

**AUSTIN PEAY STATE UNIVERSITY
POLICIES AND PROCEDURES MANUAL**

Policy Number: 3:026	Supersedes Policy Number:
Date: May 1, 1992	Dated:
Subject: Hepatitis Policy	
Initiating Authority: Student Health Services/Vice President for Student Affairs	TBR Policy/Guideline Reference:
Approved:	
President: Signature on File	

In recognition of the rapid spread of Hepatitis and other blood borne infections, this policy will serve to provide a measure of protection for the University Community through a multifaceted approach.

Authority: Student Health Services in conjunction with the Personnel Department will administer and implement this policy.

Population: The below mentioned personnel have been identified as being at risk for Hepatitis B exposure. Related task categories are listed in brackets beside listing.

1. SHS Nurse and physician (a,b,d,e,f)
2. Nursing, medical technology, and micro-biology faculty (a,b,d,e,f)
3. Athletic trainers and graduate assistants in the training room. (a,b,f)
4. Student workers in micro-biology and medical technology labs. (a,e,f)
5. Student athletic trainers (a,b,f)
6. Public safety officers and guards (b,c)
7. Custodial staff. (limited exposure) (a,f)
8. Child learning center staff (a,b,f)

Related Tasks

- a. Cleaning or maintenance of areas that are potentially contaminated by blood or bodily fluids

- b. General first aid and wound care
- c. Physical restraint of potentially infected suspects
- d. Venipuncture or other invasive procedures
- e. Routine work with blood or bodily fluids in a clinical or lab setting
- f. Packaging and disposal of contaminated waste

Education: During an at risk employee's first week of employment, they will be required to attend an infection control class. This class will educate employees to the contents of this policy as well as to the basic principles of universal precautions.

Annually during the month of October, review classes will be taught to all at risk employees. Attendance is mandatory. A permanent inservice attendance record will be maintained for each employee and kept with their personal health file. All classes will be conducted during the employee's normal working hours. Employees will be paid for inservice time.

Precautions:

1. Gloves must be worn whenever there is a risk of bodily fluid contact. (Small open wound, burn, contaminated vial, injections).
2. Gowns and/or lab coats must be worn whenever there is a risk of gross contamination, (large open wounds, combative patient or subject, venipuncture, or any other invasive procedures).
3. Needles will not be recapped. Contaminated sharps will be disposed of in approved containers.
4. Glasses or goggles and masks will be worn whenever a procedure is performed that might cause a spray or splash (invasive procedure, spitting).
5. Gloves, goggles, masks, and gowns will be provided by SHS at no cost to the employee. Individual departments should request in writing needed supplies by 6/1 of each calendar year.
6. Gloves should be disposed of after each use. Goggles will be issued to each person. Contaminated goggles must be returned to Student Health Services for cleaning. Masks should be disposed of after each use. Lab coats will be issued to each person in the Nursing, Medical Technology,

Microbiology departments as well as the Training Room. Disposable gowns will be kept in all buildings with custodial supplies for use by the custodial staff in the event of contamination of a public area. Goggles and masks will also be kept in these areas.

7. Replacements for unserviceable equipment can be obtained at Student Health Services.

Immunization:

Hepatitis B Vaccine, a three shot series, will be offered to employee groups mentioned below. Initial offerings will be made before May 5, 1992. Listed employees will not be allowed to work in an exposed environment without either beginning the immunizations or signing a refusal waiver.

Immunizations will be administered at Student Health Services. Signed informed consent must be obtained from each individual prior to immunization. Records will be kept at that facility. There will be no charge to the employee for this series.

Groups to be immunized:

1. Nursing, medical technology and micro-biology faculty
2. Medical technology and micro-biology lab student workers
3. Athletic trainers
4. Graduate assistants in the training room
5. Student workers in the training room
6. Child learning center employees
7. Public Safety officers

Custodial workers or any other exposed employee will be given post exposure treatment at SHS according to attached protocol in the event that exposure occurs.

Disposal:

All contaminated sharp objects will be disposed of in approved sharps containers. All other contaminated waste will be placed into red biohazard bags and be packaged in marked biohazard containers. All contaminated waste will be picked up by a licensed medical waste disposal company.

Specific exposure control manuals are being developed in the Training Room and Medical Technology Departments.

Specific Guidelines:

1. Public Safety personnel will be issued latex gloves, safety glasses, and CPR masks. Gloves and glasses should be worn whenever subject contact is anticipated.
2. Custodians will wear gloves when cleaning bathrooms and emptying trash from these areas. Custodians are not responsible for handling identified hazardous waste containers. Additional protective clothing will be provided to be used when contamination situations arise.
3. Faculty members should follow the institutional guidelines of the clinical facility where they are working while at that facility.
4. Gloves must be worn by all Training Room personnel while performing wound care.
5. All spills will be cleaned up immediately. Contaminated areas will be cleaned with appropriate bactericidal, virucidal agents.
6. Gloves will be worn by Child Learning Center staff while cleaning children or performing first aid procedures for children.

Reporting guidelines:

Employees suffering a blood or bodily fluid exposure must report this exposure immediately to their supervisor or departmental head. Next, contact must be made with the Student Health Services Director for post exposure treatment procedures. Third, personnel must be notified so that proper state employee injury forms can be completed.

Post Exposure Treatment:

1. Exposed employees will be sent to Clarksville Medical Laboratory for testing to determine their immune status to Hepatitis B. For after hours exposure from Friday at 1700 until Sunday at 1700 or on holidays

- the employee will be sent to
Clarksville Memorial Hospital for
testing. Employees found to be
immune to HBV, will not need to
proceed with this protocol.
2. If the employee is found to not be
immune to Hepatitis B, then the
following treatment will be
administered.
- a. HBig 0.06ml/kg body weight IM
- b. Hepatitis B Vaccine 1ml IM dose #2 1
month post exposure dose #3 6 months
post exposure
- c. Td 0.5 ml IM (if not received within
last 5 years)
3. Repeat lab work is to be completed
at three months post exposure to
determine both immunity and
infection. Labs will be repeated at
six months postexposure.

Attached forms:

Addendum A

Addendum B

Addendum C

ADDENDUM A

Infection Control Attendance Record

Name:

Employment Date: / /

Inservice Date: / / Instructor sign

Inservice Date: / / Instructor sign

Inservice Date: / / Instructor sign

Inservice Date: / / Instructor sign

Inservice Date: / / Instructor sign

Inservice Date: / / Instructor sign

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ADDENDUM B

Hepatitis B Vaccine Refusal

I am an employee of Austin Peay State University. I work in a setting that is high risk for exposure to the Hepatitis B Virus. I have been given an opportunity to ask questions about the vaccine and the disease caused by the Hepatitis B Virus. I understand the benefits and risks of being administered the Hepatitis B Vaccine. I have further been advised that I can receive this vaccine free of charge from my employer.

I have decided to decline this offer.

This the _____ day of _____, 19_____.

Employee

Witness

Witness