

VIRGINIA SCHOOL FOR THE DEAF AND THE BLIND

<i>TITLE: Universal Precautions Reporting</i>	POLICY NUMBER: SH 04
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Policy Statement:

Virginia School for the Deaf and the Blind employees and students are required to report any blood and body fluid exposure incidents immediately; medical care should be initiated within 24 hours of an exposure incident. Any eye, mouth, or other mucus membrane, non-intact skin, or parenteral (needle stick) contact with blood, body fluids, or potentially infectious materials is considered an exposure incident.

Procedure:

1. All exposure incidents of students and/or employees will be reported within 24 hours of occurrence to the nursing staff at the Student Health Center. The employee's supervisor should be notified immediately of the incident by either the employee or the nursing staff.
2. Any incident will be reported promptly as immediate action is critical to forestall the development of Hepatitis and to enable the affected student/employee to track potential HIV infection. In addition, it can assist the employer in evaluating circumstances surrounding the exposure incident to prevent recurrences.
3. The Student Health Center nurse will assist the employee to complete the preliminary *Employee Accident Report* as soon as the incident is reported. The nurse will follow protocol for reporting the incident to Human Resources, the Superintendent, the Director of Public Safety, and the appropriate Supervisor.
4. The Human Resource department manages all employee records including documentation regarding vaccinations completed on campus. Employees that choose to receive the Hepatitis B vaccine series can obtain a copy from the Human Resource department. Following an exposure incident, the employee may request a copy of his or her Hepatitis B vaccination record and give it to the health care provider for appropriate follow up care.
5. First aid care is administered to students and employees as appropriate. Employees are assisted with selecting a physician from the Worker's Compensation Panel of Physicians list and obtaining an immediate appointment. Employees may elect to use their own physician. However, Worker's Compensation will not pay for services rendered at a non-panel physician office or facility; therefore, employees will be expected to pay his or her own expenses if this option is selected.

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6. Student’s parents will be contacted promptly and a request for blood testing obtained. The VSDB nurse will contact the contract physician for treatment protocol. Unless requested otherwise, VSDB will transport the student to a local healthcare facility along with a copy of the student’s insurance card to have the testing completed. The student’s insurance company and parent will be financially responsible for the testing and follow up treatment as necessary. The parents may choose to take their child home to the child’s primary care physician for follow up testing and treatments.
7. Deemed Consent Laws mandate immediate blood testing for Hepatitis B & C, and HIV for employees and students in schools, Code of Virginia 32.1-45.1 sections H, I, J, K, & L: *“If the person (employee or student) whose blood specimen is sought for testing refuses to provide such specimen, any person potentially exposed to the human immunodeficiency virus or hepatitis B or C viruses, or any employer of such person may petition the general district court in the county or city in which the person whose specimen is sought resides. If the parent or guardian withholds such consent, the school board may petition the juvenile and domestic relations court in the county or city where the minor resides for an order requiring such testing.” “If a testing order is issued, both the petitioner and the person from whom the blood specimen is sought shall receive counseling and opportunity for face-to-face disclosure of any test results by a licensed practitioner or trained counselor.”*
8. The physician/licensed healthcare provider is responsible for sharing the results of the blood tests and provide counsel based on the blood test results to the employee and/or student.
9. The physician/licensed health care provider will provide a written report to the employer. The report will include assessments with laboratory results, vaccinations if given at the time of visit, or other treatments performed. Follow up information (additional blood testing, etc.) will also be provided.
10. The physician/licensed health care provider must note that the employee/student was informed of the results of the laboratory findings, including any medical conditions resulting from the exposure to blood which requires further evaluation or treatment. The physician/licensed health care provider shall provide a licensed ASL interpreter for hearing impaired individuals.
11. All medical records and findings must be kept confidential. Employee medical reports and other medical information are kept separate from employee personnel files in the

Human Resource Department. Records must be maintained for the duration of employment plus 30 years in accordance with OSHA standards.

12. All employees will receive Universal Precautions training in accordance with Policy SH 03 *Universal Precautions Training*.

<p><i>Rescission:</i> Effective Date: June 2015 BOV Approved: September 21, 2016; Revised: August 1, 2022</p>
