a policy of the California Health and Safety Code Section and the LAUSD Board of Education to require annual training about the prevention of the spread of infectious diseases, including Hepatitis B and AIDS/HIV infections.

RELATED RESOURCES:

- ◆ [BUL-1645.1, “Infection Control Guidelines for Preventing the Spread of Communicable Diseases,” April 7, 2008.](#)
- ◆ [BUL-1937.1, “Reporting Communicable Diseases,” April 7, 2008.](#)
- ◆ [BUL-4088.0, “Students with HIV/AIDS Infection,” January 15, 2008.](#)
- ◆ [REF-4035.0, “Management of Skin Infections \(including MRSA\) in School Settings,” November 26, 2007.](#)
- ◆ [REF-5741.0, “Emergency Response and Communication Procedures for the Release of Areas Closed Due to Emergency Incidents,” April 23, 2012.](#)
- ◆ [“Communicable Diseases in Schools, A Reference Guide”](#) Los Angeles Unified School District, Student Health and Human Services Division, 3rd Edition, 2005. (Information regarding individual diseases)
- ◆ [Bloodborne Pathogens Exposure Control Plan](#), Los Angeles Unified School District, Environmental Health and Safety Branch, January 1997. (Detailed information on the Bloodborne Pathogen Standard)

ASSISTANCE: For assistance or further information, please contact:

Director, Employee Health Services (213) 241-6326
Director, Student Medical Services (213) 202-7577
Director, District Nursing Services (213) 202-7580
Director, Environmental Health and Safety (213) 241-3199