



STUDENT EXPOSURE INCIDENT PROCEDURE

FOLLOW THIS PROCEDURE WHEN A STUDENT HAS BEEN EXPOSED TO ANOTHER STUDENT'S BLOOD OR OTHER POTENTIALLY INFECTIOUS BODY FLUIDS BY DIRECT CONTACT TO THE STUDENT'S EYES, MOUTH, MUCOUS MEMBRANES OR BREAKS THE SKIN.

1. Provide immediate first aid to the students involved:
 - a. Wash affected area well with antibacterial soap and warm water;
 - b. Apply a cold compress or ice to affected area to reduce bruising and swelling.
2. Complete the [Injury Report form](#); the form and instructions are located in Section 7.02 of the Business Information Manual. Distribute copies as directed on the form. **Do not give the form to a parent/guardian.**
3. When applicable*, the principal will contact **parents/guardians** of the students involved and request mutual exchange of names and phone numbers**.
 - a. *There will be situations (i.e. needle pokes) that do not involve other students. You are still required to call the parents/guardians to inform them of the incident and recommend contacting their physician or the Health Department for further evaluation.
 - b. ***Suggested Script*: "Your child has been involved in an incident that has exposed another student to your child's blood or other potentially infectious body fluids. I recommend that you contact your physician or the Health Department for further evaluation. I would like your permission to release your name and phone number to the parent of the other student involved."
 - c. Note parent information on the [Injury Report form](#)
 - d. Sign and date form.