

# Wilson County Board of Education

Policy Description:  Hepatitis B (HBV)  Page 1 of 2	Policy Number: 5.402	Amended Date: 06/04/07
	Rescinds:	Issued: 06/03/04

1 The school system offers, free of charge, the appropriate Hepatitis B vaccination to any employee at risk of  
2 exposure. The vaccination shall be voluntarily administered in amounts prescribed by standard medical  
3 practice. Employees who wish to take the vaccination shall notify their department supervisor, who shall make  
4 the appropriate arrangements through the Director of Safety. In addition, any exposed employee will be offered  
5 post exposure Hepatitis B vaccinations at no charge to the employee. If the exposed employee declines the  
6 Hepatitis B vaccination, he/she must sign a release form.

7  
8 All schools shall provide a sanitary environment and shall establish routines for handling body fluids that are  
9 recommended by appropriate health professionals.<sup>1</sup>

10  
11 All school district personnel shall be advised of routine procedures to follow in handling body fluids. The  
12 procedures shall provide simple and effective precautions against transmission of diseases to persons potentially  
13 exposed to the blood or body fluids of another. These procedures shall be standard health and safety practices.  
14 No distinction shall be made between body fluids from individuals with a known disease and individuals without  
15 symptoms or with an undiagnosed disease.

16  
17 The administration shall develop, in consultation with medical personnel, a regulation to be distributed to all staff.  
18 Training and appropriate supplies shall be available to all personnel including those involved in transportation  
19 and custodial services.

20  
21 In addition to insuring that these health and safety practices are carried out on a district wide basis, special  
22 emphasis shall be placed in those areas of school district operation that potentially present a greater need for  
23 these precautions.

## 24 25 **CONFIDENTIALITY AND NON-DISCRIMINATION**

26  
27 In all instances, district personnel shall respect the individual's right to privacy and treat any medical diagnosis as  
28 confidential information. The director of schools shall initiate procedures to insure that all medical information  
29 will be held in strict confidence. Any school staff member who violates confidentiality shall be subject to  
30 appropriate disciplinary measures.

---

<sup>1</sup> 29 CFR Part 1910.1030

1 Under no circumstances shall information identifying an employee with HBV be released to the public.

2  
3 **SAFETY**

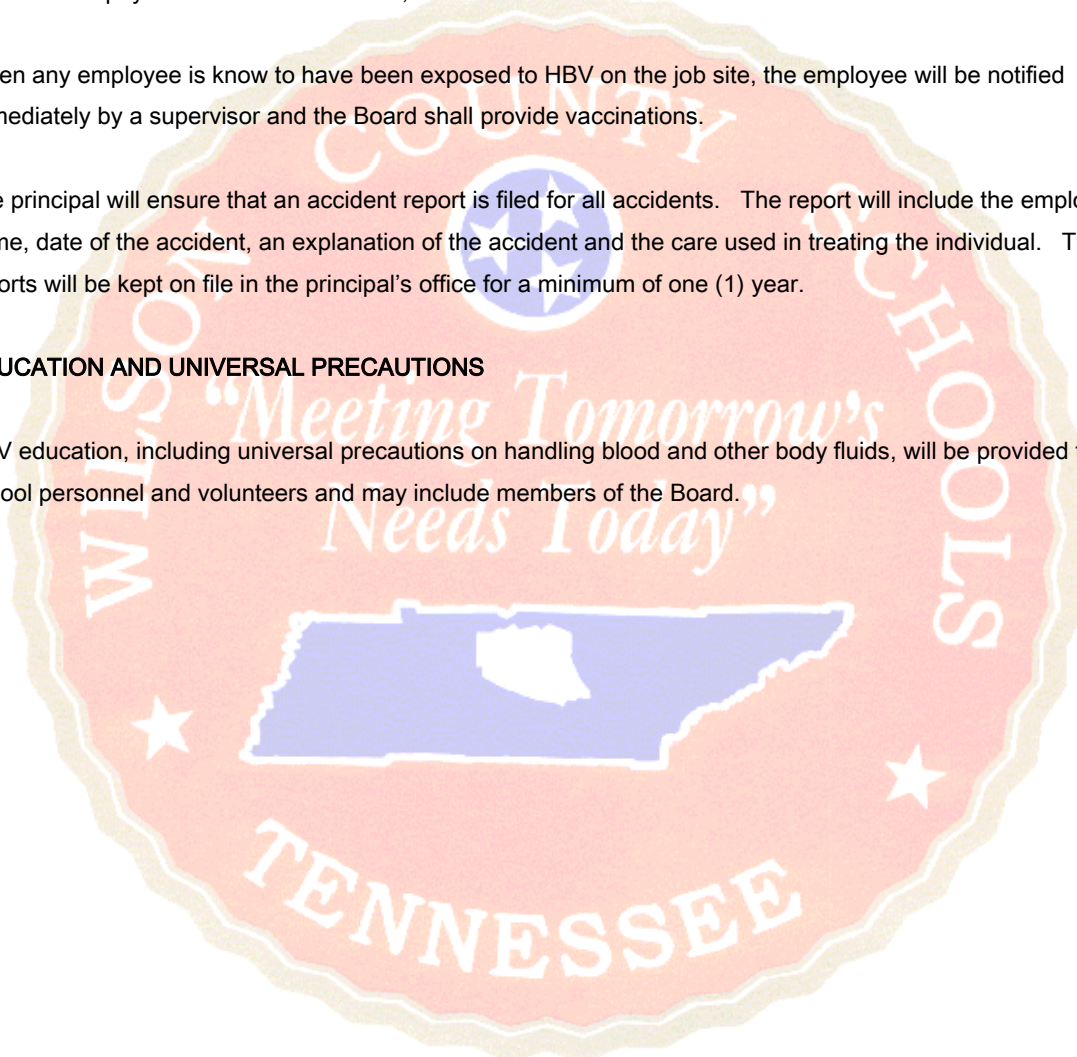
4  
5 Employees who are at high risk of occupational exposure shall be identified and provided with personal  
6 protective equipment, including HBV vaccinations. Employees considered to be at high risk shall include  
7 custodians, school nurses, special education teachers and instructional assistants, playground supervisors,  
8 coaches and physical education teachers, school secretaries and vocational teachers.

9  
10 When any employee is know to have been exposed to HBV on the job site, the employee will be notified  
11 immediately by a supervisor and the Board shall provide vaccinations.

12  
13 The principal will ensure that an accident report is filed for all accidents. The report will include the employee's  
14 name, date of the accident, an explanation of the accident and the care used in treating the individual. These  
15 reports will be kept on file in the principal's office for a minimum of one (1) year.

16  
17 **EDUCATION AND UNIVERSAL PRECAUTIONS**

18  
19 HBV education, including universal precautions on handling blood and other body fluids, will be provided to all  
20 school personnel and volunteers and may include members of the Board.



31  
32  
33  
34  
35  
36  
37  
38  
39