

Health and Safety Topics for Paraprofessionals

Jennifer Long
Industrial Hygienist
United Federation of Teachers
M154 – Harriet Tubman
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Topics Covered

- Toileting and diapering
- Ergonomics
- Blood-borne pathogen training
- Bed bugs



Toileting and diapering



PARA PROTOCOLS

- Due to the wide range of disabilities, both physical and mental, and the various ages and physical sizes of students in the NYC school system, a percentage of students will require to be toileted and/or diapered during the course of the school day.
- These procedures should be tailored to each individual student's specific needs and should always be performed with dignity and respect.



Paraprofessional Protocols

Diapering and Toileting Protocol

- This protocol was developed so that paraprofessionals would have a written standard procedure to guide them when providing students with these services.
- More information:
[http://schools.nyc.gov/NR/rdonl yres/7CAC6B9E-F2CD-4215-B988-98695236790F/0/District School and PreK Center Handbook Online Version Final.pdf](http://schools.nyc.gov/NR/rdonl yres/7CAC6B9E-F2CD-4215-B988-98695236790F/0/District_School_and_PreK_Center_Handbook_Online_Version_Final.pdf)



BASIC PROCEDURE

(Diapering)

- When you receive an assignment to diaper or toilet a student, it is important to have a discussion with your supervisor about the case history and specific needs of the child. (IEP)
- Toileting and diapering a student is a significantly different experience than toileting and diapering your own family member.
- Contact your school nurse and occupational and physical therapy providers to request child-specific training and instructions.



BASIC PROCEDURE (Diapering)

- **Step 1:** Inspect the designated changing area and make sure that all of the necessary equipment and supplies are clean and available in the area
- Minimum necessary equipment:
 - Running water,
 - soap,
 - non-absorbent changing table paper,
 - clean wipe,
 - Cleaning solution (1/4 bleach : gallon water)
 - clean underpants/clothes,
 - clean diaper,
 - Lined garbage can (lined and with a lid)
 - plastic bags,
 - non-porous gloves



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Paraprofessional Protocols

Managing Student Health Needs

- Person Protective Equipment (PPE) must be supplied by the school



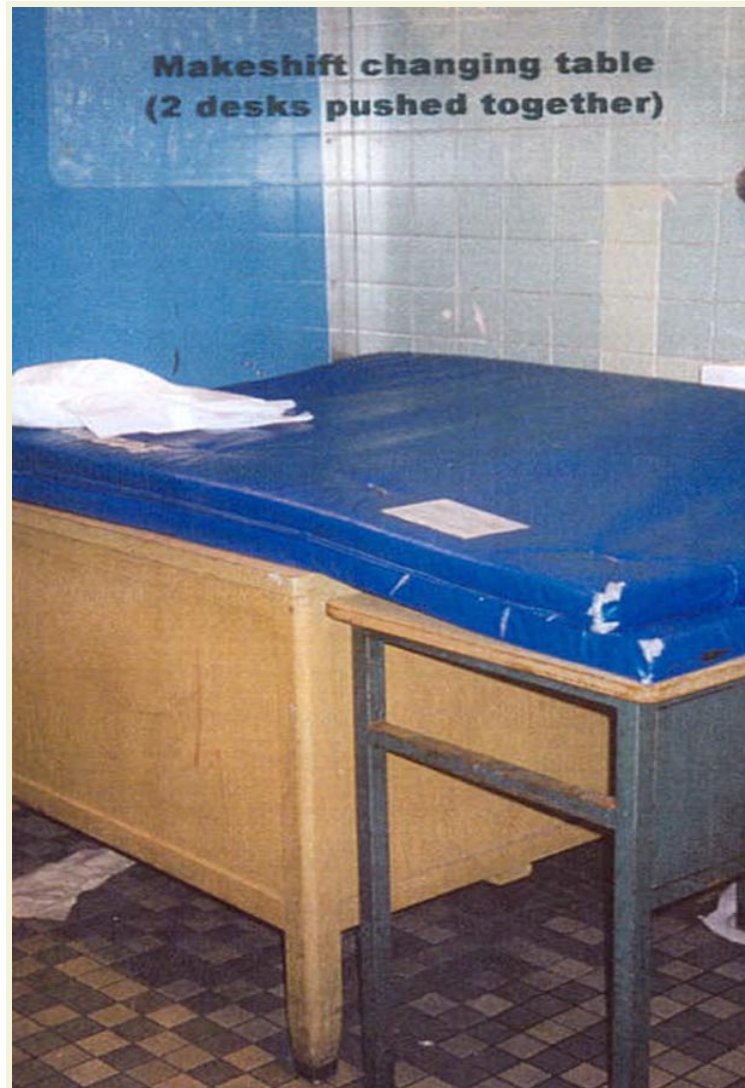
DISPOSABLE
GLOVES



DISPOSABLE
APRONS & SLEEVES



Recommended Equipment and Supplies



Changing Table Protocol

- School assessment
- Provide as much information as needed in order for administration to acquire the equipment needed for the safety of the student and the member



BASIC PROCEDURE (Diapering)

- **Step 2:** Prepare table/surface where student will be changed by wiping with a sanitized cloth and/or by placing protective paper on the table surface. The paper should cover the surface from the student's shoulder to heels.
- Wear appropriate Personal Protective Equipment.



BASIC PROCEDURE (Diapering)

- **Step 3:** Bring student to changing area and coordinate with other staff for assistance.



BASIC PROCEDURE

(Diapering)

- **Step 4:** Talk to student about what you are doing
- Transfer student to changing table (*see equipment). Remember, if a transfer is needed, plan the transfer with the staff and student with whom you are working.
- Clean student using wipes, soap and water. **Wipe front to back.**
- The diaper should be left under the child while the child is being cleaned.
- Remove soiled diaper and wipes place into a covered waste receptacle.
- Dirty clothes should be placed in a plastic bag to be home.



BASIC PROCEDURE (Diapering)

- **Step 5:** Dispose of soiled gloves and put on clean pair of gloves



BASIC PROCEDURE

(Diapering)

- **Step 6:** Place clean diaper on student
- Transfer student from changing area
- Help child wash their hands.
- Remove paper and clean surface with EPA approved disinfectant or bleach/water solution (1/4 cup per gallon water ratio) . Wait 10 seconds before wiping or allow to air dry.



RECOMMENDATIONS

- If you are involved in toileting and/or diapering students, you **MUST** receive OSHA Bloodborne Pathogen Training, which includes topics such as universal precautions, personal protective equipment and procedures to follow if you have a blood or body fluid exposure. You should also receive the hepatitis B Vaccine “free of charge.”
- If you have any questions regarding the above protocols, discuss them with your chapter leader or union representative. For additional information, you can contact
 - DOE the Office of Early Childhood Education at earlychildhood@schools.nyc.gov or 212-374-0351
 - UFT Safety and Health Department at 212-701-9407.
 - Resources:
 - Ohio State University: Lab School for early childcare providers
 - <https://www.virtuallabschool.org/management/healthy/lesson-3>
 - <https://www.virtuallabschool.org/infants-toddlers/healthy/lesson-3>
 - <https://www.rifton.com/adaptive-mobility-blog/blog-posts/2016/february/toileting-r-special-needs-students>



TOILETING

As with diapering students, toileting is another task that requires a certain amount of equipment and supplies in order to ensure the safety of both students and staff.

There are different reasons why a student may require assistance with toileting, including physical and mental impairment as well as toilet training in the early grades (pre-K and Kindergarten).



BASIC PROCEDURE (Toileting)

- Escort student to bathroom
- Put on PPE – gloves (sleeves and aprons if necessary)
- Talk to student about what you are doing
- Assist student with clothes
- Transfer and/or assist student to toilet
- If required, stabilize student on toilet seat
- If needed, clean student when finished
- Dispose of soiled gloves and put on clean pair of gloves
- Transfer student from toilet
- Wash hands

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You may request training or seek advice from the school nurse, the physical/occupational therapist, the teacher and the parent(s) regarding diapering and toileting students.

If you have any questions regarding the above protocols, discuss them with your chapter leader or union representative.

For additional information, you can contact the UFT Safety and Health Department at 212-701-9287.

FAMIS Numbers for Personal Protective Equipment

Financial Accounting Management Information System

Is the Department of Education's ordering portal which is accessed through ATS. This is usually done by the school secretary with approval from administration.

Some of the items listed are: gloves, in different sizes, either powdered or non-powdered, aprons, sleeves, sani-cloth wipes and hand sanitizer.



FAMIS Numbers for Personal Protective Equipment

GLOVES

FAMIS NUMBER	DESCRIPTION	UNIT OF MEASURE	PRICE
43170080X	GLOVES, VINYL, LIGHTLY POWDERED, DISPOSABLE, BOX\100, SMALL	BOX\100	\$ 2.27
431700818	GLOVES, VINYL, LIGHTLY POWDERED, DISPOSABLE, BOX\100, MEDIUM	BOX\100	\$ 2.27
431700826	GLOVES, VINYL, LIGHTLY POWDERED, DISPOSABLE, BOX\100, LARGE	BOX\100	\$ 2.27
431700834	GLOVES, VINYL, LIGHTLY POWDERED, DISPOSABLE, BOX\100, XL	BOX\100	\$ 2.27
431700850	GLOVES, VINYL, POWDER FREE, DISPOSABLE, BOX\100, SMALL	BOX\100	\$ 2.53
431700869	GLOVES, VINYL, POWDER FREE, DISPOSABLE, BOX\100, MEDIUM	BOX\100	\$ 2.53
431700877	GLOVES, VINYL, POWDER FREE, DISPOSABLE, BOX\100, LARGE	BOX\100	\$ 2.53
431700885	GLOVES, VINYL, POWDER FREE, DISPOSABLE, BOX\100, XL	BOX\100	\$ 2.53

APRONS

430841108	APRON, DISPOSABLE, CLEAR 28"X46	PK/100	\$ 9.56
430841124	APRON, DISPOSABLE, WHITE 28"X46	PK /100	\$ 11.20

SLEEVES

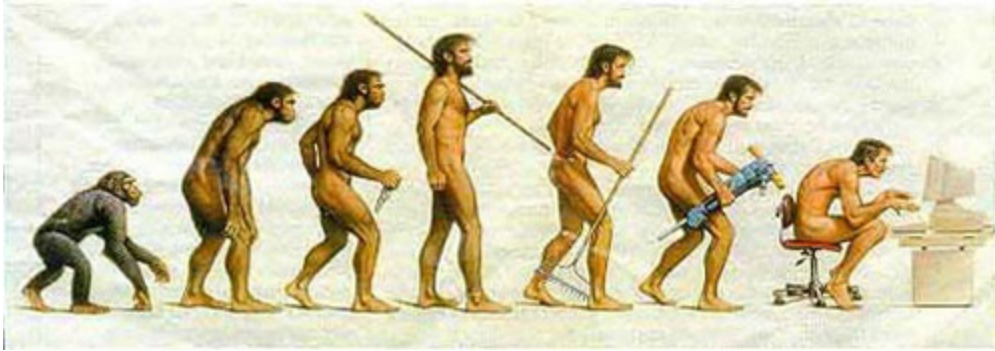
430841205	SLEEVE, PLASTIC, DISPOSABLE,	PK /100	\$ 2.80
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HAND SANITIZER (For Staff ONLY)

430010060	HAND SANITIZER (FOR STAFF ONLY), ALCOHOL GEL WITH ALOE	15 OZ. Pump Btl.	\$ 3.20
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SANI-CLOTH PLUS WIPES

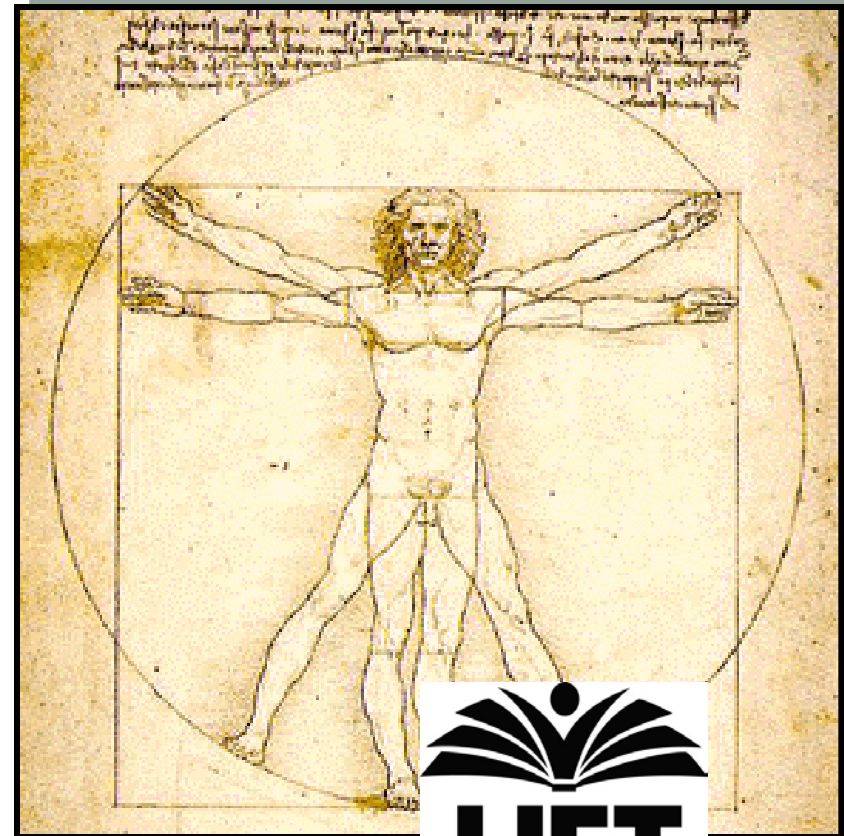
431701059	WIPE, GERMICIDAL, SURFACE CLEANER, SANI-CLOTH PLUS, DISPOSABLE, 14.85% ALCOHOL, 6 X6.75,	160 WIPES IN CANISTER	\$ 5.70
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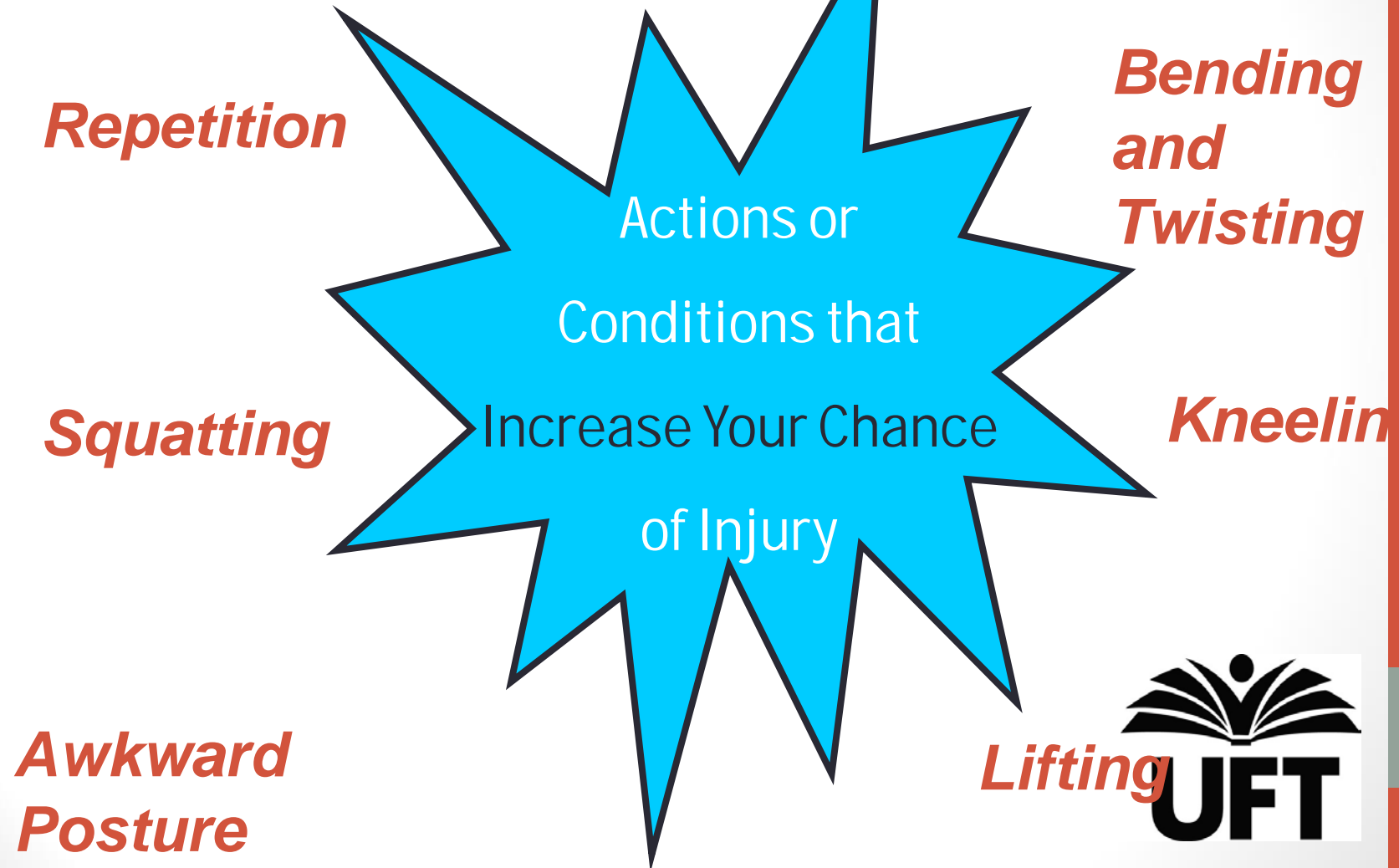
Ergonomics

Ergonomics – What is it?

- Designing the job to fit you!
- Not forcing you to work in uncomfortable positions & postures



Risk Factors - What are They?



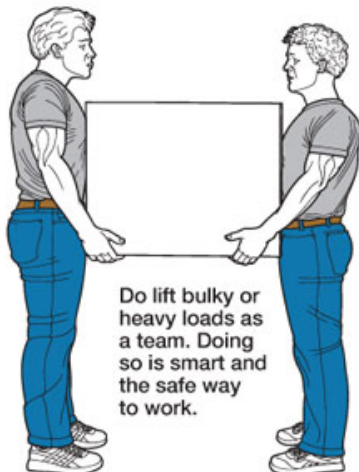
Lifting Comes With Pain and Injury

Studies of childcare and healthcare workers show a high rate of **chronic** pain and injury associated with lifting of people



LIFTING DO'S & DON'TS

DO LIFT AS A TEAM



Do lift bulky or heavy loads as a team. Doing so is smart and the safe way to work.

DO TURN WITH LEGS



Do move your legs and feet when turning or lowering the load. Avoid twisting at your waist.

DO USE YOUR LEGS

Do lift the load using your powerful leg and buttocks muscles. Your feet should be wide apart, head and back upright. Keep abdominal muscles tight and the load in close.



DO USE EQUIPMENT

Do use equipment like hand trucks, dolly's, or forklifts to do the heavy lifting. It's much less work and less risk of injury.



DON'T LIFT BULKY LOADS ALONE



Don't lift bulky or heavy loads alone. Doing so puts great stress on your low back muscles and spine.

DON'T TWIST WHEN LIFTING



Don't twist when lifting, lowering, or carrying any load as this increases your risk of back injury.

DON'T USE YOUR BACK

Don't lift the load with your rear end high and your head low. Use your leg muscles, not your weaker low back muscles.



DON'T LIFT HEAVY LOADS



Don't lift heavy loads when you can use equipment. It is less work and less stress on your low back.

Bloodborne Pathogens



OSHA Bloodborne Pathogen Standard (29CFR 1910.1030)

Purpose: To prevent needlesticks and exposure to blood and body fluids that contain blood.

WHAT IS REQUIRED:

- Identify workers at risk.
- Practice Universal Precautions.
- Provide gloves, masks and other personal protective equipment.
- Provide prompt evaluation and treatment when exposed.
- Provide Hepatitis B vaccination.
- Training Workers.
- Develop and implement a written program to protect workers (Exposure Control Plan)



Body Fluids

What Body Fluids Transmit Bloodborne Diseases?

Blood CAN transmit:

- HIV
- Hepatitis B
- Hepatitis C
- Other rarer diseases

Semen/vaginal fluid CAN transmit:

- HIV
- Hepatitis B
- Hepatitis C



Urine, tears, sweat, vomit CANNOT transmit bloodborne diseases (unless contaminated with blood). These fluids may transmit some other diseases.

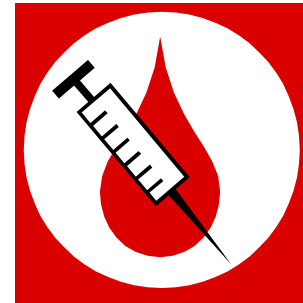


Casual Contact CANNOT Transmit Bloodborne Diseases



How Do You Get a Bloodborne Disease

- Blood or body fluids from an infected person must get directly into your bloodstream.
- Infected fluid enters through a needlestick, a cut or opening in the skin or through mucous membranes in the eyes, nose or mouth.
- The virus must be in a high enough concentration to transmit the disease.



You CANNOT Get A Bloodborne Pathogen From:

- Touching, hugging, or kissing
- Sharing pots and pans
- Sharing forks and spoons
- Swimming pools or public bathrooms
- Sneezing or coughing



How Can I Get Infected at Work?

- Helping a nurse with certain medical tasks.
- A bite from a student.
- Breaking up fights.
- Diapering, toileting, feeding, cleaning up vomit.



Judy Brathwaite, a school nurse and UFT member, gives the H1N1 vaccine to Mario Seynos, a student at PS 157 in Brooklyn. Photo by Miller Photography.

Prevention is Protection and It's Easy!

- Use Universal Precautions – assume everyone could be infected.
- Wear gloves when coming into contact with any blood or body fluids.
- Wash your hands before you put your gloves on and after you take them off.
- Get the Hepatitis B vaccine.



What if You Think You May Have Been Exposed?

- Wash the affected are with soap and Water IMMEDIATELY. (Needlestick or blood splash in the eye or mouth should be flushed with water).
- Report the incident to the Site Safety Employee Administrator (SESA) and to the chapter leader IMMEDIATELY.
- See your own doctor or go to an emergency room IMMEDIATELY.
 - Transportation and any out of pocket co-pay can be reimbursed.

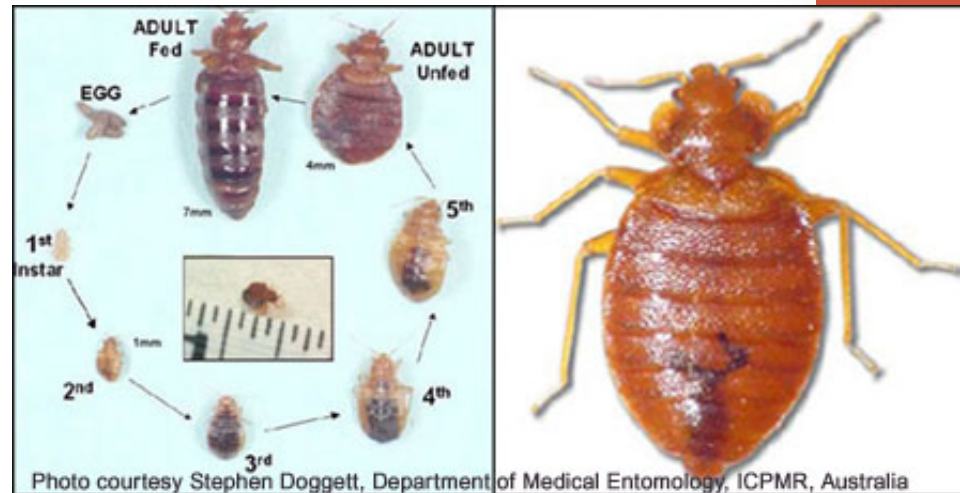


Bedbugs and Lice



Bed bugs

- Bed bugs are small insects that feed on human blood
- Adult bed bugs have flat, mahogany-colored oval bodies
- About the size of an apple seed
- They are about 5mm long
- When bed bugs feed, their bodies swell and become brighter red



Facts About Bedbugs

- Bedbugs are attracted to Humans through heat and CO₂
- Females mate Up to 5 times after a blood meal
- Relatively good walkers/runners
- They are usually active at night when people are sleeping
- They can live for several months without food or water
- Bedbugs can feed on pets but do not thrive on them
- Often hide in cracks in furniture, floors, or walls.
- Bed bugs feed by piercing the skin



REALITY

Bed bugs can be found:

- Public schools
- Child care facilities
- Movie theaters
- Airplanes
- Clothing stores

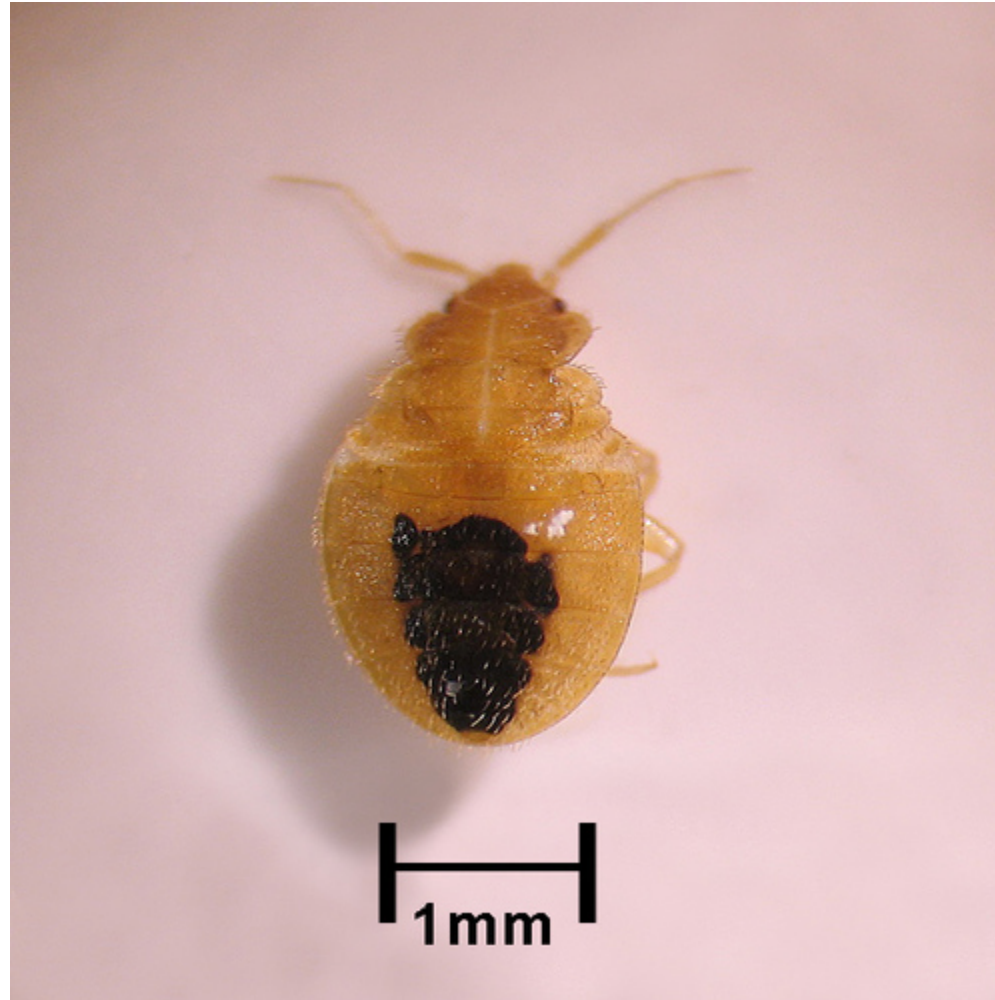
Do they reproduce in these places?

NO! A blood meal is required and bedbugs are attracted to humans through heat and CO₂



Is it a bedbug?















FOUR STEP SPECIMEN COLLECTION AND MAILING PROCEDURE



Step 1:
Secure Required Supplies
Latex glove, gauze or tissue, plastic bag, tape,
Specimen Data Submission Form, and envelope
NO LIVE SPECIMENS



Step 2:
Capture Specimen
Pick-up specimen with a gauze or tissue.
Position in bag.

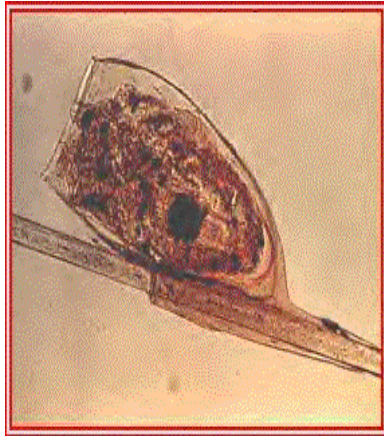


Step 3:
Sealing the Bag
Seal the plastic bag. Fold over top inch of bag. Secure the fold
with tape.
NO STAPLING

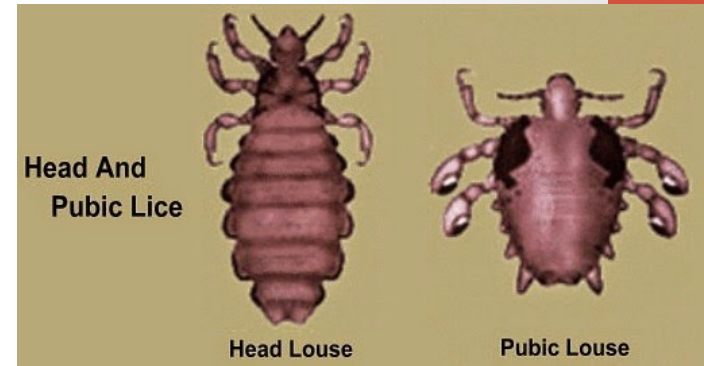
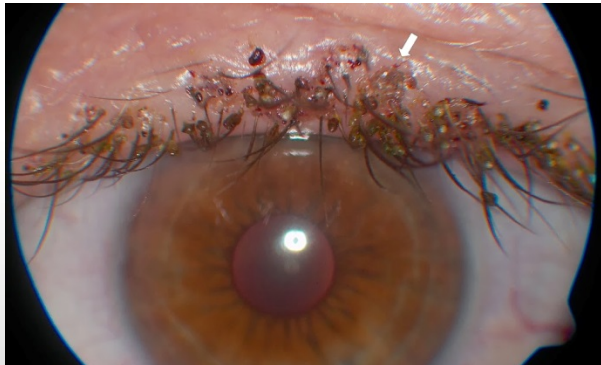


Step 4: Mailing
Place sealed plastic bag and completed Specimen Data Submission Form
(located in the principal's office) in the envelope. Complete the return
address and mail to -
NYC Department of Education
P.O. Box 1697
Long Island City, NY 11101

Lice



Larvae attached to hair shaft



Spread by Direct Contact with an Infected Person or with the Objects they Use

Treatment is a Thorough Examination and Use of a “Nit Comb”



Adult Louse

Thank you

Safety and Health
United Federation of Teachers
52 Broadway
New York, NY 10004
p: (212) 598-7758

