

Halton District School Board

Operational Policies/Procedures

NUMBER:	
TOPIC:	Screening and Management of Hepatitis B Carriers
EFFECTIVE:	February 2004
CROSS-REFERENCE:	
REVISION DATE:	February 2007
RESPONSIBILITY:	Office of the Director

POLICY STATEMENT:

WHEREAS The Halton Board of Education

recognizes that the Ministry of Education requires school boards to provide educational programs and services to all pupils, including those who may be Hepatitis B carriers and

recognizes that the health and safety of all staff and pupils within the Board's jurisdiction be ensured;

THEREFORE,

The Halton Board of Education with the assistance of the Medical Officer of Health will procedurally screen and manage Hepatitis B carriers under the following guidelines:

1. General preventative measures and first aid procedures are available through the Health and Occupational Officer and shall be posted and implemented in all schools as standard health practice.
2. School principals shall be responsible for initiating staff and parental awareness, and for implementing Board Policy and related administrative procedures.
3. All Principals shall refer staff to the Hepatitis B Information File located on the Health Department website at www.region.halton.on.ca/health.
4. Hepatitis B screening procedures for residents of institutions, foster or group homes for the developmentally handicapped shall be mandatory prior to admission to an educational program.
5. Staff and students considered at risk while fulfilling their duties are encouraged to be screened and immunized. Reimbursement for immunization for staff will be covered by applicable medical plans or the Board.
6. Educational placement decisions of identified carriers will be the joint responsibility of the appropriate Board personnel and the Medical Officer of Health.

PREAMBLE:

In accordance with the specific screening and management procedures regarding Hepatitis B carriers, the health and safety of all pupils and staff within the Board's jurisdiction is ensured. These procedures have been developed in conjunction with the Halton Regional Health Department.

PROCEDURE:1. Specific Screening Procedures

Screening of students from Institutions, Group or Foster Homes for the Developmentally Challenged is to be initiated by the Institution, Group or Foster Home. The Ministry of Health has recommended that all residents of institutions be screened for Hepatitis B surface antigen and antibody during their stay in the institution.

- In the event that a student is identified as a carrier, the Medical Officer of Health will make a determination of need to communicate results of medical assessment to School principal.
- Placement determinations will be made according to risk category assignment by the school administration with the approval of the Medical Officer of Health.

2. At Risk Contacts of Hepatitis B Carriers

- The Principal shall ensure that all staff are made aware of the Halton Region Health Department's website which contains updated information on Hepatitis B, as well as other disease fact sheets. This link will constitute the Hepatitis B Information File. The location of the website is www.region.halton.on.ca/health.
- The Halton Regional Health Department, at the request of the principal, shall provide inservice sessions regarding preventative measures and first aid procedures to all staff.
- The principal, in consultation with the Medical Officer of Health, will advise all at risk staff in writing that a Hepatitis B carrier is present in the school and recommend that they should be screened and immunized for their own protection.
- The principal shall provide those staff with the appropriate forms, (letter to the doctor, reimbursement form). In the event a staff member declines the opportunity to undertake the screening and immunization, a letter will be initiated, dated and filed by the Principal stating that an offer was made and declined.

HEPATITIS B INFORMATION FILE

HEPATITIS B - GENERAL AND SPECIFIC INFORMATION

Hepatitis B information – See Halton Region Health Department website at www.region.halton.on.ca

1. General Preventative Measures
2. First Aid Procedures
3. Letter to Staff from Principal

4. Immunization Reimbursement Form

1. **GENERAL PREVENTATIVE MEASURES**

- First aid procedures shall be posted and implemented in all schools.
- Good personal hygiene, especially hand washing, should be encouraged in both staff and pupils.
- All school staff should be familiar with precautions to be taken when giving first aid, personal care and in other situations when contact with blood and/or saliva is likely. If diapering is required, only disposable diapers should be used.
- Staff awareness should be heightened by the availability of literature pertaining to Hepatitis B and other communicable diseases.
- Any staff that wishes to be immunized with Hepatitis B vaccine should be encouraged to consult with their family physician.
- Good housekeeping maintenance should be observed, including regular cleaning of desks, floors, door knobs and toys, with a diluted bleach solution (one part household bleach to nine parts water) or a disinfectant of equal effectiveness;
- Hepatitis B carriers should be discouraged from sharing articles which may be placed in the mouth, such as toys, pencils, glasses and cups;
- Hepatitis B carriers should not share personal toiletry items such as toothbrushes, combs, razors and nail files;

2. **FIRST AID PROCEDURES**

GENERAL FIRST AID FOR ALL PERSONS

1. Wash hands before proceeding
2. Organize materials for cleansing and dressing the wound.
3. Where blood or other body fluids are involved, as with an open wound, menstruation, bleeding nose, saliva etc., disposable gloves must be worn.
4. Soiled gloves, paper towels plus any other disposable materials soiled through the provision of first aid are to be placed in a garbage bag and discarded in the normal garbage.
5. Any articles, furniture, door knobs, etc. soiled with blood or any body fluids to be cleansed with diluted bleach (one part household bleach to nine parts water).

If blood accidentally enters an open cut or sore on the first aid giver's hands etc.:

1. Wash hands thoroughly with soap and water.
2. Contact family physician immediately for medical advice regarding the exposure i.e. Hepatitis B immune globulin for temporary protection or Hepatitis B vaccine for long-term protection.

LETTER TO STAFF FROM PRINCIPAL (on School Letterhead)

(Date)

Dear _____ :

The school has received notification from the Medical Officer of Health, that a student in your class may be a possible Hepatitis B carrier.

In accordance with Board policy 5000-60 it is recommended that you do the following:

- Read the Hepatitis B information found at the Halton Region Health Department website at www.region.halton.on.ca. You must be aware of general preventative measures and first aid procedures.
- Consult your family physician regarding immunization.

If your family physician recommends that you be immunized against Hepatitis B, the cost for reimbursement may be claimed by completing the appropriate form, as outlined in the Hepatitis B file.

Should you wish any further information please consult the Public Health Nurse at your school.

Sincerely,

Principal

**CLAIM FOR REIMBURSEMENT
HEPATITIS B IMMUNIZATION**

Name:

Address:

School: _____ Position:

I have read the information about Hepatitis B as posted on the Halton Region Health Department's website at www.region.halton.on.ca and after consulting my physician determined to receive the Hepatitis B vaccine.

The doctor who administered the vaccine is:

Doctor:

Telephone:

Address:

A copy of the bill is attached.

Signature of the Claimant

Attachment