

# MOON AREA SCHOOL DISTRICT

SECTION: PUPILS

TITLE: AIDS POLICY AND  
MANAGEMENT PLAN

ADOPTED: October 10, 2000

REVISED:

203.1. AIDS POLICY AND MANAGEMENT PLAN	
1. Purpose	<p>The Moon Area School District Board of Education has the responsibility to safeguard the health of all students and employees of the Moon Area School District. The Board also must respect their right to confidentiality to the extent that this right does not interfere with the need to prevent an individual from placing others at risk. The Board, using information from the Allegheny County Health Department, has developed the following plan to ensure that employees are aware of appropriate procedures to follow in the event an individual in the school community is identified as suffering from the HIV/AIDS-related virus. All employees, students and parents are to be made aware of its contents in order to promote a calm and compassionate handling of AIDS victims.</p>
2. Guidelines	<p>HIV virus is not transmissible by students within the school setting under normal circumstances. Children with the AIDS-related virus should not pose a health risk to other children or staff in a normal school setting.</p> <p>The Allegheny County Health Department has committed to monitor closely the status of any patient with HIV/AIDS virus within the school setting.</p> <p>The Superintendent will determine, with the guidance of the Allegheny County Health Department, which, if any, school officials will be involved on a need-to-know basis. These persons will be required to preserve the confidentiality of information regarding the patient. Records will be kept confidential.</p> <p>Decisions about the participation of individuals infected with the HIV virus in the school setting will be made on a case-by-case basis. Criteria recommended by the United States Health Services Center for Disease Control will be used.</p> <p>All school district employees are to follow the rules of confidentiality, even if some public knowledge of the case exists. No employee may make public statements or issue written releases about the individual, or discuss this situation with anyone outside those who need to know (including other employees).</p>

The rights of confidentiality are based on state and federal statutes including: Family Education Rights and Privacy Act (Buckley Pell Amendment), Title 20 US Code, Federal Education Rights and Privacy Act of 1974 (20 USCA 1232g), Public School Code and PDE Regulations.

Management Plan

If a student is identified as having AIDS or as a carrier of the HIV virus the Superintendent, the Allegheny County Health Department, the individual and his/her parents and physician and appropriate staff members will meet to determine the course of action for the individual. Appropriate staff members will be determined by the Superintendent and could include:

1. Counselor.
2. Building principal.
3. School nurse.
4. Teacher.
5. Appropriate service personnel (secretary/custodian).

Decisions should include evaluation of present educational setting. If an exceptional student is involved, many factors should be considered in determining whether placement should be changed. In each case, risks and benefits to both infected student and others in the school setting will be weighed.

The Superintendent will determine who has a need to know the following:

1. Existence of student with HIV/AIDS:
  - a. Individuals who need to be involved in developing procedures outlined in Part C and D for public dissemination will be informed.
  - b. It is the policy of the school district that the building principal is responsible for the health and welfare of the students within his/her building. Therefore, the policies and procedures of the district in which the student is attending shall be followed.
  - c. In cross-district placements, the receiving district accepts the responsibility and authority to handle this situation.

	<p>d. Every effort will be made to assist the responsible district as requested.</p> <p>2. Identity of student with HIV/AIDS:</p> <p>a. Recommended:</p> <ol style="list-style-type: none"><li>1) Building principal.</li><li>2) Nurse.</li></ol> <p>b. Considerations shall include:</p> <ol style="list-style-type: none"><li>1) <u>If student is HIV positive</u> -  No need exists for anyone else to know, assuming proper medical procedures are in place and student behavior is not an issue.</li><li>2) <u>If student is in the active stage of AIDS</u> -  If placement needs to be changed, appropriate staff will meet to discuss the placement.  Student's teacher, in order to monitor the classroom conditions that might endanger the child. (Example: chicken pox. etc.)</li></ol> <p>3. When to make a public statement regarding the existence of student with HIV/AIDS:</p> <ol style="list-style-type: none"><li>a. In order to handle the situation in a calm and educationally responsive manner, the school district will confirm the existence of a student with HIV/AIDS when it becomes known and appropriately prepared for by the Superintendent and appropriate staff.</li><li>b. If the identity of the student is already public, a public statement will be made to assure all that the appropriate steps are being taken to care for the welfare of the staff and students and to support the student with HIV/AIDS.</li></ol>
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Public Statements

Public statements will follow these guidelines:

1. Statements to be made concerning the health of the individual and safety of staff and students will always be made jointly by health officials and the school district.
2. Statements about the school district's Board policy will be made by the Board President or Superintendent.
3. The Superintendent's office will become the clearinghouse for all inquiries from news media. The Superintendent will be the chief spokesperson. S/He shall release only the following:
  - a. Existence of case.
  - b. Policy in place to handle the case for the health and safety of both AIDS victim and others.
  - c. Statement of continued monitoring by physicians and Allegheny County Health Department.
  - d. Restatement of confidentiality rights of individual.

NOTE: Identification of child's school will be decided in case-by-case circumstances. It is preferred not to name the specific class, using instead the umbrella of the school district, thus helping to protect the identity of the student.

Release of Information

Procedure for release of information:

1. The Superintendent's office will schedule a news conference to notify the news media (see 2 below). The Superintendent, county health officials, designee and appropriate others will be present.

Above-mentioned information for release will be reiterated. In addition, the rules for coverage of the story will be reviewed. Under all circumstances, the media will be prohibited from photographing or conducting interviews related to AIDS either in a school or on grounds.

2. Concurrent release of information to staff/parents:

- a. Groups to be informed: Board members, employee groups, parent leaders.

Decision must be made as to the need to cross school lines and how broad contact should be. (Example: If school is identified, do just those groups within that school need to be informed, or all school district-related individuals?)

- b. Meetings will be scheduled by the Superintendent before or concurrent with a news conference, if possible, with above mentioned groups to explain the situation and plan of action.

- c. That same day, principals will contact all staff (support and teaching) through a faculty meeting.

- d. A letter will be prepared to be sent home to parents with students that day. A follow-up meeting with parents will be held.

3. If the location of the individual becomes public, a special communications plan must be developed for that facility. The principal will schedule meetings with employees and parents of other students in that school/class.

County Health Department officials will preside at these meetings to present information on the transmission of the disease and the health status of the individual. District personnel will discuss precautions being taken to safeguard the well-being of the staff and students in the school as well as to provide for the education of the affected individual. If at all possible, parent representatives and other parent leaders will be contacted ahead of time to elicit their support.

Handling Body Fluids

Guidelines for handling body fluids:

The body fluids of all persons should be considered to contain potentially infectious agents or germs. The following guidelines are meant to provide simple and effective precautions against transmission of disease:

1. Definition of **body fluids**:

- a. Blood (cuts, abrasions, nosebleeds, menses, contaminated needles).
- b. Semen.

	<ul style="list-style-type: none"><li>c. Drainage from scrapes and cuts.</li><li>d. Feces (incontinence).</li><li>e. Urine (incontinence).</li><li>f. Respiratory secretions (saliva, nasal discharge).</li><li>g. Vomitus.</li></ul> <p>2. Avoiding contact with body fluids:</p> <ul style="list-style-type: none"><li>a. Direct contact with body fluids should be avoided.</li><li>b. Gloves should be worn when direct contact with body fluids is anticipated.</li></ul> <p>3. Direct skin contact with body fluids. Hand washing procedures:</p> <ul style="list-style-type: none"><li>a. If skin contact is made with body fluids, hands and/or other affected skin areas should be washed immediately.</li><li>b. Proper hand washing requires the use of soap and water and vigorous washing under a stream of running water for about ten (10) seconds.</li></ul> <p>4. Disposal of spilled body fluids and contaminated articles:</p> <ul style="list-style-type: none"><li>a. Disposable gloves should be worn when cleaning up body fluids and/or articles contaminated with body fluids.</li><li>b. Clothing and other nondisposable items (e.g., towels) soaked with body fluids should be placed in plastic bags.</li><li>c. Sanitary absorbent agents should be applied to the spill, left for a few minutes to absorb the fluid and then vacuumed or swept up.</li><li>d. Gloves used for the above procedures shall be disposed of in a plastic bag or lined trash can and disposed of daily.</li><li>e. Following disposal of the spill, a disinfectant should be applied.</li></ul>
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	<p>5. Disinfectants - The following disinfectants are recommended:</p> <ul style="list-style-type: none"><li>a. Sodium hypochlorite with at least 100 ppm available chlorine (1 1/2 cups household bleach in 1 gallon of water). (Must be freshly prepared each time used).</li><li>b. Phenolic germicidal detergent in a one percent (1%) aqueous solution, such as Lysol.</li><li>c. Quaternary ammonium germicidal detergent in two percent (2%) aqueous solution.</li></ul> <p>6. Disinfection of surfaces and equipment:</p> <ul style="list-style-type: none"><li>a. Nondisposable equipment (mops, brushes, buckets, etc.) should be soaked in disinfectant, rinsed and washed in hot water.</li><li>b. Disposable equipment (gloves, plastic bags, etc.) and water should be placed in a toilet or plastic bag, as appropriate.</li><li>c. Remove gloves <u>last</u> and place in container with disposable cleaning equipment.</li></ul> <p>7. Laundry of soiled articles:</p> <ul style="list-style-type: none"><li>a. Clothing should be washed with bleach, soap and water.</li><li>b. Rugs--apply sanitary absorbent agent, let dry and vacuum. Apply rug shampoo (a germicidal detergent) with a brush and revacuum.</li></ul>
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Sample Letter to Parents

Dear Parent:

In an effort to inform you of issues that affect our school community, we want you to know that one of our (students/teachers) has been diagnosed as having Acquired Immune Deficiency Syndrome (AIDS).

AIDS medical experts are advising the administration on this matter. Based on continuing medical advice, the management team has developed and will modify, as necessary, a comprehensive plan for (employee's return to work, student placement, etc.)

This diagnosis of AIDS does not affect the health or pose a threat to any student or staff member.

AIDS is not easily transmitted. It is spread through intimate sexual or blood-to-blood contact. This contact involves the sharing of hypodermic needles, transfusions involving infected blood, or childbirth (infected mother to fetus). AIDS is not spread through the air by sneezing or coughing. It is not spread through everyday activities such as working in an office, attending school, shaking hands, using public transportation or sharing items such as telephones or eating utensils. In short, AIDS will not be contracted in an ordinary school setting.

Additional information about AIDS, prepared by \_\_\_\_\_, is enclosed. A discussion about AIDS featuring a specialist on this topic will be scheduled. If you are interested in attending such a session, which will be held on a weekday evening, please return the enclosed form to the principal's office.

The procedure being followed reflect those stated in the district's policy on AIDS and are in accord with current medical and legal advice. The school district staff has been fully briefed on this matter, and students will be informed. We encourage you to discuss this subject with your child. If you have additional questions about this topic, please contact the principal's office at \_\_\_\_\_, or call the 24-hour toll free AIDS hotline funded by the Center for Disease Control, 1-800-342-7514.

Sincerely,

Parent Meeting Response Form

\_\_\_\_ Yes, I would like to attend an information meeting to become more informed about HIV/AIDS.

The following evening would be most convenient for me.

\_\_\_\_\_  
Monday

\_\_\_\_\_  
Tuesday

\_\_\_\_\_  
Wednesday

\_\_\_\_\_  
Thursday

\_\_\_\_\_  
Name

\_\_\_\_\_  
Student's Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone Number

Suggested Responses

For Rumors or Media Inquiry:

We are not aware of a student (employee) who is HIV positive or suffering from AIDS.

Every effort is made to follow appropriate medical practices on an ongoing basis for the health and safety of our students and employees, therefore, there is no need for concern.

Should it be required, the Moon Area School District has a comprehensive policy regarding AIDS. Appropriate actions would be taken to protect the welfare for everyone.

If Questioned About Specific Individuals:

(Caution: You may be violating parent requests relative to the release of information to even acknowledge the attendance of an individual at your location. Therefore, a good general statement can be:)

Due to federal and state laws regarding confidentiality, I cannot answer any questions regarding individuals.

Response Concerning Health Records:

I am sorry. Any information regarding individual health records or concerns is confidential, and I am unable to make any comment.

To Direct the Caller Elsewhere:

If you have further questions, may I suggest you call the Superintendent at \_\_\_\_\_.