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**Madeira City School District
Administrative Guidelines****8453.01 - CONTROL OF BLOOD-BORNE PATHOGENS**

The following guidelines provide for the District's compliance with Federal regulations for protecting staff members against exposure to blood-borne pathogens and other infectious materials which can cause Hepatitis B and/or HIV viruses.

A. Exposure Determination

Staff members in the following job classifications have responsibilities for which they could reasonably anticipate exposure to blood and other potentially-infectious materials:

1. school health workers
2. custodians
3. teachers and aides who work with students who are prone to biting, scratching, and other such actions that can cause bleeding or exposure to saliva and other body fluids
4. teachers in vocational/technical education whose students work with equipment that can cause cuts or other injuries that produce bleeding
5. members of a school staff who have been designated to provide first aid when and if necessary
6. coaches
7. bus drivers

B. Inoculation

Each of the staff members in the above-named categories shall be offered free vaccination with the Hepatitis B vaccine after training and within ten (10) days after reporting for duty at the start of the school year or when employed.

The school health worker shall determine which hospital or other health service shall give the vaccinations and do the necessary follow-up testing. S/He shall:

1. arrange a schedule for vaccinations which makes it possible for the staff members to be vaccinated during their work time;
2. obtain the necessary information concerning the efficacy, safety, administration, and benefits of the vaccine so that each staff member can be properly informed prior to making a decision as to whether or not s/he wishes to be vaccinated;
3. ensure that the results of postvaccination testing are properly recorded and kept confidential.

If the staff member declines, s/he shall complete [Form 8453.01 F1](#) which shall be placed in the staff member's confidential file. (See AG [8320](#) - Personnel Records)

If the staff member chooses to be vaccinated, s/he shall sign [Form 8453.01 F4](#) and report to the vaccine provider in accordance with the schedule.

C. Postexposure Evaluation and Follow-up

Whenever a staff member has contact with blood or other potentially-infectious material, s/he shall immediately contact school health worker and complete [Form 8453.01 F3](#). The District shall offer the staff member a confidential medical evaluation by an approved medical provider.

The parents of the student who caused the exposure are to be contacted promptly to obtain permission for the testing of the student's blood for Hepatitis B and HIV viruses either in cooperation with their physician or by the approved medical provider. (See Form 8453.01 F5 and Form 8453.01 F6)

The exposed staff member is to be informed of the test results, if available, with the parents consent and in accordance with Federal and State laws concerning confidentiality.

The staff member's blood should then be tested with his/her consent. The staff member shall also receive postexposure treatment, if so indicated by the Public Health Service or treating physician.

The healthcare professional conducting the medical evaluation is to be provided:

1. a copy of the Federal regulations concerning the Exposure Control Plan;
2. a copy of [Form 8453.01 F2](#);
3. a copy of the staff member's job responsibilities vis-a-vis the exposure;
4. the results of the student's blood test, if available;
5. a copy of the staff member's medical records.

The health care professional shall within five (5) days after the evaluation provide the District with a written opinion containing:

1. a possible recommendation for Hepatitis B vaccination, if the staff member has not already been vaccinated;
2. confirmation that the staff member has been adequately informed of the evaluation results and any further evaluation or treatment deemed necessary.

The staff member is to be given a copy of the written opinion within fifteen (15) days after receipt by the District. The original opinion is to be filed in the staff member's confidential medical file.

D. Medical and Training Records

Medical records of the staff members must identify them by name and social security number and include any and all results of the status of Hepatitis B, examinations, testing, follow-up care, and written opinions. All such information shall be kept in the staff member's confidential files (AG [8320](#)) and retained for the period of their employment plus thirty (30) years.

Training records must include the dates and content of the training, the name and qualifications of the instructors, and the names and job titles of the staff members. Each staff member's training record ([Form 8453.01 F2](#)) shall be kept in his/her personnel file for three (3) years after the training date.

29 C.F.R. 1910.1030