



HIV Infections

Administrative Procedure 1.B.100

1.0 School Administration
1.B. Students

Board Governance Policy Cross Reference: 1, 2, 3, 16, 17

Legal Reference:

Date Adopted: April 1994

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PREAMBLE

The Acquired Immune Deficiency Syndrome (AIDS) is caused by a virus that is commonly referred to as the Human Immune Deficiency Virus. Researchers have identified a variety of strains of the virus with each having a specific identification label. AIDS is a clinical condition that occurs in the late stages of HIV infection. HIV infection may weaken or destroy the body's immune system, thereby increasing the infected individual's susceptibility to a number of infectious diseases. Any person whose immune system is damaged risks suffering severe complications from common communicable infections.

This policy has been developed to protect and safeguard the health and well being of the students and employees of this Division. The Evergreen School Division Board of Trustees promotes an attitude of assistance, understanding and support for students and employees who are HIV positive or have AIDS.

HIV is transmitted primarily through:

- sexual activity with infected persons
- sharing contaminated needles and syringes
- receiving contaminated blood/blood products
- from mother to child during pregnancy, childbirth or breast-feeding.

In the usual social contact of a school setting, there is almost no risk of transmission of the virus among children and staff. HIV is not spread through the kind of contact children have with each other; such as hugging, touching or sharing desks and toilet facilities.

1.0 Policy

The Evergreen School Division Board of Trustees recognizes its responsibilities to students and staff with HIV infection - to ensure that they are protected and to ensure that they have the right to make decisions about the dissemination of information describing their personal health status.

The Board also recognizes the desirability of protecting the health and safety of the entire school community. To accommodate the best interests of the infected person, the

parent/guardians, and of the other students and employees, the Board shall take action, the result of which will be that:

- a. Information is provided for students, and all employees on the HIV virus and how it is transmitted regardless of whether HIV infected individuals are involved.
- b. An education program for students will be provided based on the curriculum materials developed by Manitoba Education & Youth. Appropriate supplemental resources may be used to augment the provincial curriculum materials.
- c. Each employee's rights and benefits will be protected.
- d. The policy and procedures of the Division with respect to HIV infections will be based upon the most current available medical knowledge.
- e. Protection of the rights of confidentiality of the Infected student or employee will be provided.
- f. Protection for the health and safety of others in the system will be provided.
- g. In evaluating new information, the school division will maintain liaison with the local medical officer of health or designate.

PROCEDURES

2.0 AIDS Education

Information on the nature, transmission and prevention of AIDS shall be provided for students of Evergreen School Division. This information shall be age-appropriate, developmental, sequential, and promote positive health practices.

- 2.1 Implementation of AIDS Education instruction shall be based on the guidelines and curriculum materials as approved by the Minister of Manitoba Education & Youth.

Such materials shall be adapted to meet the needs of the students. Appropriate supplemental resources may be used to augment the provincial curriculum materials.

3.0 Infected Students

The identity of a student infected with the HIV virus shall be confidential.

- 3.1 The parent/guardian of a student infected with the HIV virus, in consultation with a family physician, may choose to inform the Superintendent. The Superintendent will facilitate the provision of any special educational services the student may require.
- 3.2 The Superintendent is not bound to report their knowledge of an infected student to the Board of Trustees.
- 3.3 An employee who is informed in confidence of the health status of a student infected with the HIV virus shall maintain that confidence at all times. There shall be no release of information without prior written consent from the parent/guardian. In the event that information shall be released, the Superintendent will be responsible for the release of all information.
- 3.4 The student's parent/guardian, in consultation with a family physician and the

Superintendent, may invite other people to participate in discussions about the education of the student. It is recommended that the regional medical officer be included, with the parent/guardian's consent as early as possible in the consultation process. Inclusion of a teacher is recommended in the process.

- 3.5 Sharing of any information regarding the infected student shall be restricted to those persons who have been identified as requiring the information to assure proper care and support for the infected student and to identify situations where the potential for transmission may increase. The Superintendent in consultation with the student's parent/guardian and a family physician, shall determine who shall be informed.

4.0 Regular Class Attendance by Infected Students

A student infected with the HIV virus shall have the right to attend regular classes.

- 4.1 Those informed by the parent/guardian of the student's status (see guidelines 3.4 and 3.5) should participate in an assessment of the student's physical and psychological health status, to identify factors affecting the student's educational experience. Each individual case shall be judged on its own merit and consideration should be given to the psychosocial benefit of maintaining the student at school, as their health status permits.
- 4.2 A review of the instruction arrangements shall occur in consultation with the family physician whenever a significant change in the student's physical condition or behavior occurs.

5.0 Alternative Arrangements for Infected Students

Where alternative arrangements are required for instruction of a student infected with the HIV virus, those arrangements should be recommended by the persons identified in guidelines 3.4 and 3.5 to the Superintendent of the school division. Alternative arrangements may be put into place immediately in response to the needs of the infected child.

- 5.1 Alternative arrangements may include a variety of settings ranging from special instruction within the school to home tutoring.
- 5.2 Decisions regarding alternative educational arrangements shall be made on a case by case basis.
- 5.3 A review of these instructional arrangements shall occur as in 4.2.

6.0 Infected Employees

The identity of a division employee infected with the HIV virus shall be confidential.

- 6.1 The employee infected with the HIV virus, in consultation with a family physician, may choose to inform the Superintendent.

- 6.2 The Superintendent is not bound to report their knowledge of an infected employee to the Board of Trustees.
- 6.3 An employee who is informed in confidence of the health status of an employee infected with the HIV virus shall maintain that confidence at all times. There shall be no release of information without prior written consent from the employee. In the event that information shall be released, the Superintendent will be responsible for the release of all information.
- 6.4 The employee, in consultation with a family physician and the Superintendent, may invite other people to participate in discussions about the employment assignment of the employee. It is recommended that the regional medical officer be included, with the employee's consent, as early as possible in the consultation process.
- 6.5 Sharing of any information regarding the infected employee shall be restricted to those persons who have been identified as requiring the information to assure proper care and support for the infected employee and to identify situations where the potential for transmission may increase.

7.0 Employment Placement of Infected Employees

Employees infected with the HIV virus shall have the right to continue their employment with the Division. Consideration should be given to the advisability of the employee continuing in their current work assignment. Infected employees may choose to consult with a union, association, or representative of their choice.

Where an employee with an HIV-related illness is no longer able to work, full access shall be provided to all benefits as described in applicable collective and/or legislative agreements, including sick leave, long-term disability, and medical benefits.

8.0 Routine Hygiene Procedures- AIDS

This Division shall adopt routine hygiene procedures based on EduServe Inc. and Manitoba Health Communicable Disease Control for handling blood or body fluids regardless of whether persons are known to be infected with the HIV virus are in attendance (see attached Procedures).

9.0 Staff Development

- 9.1 All employees shall be instructed on the nature, transmission and prevention of HIV.
- 9.2 The Division shall be responsible for providing inservice training to staff who will implement AIDS Education programs.
- 9.3 The Division shall be responsible for communicating the contents of their HIV Infections policy to all staff.
- 9.4 The Division will provide training to all staff on "Standard Procedures for Handling Body Fluids in School".

10.0 Policy Review

This policy shall be reviewed and revised annually and as required to reflect new legal and/or medical information regarding HIV virus infections.

The Superintendent shall bring to the attention of the Evergreen School Board for consideration, without delay, any new information that may have implications for changes to this policy.

Acknowledgments: - Living with AIDS: Interim Guidelines for Schools
- Brandon School Division, Seven Oaks School Division

REGULATIONS FOR HANDLING BLOOD AND BODY FLUIDS

Based on information provided by:

- EduServ Inc.
- "AIDS and the Education Community"
- An affiliate of: The B.C. School Trustees Association and Manitoba Health Communicable Disease Control

Purpose of Regulations

The following procedures/precautions should routinely be used throughout the school system to minimize the risks of transmission of communicable diseases like HIV and hepatitis. These guidelines provide simple and effective precautions for all person potentially exposed to the body fluids of others.

Definition of "Body Fluids"

"Body Fluids" applies to blood, drainage from scrapes and cuts, feces, urine, vomit, saliva and drainage from any orifice (i.e. nose, ears).

Standard Procedures for Handling Body Fluids in School

Principle 1

Direct skin contact with body fluids of others should be avoided when possible.

Procedures

- a. Proper hand washing requires the use of soap and water and vigorous washing under a stream of running water for approximately 10 seconds. Thorough drying of hands after washing is necessary.
- b. Gloves should routinely be worn when direct hand contact with body fluids is anticipated; treating bloody noses, handling soiled clothes (e.g. by vomit), cleaning small spills by hand, etc.
- c. Gloves and other materials used for this purpose should be put in a plastic bag or lined trash can. Plastic bags should be changed daily and disposed of routinely. Double bagging can be used when grossly soiled or contaminated.

- d. Gloves should be kept in all areas of high risk, e.g. health room, maintenance areas, main office, any classroom where risk of spills is particularly high.
- e. Students should be taught to handle their own "body fluids" as appropriate (for age, state of health, etc.). When feasible, students should dispose of own tissue after blowing nose, apply pressure to nose and dispose of tissue/paper towels used for bloody nose; wash own scrapes/cuts, etc.
- f. Students should be taught good hand-washing techniques and encouraged to use them routinely - before eating, after toileting, after vomiting, etc.

Principle 2

When direct skin contact or contamination of materials occur from unanticipated skin contact with body fluids (helping a child in the bathroom, applying pressure to a bloody nose, unexpected vomiting, etc.) proper cleaning techniques should be followed.

Procedures

- a. Hands and other affected skin areas of exposed persons should routinely be washed with soap and water after contact.
- b. Clothing items that are soaked through to the skin should be removed, placed in a plastic bag and sent home for laundering. Items laundered for school use, or in school, should be washed in a hot water cycle (71 C/160 F) before reuse. One cup (minimum) household bleach added to the wash is recommended if the material is colorfast; if material is not colorfast, add 1/2 cup non-Chlorox bleach (e.g. Borateem) to wash cycle
- c. Contaminated disposable items (tissues, paper towels, diapers) should be handled with disposable gloves.

Principle 3

Spilled body fluids should be removed from the environment by proper cleaning technique.

Procedures

- a. Grossly contaminated environmental surfaces should be thoroughly cleaned with a freshly prepared solution containing a one to ten mixture of household bleach to water. A germicide (e.g. Lysol) can be substituted if a bleach solution is unavailable. Disposable gloves should be worn.
NOTE: Cleaning solutions may damage metal surfaces. Therefore, all surfaces should be wiped dry after cleaning.
- b. Wastes and disposable cleaning equipment should be placed in a toilet or plastic bag appropriately.
- c. Non-disposable cleaning equipment (mops/buckets) should be thoroughly rinsed in bleach solution (as above). The bleach solution should be disposed of promptly down drainpipe.
- d. Maintenance responsibilities should include daily cleaning with bleach/germicide as in above - all areas of high risk for contact with body fluids such as the health room, health room toilet(s), sink(s), student and staff lavatories, etc. Plastic bags should also be changed daily and disposed of routinely; disposable gloves should be worn.

- e. Spilled body fluids on carpets should be disposed of by routine use of a moisture absorbent which is then swept/vacuumed; followed by a washing with a carpet cleaner.

Procedures

DISINFECTANTS

An intermediate level disinfectant should be used to clean surfaces contaminated with body fluids. Such disinfectants will kill vegetative bacteria, fungi, tubercle bacillus and viruses. The disinfectant should be registered for use in medical facilities and hospital. Various classes of disinfectants are listed below.

Hypochlorite solution (bleach) preferred for objects that may be put in the mouth.

- 1) Phenolic germicidal detergent in a 1% aqueous solution, e.g. Lysol.
- 2) Sodium hypochlorite with at least 100 PPM available chlorine (half cup household bleach in one gallon water, needing to be freshly prepared each time it is used).

DISINFECTION OF HARD SURFACES AND CARE OF EQUIPMENT

After removing the soil, a disinfectant is applied. Mops should be soaked in the disinfectant after use and rinsed thoroughly or washed in a hot water cycle before rinse. Disposable cleaning equipment and water should be placed in a toilet or plastic bag as appropriate. Non-disposable cleaning equipment (dust pans, buckets) should be thoroughly rinsed in the disinfectant. The disinfectant solution should be promptly disposed of down a drainpipe. Remove and discard in appropriate receptacles.

DISINFECTION OF RUGS

Apply sanitary absorbent agent, let dry and vacuum. If necessary, mechanically remove with dustpan and broom, then apply rug shampoo (a germicidal detergent) with a brush and re-vacuum. Rinse dustpan and broom in disinfectant. If necessary, wash brush with soap and water. Dispose of disposable cleaning equipment as noted above.

Maintenance responsibilities should include daily cleaning with bleach/disinfectant of all areas of high risk for contact with body fluids such as the health room, health room toilet(s), drinking fountains, student and staff lavatories, etc. Plastic bags in wastebaskets should also be changed daily and disposed of routinely. Disposable gloves should be worn.

(Brand names are used only for examples of each type of germicidal solution and should not be considered an endorsement of a specific product.)

Principle 4

The clothing of persons at high risk for frequent contact with body fluids should be protected.

Procedures

Clothing, if contaminated, should be laundered as previously described.