

# Hauraki Primary School

## Policy Document

### HIV and other Blood-borne Viruses

#### **Rationale:**

The school must provide a healthy, safe and secure environment for students, staff and visitors.

#### **Objectives:**

- To set in place effective hygiene procedures.
- To ensure that the equipment needed to effect these procedures is available.
- To make staff and students aware of hygiene procedures.

#### **Note on Blood-borne Viruses**

*HIV is a very difficult virus to transmit. HIV transmission occurs through needle-stick injuries, sexual transmission, mother-to-child transmission during pregnancy/birth, or blood transfusion. Other blood-borne viruses such as Hepatitis B and C are of far greater risk to a school population.*

#### **Guidelines:**

1. This policy will also be used in conjunction with the Board's legal contractual obligations as set out in:
  - 1989 Education Act
  - 1993 Human Rights Act
  - 1956 Health Act
  - 1993 Privacy Act
  - 2015 Health and Safety Work Act
  - 1993 National Education Guidelines
  - 1966 Health (Infectious and Notifiable Diseases) Regulations
  - All other relevant Acts and Regulations
2. When completing an enrolment form, or as and when necessary after that date, parents must be encouraged to disclose information related to the student's infectious state to a specific representative of the school, i.e. Principal, so that those working with such a child can provide the best possible support and allow them to live as normal a life as possible.
3. If a child enrolls that has a blood-borne virus, contact to be made with a health specialist to come into school to speak and train staff in dealing with this child.

4. Only those "who need to know" will be informed; normally the Principal, school secretary and relevant teaching staff.
5. Parents of HIV-positive children, should be informed, where possible if and when there is an outbreak of other infections in the school as those children may be more at risk.
6. In line with privacy legislation, the general parent community will not be informed of a child's HIV, Hepatitis B, Hepatitis C, or other blood-borne virus status.
7. Health professionals will be invited to address and work with the parent community should any adverse publicity develop as a result of having an HIV-positive student.
8. In dealing with any injury, *all* children should be treated as if they have a blood-borne virus (see Appendix 1).
9. This policy was developed in conjunction with the Executive Director of the New Zealand AIDS Foundation following Ministry of Education guidelines.

Signed:   
BRENDON CLARK

Date: 20.5.17

Chairperson Board of Trustees:

Review Date: 20.5.20

## Appendix 1

### 1. HYGIENE PROCEDURES: i.e. open cuts, sores, wounds, nose bleeds

- a) Adult only to administer first aid. NB: No child to treat another child.
- b) Any staff member who has a cut or abrasion, must cover the cut or abrasion before administering first aid.
- c) Use disposable gloves and wash your hands and forearms and any other bodily parts in contact with or splashed by blood, thoroughly with soap and water after handling blood.
- d) Use tweezers where possible.
- e) If the wound is dirty, before applying the dressing, if possible, wash the wound with running water from the middle outwards. Temporarily protect the wound with a sterile swab and gently clean the surrounding skin. Dry the skin with swabs of cotton wool, wiping away from the wound using each swab only once. Apply dry dressing directly over wound. Retain the dressing in position with adhesive or bandage. See that dressing extends well above and beyond the edges of the wound.
- f) Place any cotton wool, gauze, etc, that has had contact with blood in a plastic bag and seal it for disposal or incineration.
- g) Wipe down the benches and any areas with blood spots, e.g. floor, with cold or tepid tap water and then with disinfectant.
- h) Wash carpeted areas with soap and water.
- i) Wash scissors or other instruments thoroughly in cold tap water to remove any blood.
- j) **Drinking fountains:**  
To be maintained regularly to ensure adequate water pressure so that mouths do not come into contact with water outlet. Educate children in correct use of fountains.
- k) **Musical instruments (woodwind):**  
All plastic mouth pieces to be removed after use and placed in solution of diluted bleach (dilution 1 in 10 recommended) for a minimum of thirty minutes.
- l) **Field trips:**  
Portable first aid equipment, including gloves, to accompany each group.
- m) **Nose Bleeds:**  
Child to apply pressure to own nose until correct first aid procedure can be administered by staff.

## 2. FACILITIES AND EQUIPMENT

### Sick Bay or Designated Area

Legal requirements as per Ministry of Education's "Health and Safety Code of Practice for Schools":

#### Facilities

A rest/casualty/isolation room of not less than seven square metres shall be provided, with access to toilet facilities that include a wash-hand basin with a hot and cold water supply.

Where any school has a dedicated and clearly marked first aid room, the first aid supplies need not be stored in a first aid cabinet but may be stored in cupboards in the first aid room.

#### Equipment

##### Minimum first aid supplies

Item
4 x Triangular bandages
9 x Roller bandages (including crepe bandages 50 mm and 75 mm sizes)
10 x Sterile dressings (75 mm x 75 mm packets)
2 x Adhesive wound dressing strip (100 mm packets)
1 x Waterproof adhesive plaster (50 mm wide reels)
5 x Sterile, non adhesive pads (100 mm x 100 mm packets)
4 x Sterile eye pads
1 x Container for use in pouring water over the eye (e.g. plastic squeeze bottle)
1 x Receptacle for soiled dressings (e.g. bucket with foot-operated lid)
2 x 250 ml antiseptic liquid approved by the Medical Officer of Health
1 x Safety pins (card)
1 x Scissors – surgical or equivalent stainless steel (pair)
1 x Splinter tweezers, fine point - stainless steel
1 x Accident register and pen or pencil
1 x First aid booklet (issued by the Departments of Labour and Health or Red Cross/Order of St. John)
1 x A card listing local emergency numbers
8 x Disposable gloves – large size or multi fitting (pairs)