

SCHOOL VOLUNTEER UNIVERSAL PRECAUTIONS TRAINING

Universal Precautions - "Treating all blood and body fluids as if they were infection with a blood borne disease". The two most common types of these diseases are the hepatitis B virus (HBV) and the human immunodeficiency virus (HIV). Hepatitis C (HCV) is also a blood borne virus but very uncommon and Hepatitis A (HAV) is not a blood borne disease. Because we can all, as school employees and/or volunteers, potentially anticipate contact with blood or potentially infectious body fluids while at work or while volunteering at the school, it is important for you to be aware of the following plan.

1. Consider all body fluids to be potentially infectious.
2. Vinyl or latex gloves must be worn when handling blood or other body fluids. These are available from the office or school nurse).
3. After removing gloves, wash hands and any other potentially contaminated skin areas immediately or as soon as possible with soap and running water.
4. Blood borne pathogens can enter the body through open cuts and nicks, skin abrasions, dermatitis, acne or mucous membranes of your eyes or nose.
5. All contaminated surfaces should be cleaned after any spill of blood or other potentially infectious material. (EPS approved disinfectants are available or a solution of 1 part bleach to 10 parts water may also be used).
6. Dispose of contaminated waste (tissues, paper towels, gauze sponges, etc) in a plastic trash bag. This should then be dumped into the dumpster and replaced by a clean one. Bloody items should not stay in the classroom wastebaskets.

NOTE: Please report any staff, volunteer or student "direct exposure" to body fluids to the school nurse within 24 hours. A post exposure evaluation will be offered and a follow-up will be in accordance with OSHA standards. Human bites are considered an exposure and should also be reported.

I have read and understand the above information on Universal Precautions in schools.

Print Name

Volunteer's Signature

 / /
Date

SCHOOL VOLUNTEER FERPA TRAINING

CONFIDENTIALITY OF STUDENT INFORMATION

***The Safe Schools Law established both a criminal penalty and a potential liability penalty for any person who discloses personally identifiable information to an unauthorized party.**

Confidentiality of Student Information:

1. All information regarding any student is extremely confidential.
2. Schools must protect personally identifiable information from unauthorized disclosure.
3. Parental consent must be obtained for release of personally identifiable information regarding their child.
4. Parents have a right to access the educational record of their child.
5. Each district must maintain a record of all individuals who have received access to confidential student records.
6. All school employees must receive training in confidentiality and student discipline.
7. Any information or statement given to an unauthorized person about any student is a violation

and potentially subject to criminal penalty or liability. Unauthorized person are anyone except:

someone with written consent and someone with a need to know for the purpose of providing a free and appropriate public education.

In Summary:

The Family Educational Rights and Privacy Act (FERPA) is Federal Law that protects the confidentiality of the students and their families. While the major focus of the law is on student records, it also covers any and all student information. **All information about students that is personally identifiable is confidential and should be kept that way.** (some examples may include anything to do with grades, grading papers, discussing a student with another teacher, discipline, social/peer relationships, etc) Do not discuss student with out of school persons or in a public places. This is a big one that seems to happen far too often. Also, please remember that the posting of any personally identifiable information on social networking sites such as Facebook is a FERPA violation.

I have read and understand the above information on FERPA in schools.

Print Name

Volunteer's Signature

____/____/____
Date

