

PROCEDURE 164-A	
Adopted	November 14, 2013
Last Review	September 2021
Review Date	September 2026

INFECTION PREVENTION AND CONTROL: ROUTINE PRACTICES

1) PURPOSE

Hastings and Prince Edward District School Board has established Procedure 164, Management of Communicable and Infectious Disease to ensure that issues relating to communicable and infectious disease are addressed in a caring and respectful manner consistent with the legal requirements of the Ministry of Health, the Ministry of Education, the *Ontario Occupational Health and Safety Act* and district administrative procedures.

Procedure 164-A is developed to ensure that students and staff use recommended hygienic practices when in contact with blood or other body fluids. This procedure outlines in detail, the steps to follow for clean up of blood or other body fluid spills/accidents and the steps to follow for toileting and diapering routines.

2) ROUTINE PRACTICE

- a) Routine practices are normal work activities used to protect students and staff from potential infectious diseases. Routine practices assume that all blood and/or body fluids could transmit disease.
- b) Contact with body fluids, such as:
 - i) blood
 - ii) urine
 - iii) feces
 - iv) oral secretions
 - v) wound drainage

requires that routine practices be followed. These practices include:

- i) hand hygiene, as one of the most important ways to prevent the spread of infection
 - ii) use of Personal Protective Equipment (PPE) may include one or all of the following:
 - (1) gloves
 - (2) gowns
 - (3) mask and eye protection
 - iii) cleaning and disinfection
 - iv) proper handling of soiled clothing or linen
 - v) garbage disposal
 - vi) safe sharps disposal
- b) Additional resource documents such as “Routine Practices Fact Sheet” and “Handwashing Routines” are available on the Hastings & Prince Edward Counties Health Unit webpage at www.hpechu.on.ca.

3) ROLES AND RESPONSIBILITIES

- a) It is the responsibility of the Hastings and Prince Edward District School Board to ensure that a safe working and learning environment is provided for all staff and students.
- b) Education and training for staff and students shall be provided, as deemed necessary, by the principal/supervisor in consultation with Medical Officer of Health or designate as per Procedure 164 – Management of Infectious and Communicable Disease. This includes the responsibility of making all staff (including casual/occasional staff) aware of and ensure that they follow routine practices.
- c) Personal protective equipment (PPE) is provided to staff as required. Staff are required to wear PPE that has been provided to them.
- d) It is the responsibility of all staff to:
 - i) be aware of and follow routine practices
 - ii) report knowledge of infectious disease, condition or incident of bodily spill/accident to school principal if the staff member becomes aware of such
 - iii) be diligent in observing and reporting suspected illnesses, condition or incident of bodily spill/accident
 - iv) participate in training
 - v) re-inforce awareness of routine practices with students and others, especially hand hygiene
 - vi) report any concerns about recurring incidents to principal/supervisor for follow up
- e) It is the specific responsibility of custodial staff to:
 - i) discuss cleaning and disinfecting procedures with school principal in accordance with Procedure 164 - Management of Infectious and Communicable Disease
 - ii) use cleaners and equipment as specified by Facility Services of HPEDSB
 - iii) dispose of materials properly and safely
 - iv) request support from Facility Coordinators as appropriate
- f) Hastings Prince Edward Health Unit is available to provide resources, training and information as required.

4) TOILETING AND DIAPERING PROCEDURE

- a) Consideration must always be given for student safety. When toileting or diapering a student, if the environment becomes visibly soiled with urine or feces, a two step method of cleaning and disinfection should be completed. Proper hand hygiene must be included for staff and students.
 - i) Assemble supplies. This should include personal protective equipment (PPE). Hand hygiene or sanitizing should be done prior to putting on gloves.
 - ii) If changing child while child is standing, have child stand over clean changing surface (i.e. disposable pad). Remove soiled diaper, fold soiled surface inward and place on disposable pad, and put directly in garbage.
- OR
- iii) If changing while child is lying down; place child on clean changing surface (i.e. disposable pad). Remove soiled diaper, and fold surface inward. Place on disposable pad or directly in garbage.

- iv) Clean skin with disposable cloth, moving front to back. Remove all soil, including soil in skin creases. Petroleum jelly, zinc oxide, and other skin-care products should be used only if parents specifically request them. These products may interfere with proper skin cleaning.
- v) Remove gloves and clean hands.
- vi) Fasten fresh diaper in place.
- vii) If change area is visibly soiled, surface must be cleaned first then disinfected with hospital grade disinfectant. Follow manufacturer's instructions for use of disinfectant. Otherwise the change surface should be wiped clean after each use. Let the areas dry before changing another child to prevent irritation.
- viii) Remember, anything touched before cleaning your hands should be considered contaminated until cleansed. Proper hand hygiene must be done after toileting or diapering.

Note: If using a cloth diaper or if clothes are soiled, remove soiled matter from cloth diapers or clothes into the toilet. Place soiled cloth diapers or clothes into a plastic bag. Put bag into a second plastic bag and label. Use appropriate PPE and hand hygiene.

5) CLEAN UP OF BODY SPILLS AND VOMIT/FECAL ACCIDENTS PROCEDURE

- a) Individuals who clean up blood and body fluids, vomit or feces, should minimize the risk of infection to themselves and others by following the steps outlined below. Consideration should be given to moving the class to an alternative location (pre-determined location where possible).

Steps:

- i) Contact office to call for custodian to clean up accident/spill and general area around spill/accident.
- ii) Custodian to use emergency clean up kit in room to clean up accident/spill. If required, additional custodial support is called in for clean up.
- iii) Follow clean up procedures and routine practices guidelines:
 - (1) Disposable gloves must be worn during cleaning and disinfecting procedures
 - (2) The spill area must be cleaned of visible organic material (blood, feces, etc) before applying disinfectant
 - (3) Excess blood, vomit, feces and fluid should be absorbed and removed with disposable towels.
 - (4) After cleaning, the affected area should be disinfected with hospital grade disinfectant.
 - (5) Surfaces and equipment which are contaminated with blood or body fluids shall be cleaned using a solution of 1 part (hydrogen peroxide based cleaner)(6% concentrate) to 9 parts water. The disinfectant shall be left on the treated area in accordance with manufacturer's recommendations and then removed with water. **The 10% solution of disinfectant and water must be prepared fresh each time.**
 - (6) Immediately tie and place the towels, gloves and other disposable equipment in a separate bag and place with regular waste where daily trash removal occurs. Sufficient tissue should be placed in the outer bag to absorb any liquid, if the inner bag ruptures. Take care not to contaminate other surfaces during this process. Change gloves as needed.
 - (7) Hands must be thoroughly washed as per hand washing guidelines after gloves are removed.
- iv) Parents/guardians are called and student will wait at the office until parents/guardians are able to come to clean/change student or school support is provided for the student to remain at the school in case of soiling.
- v) If it is obvious that someone has stepped in the body fluid/spill, shoes are immediately removed and sprayed with cleaning disinfectant. Follow manufacturer's recommendations

- and steps outlined above. Put shoes in a bag and send home with student at the end of the day.
- vi) Handle soiled clothing, linen, other items carefully to prevent contamination of clothing or environment. Soiled clothing and/or linen etc should be bagged and sent home with student at the end of the day.

6) CONTACTS FOR QUESTIONS RELATED TO HEALTH

The Hastings Prince Edward Health Unit
179 North Park Street, Belleville, Ontario. Telephone: 613.966-5500

- Medical Officer of Health
- Communicable Disease Coordinator
- Public Health nursing staff

Legal references

- *Education Act*, section 265 Duties of Principal: Report to Medical Officer of Health
- *Health Protections and Promotion Act 1983*: Ontario Regulation 559/91 Specification of Reportable Diseases
- *Ontario Occupational Health and Safety Act*
- *Ontario Human Rights Code*
- *Municipal Freedom of Information and Protection of Privacy Act*

District references

- Administrative Procedure 149 – Safety and Well-being of Students and Staff
- Administrative Procedure 162 – Treatment of Injured/Ill Students and Staff Members
- Administrative Procedure 420 – Occupation Health and Safety