Updated 8/2018

TO: New Employee of the Crivitz School District

FROM: Cindy Kubicek RN, School Nurse

RE: Mandatory Bloodborne Pathogen Training

As an employee of the Crivitz School District, you need to be aware of the potential dangers of exposure to bloodborne pathogens. Prior to beginning your job we ask that you complete a training program to ready yourself for this potential.

It is your responsibility to complete this training program before having contact with students. For those hired during the summer a training will be held during teacher in-service the week before school begins in the fall. Call the district office prior to this week to find out the date/time of the training. If you are hired during the school year or would find an online training more convenient that option is outlined below.

The online training module takes approximately 20 minutes to complete. The school nurse is available to you to answer questions. The nurse can be contacted Monday-Thursday 8am-2pm and Friday 8am-1pm during the school year, at 715-854-2721 ext. 347. If you are completing this training during the summer please email questions to [ckubicek@crivitz.k12.wi.us](mailto:ckubicek@crivitz.k12.wi.us). After viewing the training module complete the quiz. At the completion of the quiz you will be given an option to have results emailed, please do so to the email above. Also fill out the “Training Record” attached, this will be included in your employee file. This form can be handed back in to the district office.

The district website lists all district policies and administrative guidelines. The administrative guidelines specific to bloodborne pathogens include #8453 *Exposure control plan for handling and disposing of body fluids* and #8453.01 *Control of blood-borne pathogens*. A copy of the OSHA regulations and state statutes pertaining to bloodborne pathogens are located in district office and nurse offices for your reference.

Below is the link for the online bloodborne pathogen training:

<https://media.dpi.wi.gov/sspw/av/Bloodborne_Pathogens_School_Training_Program/story_html5.html>

This training can also be linked to from the district website, under Departments, Health/School Nurse.



**What to do if a student or other staff member is bleeding or there is a potential exposure to other body fluids?**

Utilize universal infection control precautions. Staff members have access to gloves in the nurse’s office and should make sure they have a pair readily available if the need should arise. Gloves should be worn if contact with blood or body fluids is necessary.

**What to do if there is a body fluid spill?**

It must be assumed that all body fluids are potentially infectious. A surface should be considered contaminated if blood or the reasonably anticipated presence of blood or other potentially infectious body fluids occur, even if the contaminates have dried.

* If you find a body fluid spill please defer cleanup of the spill to trained custodial staff.
* Protect yourself and others by staying clear of this area. You may carefully cover the spill with an absorbent paper (without touching the spill) until custodial staff arrive. Keep students clear of spill area.
* Notify office of a body fluid spill. They will dispatch custodial staff to area for cleanup. Custodial staff will clean the spill according to AG 8453-Exposure Control Plan for Handling and Disposing of Body Fluids. They will complete Body Fluid Clean Up form and return it to the Director of Building and Grounds.

**What to do if you are exposed to blood or other potentially-infectious bodily fluids?**

If you have contact with blood or other potentially-infectious body fluids on open skin (cuts/scrapes), or with exposed mucous membranes (eyes, nose, mouth) or have penetration into skin from contaminated glass, other sharp object or needle continue with below.

* Immediately wash hands or body area exposed with soap and water, if exposure is in the eye, nose, or mouth flush with water.
* Immediately contact principal and school nurse
* Complete exposure report (form 8453.01 F3 Neola)
* The district will offer a confidential medical evaluation by a medical provider.
* See Administrative Guidelines 8453.01 for complete post exposure evaluation and follow-up procedure.