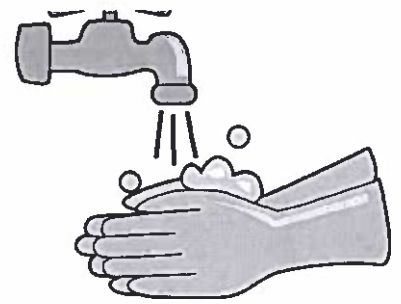


**Sample Training
Universal Precautions
And
Hand Washing**

Name _____

Title _____

School _____



Universal Precautions

Hand washing

Guidelines for Infection Control and Universal Precautions

General Information

Universal precautions are work practices that help prevent contact with blood and certain other body fluids.

Universal precautions require that you consider every person, all blood and body fluids to be a potential carrier of infectious disease.

- A. Universal precautions and Infection control are important components of school health services. Terms that may be used to describe these practices include infection control, universal precautions, or disease prevention. Immunizations of students and staff are also an important component of disease prevention in the school setting according to the guidelines from the Centers for Disease Control (CDC) and/or the Occupational Safety and Health Administration (OSHA).
- B. Transmission of disease can primarily happen several of the following ways:
1. **Airborne droplets**-such as through coughing, sneezing or talking.
 2. **Body fluids**-such as urine, stool, saliva, mucous.
 3. **Skin to skin contact**-such as by touching skin with impetigo, lice, ringworm, or from toys, floors, etc.
 4. **Blood**-through broken skin or mucous membranes.
 5. **Contaminated surfaces**-Some organisms can live on objects for a short time. If you touch an object, such as a doorknob, soon after an infected person, you may become exposed to infection. Transmission occurs when you touch your mouth, nose, or eyes before thoroughly washing your hands.
- C. Disease can be spread through direct or indirect contact:
1. **Direct** – The easiest way to catch most infectious diseases is by coming in contact with someone who has one. Direct means an immediate transfer of an organism which may occur with touching, kissing, intimate contact or the direct projection of droplets into mucous membranes or conjunctivae.
 2. **Indirect** – There is a delay in the transfer of the organism and must be transported to an entry portal such as mucous membranes, breaks in the skin, digestive tract or from objects such as floors, toys, or clothing.
- D. Disease transmission may occur more frequently in early childcare centers, preschool, and special education classes related to close contact that may be required by school employees for care.
- E. Universal precautions and infection control help prevent infection with the use of:
1. Proper Hand washing
 2. Protective barriers, such as gloves, gowns, masks, CPR micro-shields, and goggles
 2. Safe work practices, such as proper disposal of waste products and sharps
 3. Proper cleaning and disinfecting (10% bleach solution)
 4. Use of disposable exam gloves (protective barriers)
- G. Proper equipment and supplies for implementation of procedures shall be made available to school employees and students.
- H. All school employees shall be taught these procedures with a review and documentation on a periodic basis; at least annually.

Hand washing

- A. Hand washing is the single most important factor in the prevention of the spread of disease. Poor hand hygiene is most often cited as a cause of contact transmission
- B. Important times to wash hands, but not limited to are:
 1. When arriving or leaving school and work area
 2. Before preparing or eating food
 3. Before preparing or administering medications
 4. Before and after every diaper change or handling equipment or soiled garments
 5. Before and after helping a student with toileting
 6. Before and after use of the restroom
 7. After contact with blood and/or body fluids
 8. After coughing, sneezing or blowing your nose
 9. After removing disposable exam gloves
- C. It is important to remember to wash the student's hands as well as your own.
- D. See procedure for Proper Hand Washing Technique.

Protective Barriers

Gloves provide a barrier which helps reduce the risk of coming in direct contact with body secretions/fluids or blood. This in turn helps reduce the risk in the spread of infection from student-to student and student-to caregiver.

- B. Disposable exam gloves are recommended for use in the school setting.
- C. Gloves must be disposed of after each use (contact) and not reused.
- D. Important times to wear gloves, but not limited to:
 1. When changing diapers/catheterizing
 2. When changing dressings or sanitary napkins
 3. When providing mouth, nose or tracheal care
 4. When caregiver has broken skin (cuts) on hands
 5. When cleaning up blood, bodily secretions or soiled supplies/equipment or surfaces
- E. Other protective barriers include: aprons/gowns, masks, and eyewear. These must be made available to staff for some situations when there's a potential risk for contact with blood or body secretions/fluids.
- F. When providing CPR or mouth-to-mouth resuscitation a disposable mask with a one-way valve shall be used.

Cleaning/Disinfecting

- A. Cleaning and disinfecting are important parts of infection control. This includes all surfaces, toys, equipment, and basically anything that comes in contact or has the potential to come in contact, with an individual.
- B. Examples of areas that require cleaning are:
- | | |
|-----------------------|-------------------|
| floors/carpets | diapering areas |
| toys | window ledges |
| door knobs & doors | all equipment |
| toilets, potty chairs | waste receptacles |
| tables/counters | |
- C. Bleach solution is an inexpensive solution for environmental disinfecting, but must be mixed daily using 9 parts water and 1 part bleach and used where there is good air circulation.
- D. An agent other than bleach should be used for hand washing.
- E. Check with the school janitorial service to see what solutions are available and determine if recommendations need to be made. Chemical disinfectants, detergents or germicidal hand washing products that are safe for hospitals and are registered by the U.S. Environmental Protection Agency should be suitable for a school setting.
- F. Spills of blood and body fluids must be cleaned up immediately. Procedures to be followed include use of gloves, clean up spills with a paper towel or absorbent material, use of a bleach solution or other recommended disinfectant to wash the area well, disposal of gloves, soiled towels and other materials in double-sealed plastic bags and proper hand washing.

Disposal of Waste According to OSHA Guidelines

- A. All contaminated supplies must be placed in plastic bags and sealed – This bag should then be placed in another plastic bag and sealed – referred to as double-bagging.
- B. Bodily wastes such as urine, feces, vomitus, or mucous must be disposed of in the toilet.
- C. Dirty disposable diapers must be placed in plastic-lined receptacles and double-bagged at the end of the day or when full. The receptacle must have a lid. Cloth diapers are not recommended for use in a daycare/school setting.
- D. Sharp objects such as needles must be disposed of in accordance with the Louisiana Office of Public Health and OSHA Guidelines.

Procedure for Proper Hand Washing

Purpose: To reduce the number of microorganisms on the hands.

- Equipment:
- 1) Liquid soap dispenser (preferred to bar soap)
 - 2) Paper towels (preferred to cloth towels)
 - 3) Hand lotion in a dispenser
 - 4) Covered waste receptacle with disposable plastic liner

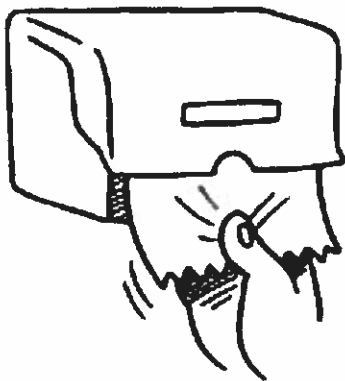
START →



1. Wet hands



6. Turn off taps with towel



5. Towel dry

HAND WASHING STEPS



2. Soap (20 seconds)



3. Scrub backs of hands, wrists, between fingers, under fingernails.



4. Rinse

Hand Washing

Proper hand washing is essential in preventing the spread of germs.
Always wash your hands before preparing to
administer medications.

Alcohol-Based Hand Sanitizers

Alcohol-based hand sanitizers are an alternative when soap and water are not available. However, if hands are visibly soiled, soap and water must be used.

Using an alcohol-based hand sanitizer:

- Apply ½ tsp (nickel size) of the sanitizer to the palm of the hand
- Rub hands together, covering all surfaces until they are dry (approximately 20 seconds)

Because of the alcohol base maintain caution when allowing students to use hand sanitizer

PROCEDURES FOR HANDWAHSING

| Essential Steps | Key Points and Precautions |
|---|---|
| 1. Remove all jewelry before performing a procedure. | Jewelry should not be worn when working with students who require repeated physical contact and care. Microorganisms can become lodged in settings or stones of rings and rings/jewelry may scratch or otherwise injure the student. |
| 2. Apply liquid soap and lather well. | <p>Warm water, combined with soap, makes better suds than cold water. Hot water removes protective oils and will dry skin. Running water is necessary to carry away dirt and debris.</p> <p>Liquid soap is preferred to bar soap.</p> |
| 3. Wet hands with lukewarm, running water. | |
| 4. Wash hands, using a circular motion and friction for 20 seconds. | Include front and back surface of hands, between fingers and knuckles, around nails and the entire wrist area. Avoid harsh scrubbing to prevent skin breaks. |
| 5. Rinse hands well under warm, running water. | Hold hands under the water so that water drains from wrist area to fingertip. |
| 6. Dry hands well with paper towels and discard towels immediately. | |
| 7. Apply lotion as desired | <p>Because of frequent hand washing, it is important to dry gently and thoroughly to avoid chapping. Chapped skin breaks open, thus permitting bacteria to enter one's system.</p> <p>Lotion helps keep skin soft and reduces chapping.</p> |

Handwashing Checklist

[] Initial [] Review

Person Trained: _____ Position: _____

| | Demo Date | Return Demonstration Dates | | | |
|---|-----------|----------------------------|--|--|--|
| A. States the name and purpose of the procedure | | | | | |
| 1. Describes briefly how disease is spread | | | | | |
| 2. States reason for not wearing rings in this setting | | | | | |
| B. Identifies supplies | | | | | |
| 1. Liquid soap in dispenser (preferred to bar soap) | | | | | |
| 2. Paper towels (preferred to cloth towels) | | | | | |
| 3. Hand lotion dispenser | | | | | |
| 4. Covered waste receptacle with disposable plastic liners | | | | | |
| C. Steps | | | | | |
| 1. Removes all jewelry from hands and wrist. | | | | | |
| 2. Pushes sleeves above elbows. | | | | | |
| 3. Wets hands with luke warm, running water/ | | | | | |
| 4. Applies liquid soap and lathers well. | | | | | |
| 5. Washes all surfaces at least 20 seconds, including: | | | | | |
| a) Fronts and backs of hands | | | | | |
| b) Wrists | | | | | |
| c) Between fingers and knuckles | | | | | |
| d) Under fingernails | | | | | |
| 6. Rinses well, under warm running water. | | | | | |
| 7. Dries hands gently and well with paper towels | | | | | |
| 8. Turns off faucet with paper towels and discards towels | | | | | |
| 9. Uses lotion as desired and states reason for preventing dry skin | | | | | |

Comments: _____

Overall Rating: **PASS** *Successful completion of a minimum of three demonstrations with 100% accuracy*
 FAIL *Practical must be repeated. Trainer must complete Summary of Skills Form and attach to this checklist.*

 Date: School RN Signature Date Employee Signature

References

- Louisiana Department of Education. (2015). Louisiana Believes: School-Based Nursing Services in Louisiana Schools “A Resource Handbook for School Nurses and School Administrators” (2nd ed.).
- Louisiana Department of Education. (2006). Nurses Medication Resources Guide. Children’s Hospital New Orleans Pursuant to R. S. 43:31.