

Human Resources	Knox County Board of Education Policy		
	Personnel Health Examinations and Communicable Diseases	Descriptor Code:	Issued:
		G-430	7/95
		Reviewed:	Revised:
	3/17	6/12	

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This policy addresses specifically Hepatitis B, Hepatitis C, and Human Immunodeficiency Virus (HIV) or Auto Immune Deficiency Syndrome (AIDS) hereafter collectively referred to as communicable disease or illness.

EMPLOYMENT AND NON-DISCRIMINATION

The Knox County Board of Education does not discriminate on the basis of infection with a communicable disease or association with an individual who has contracted a communicable disease. An employee with a communicable disease can work as long as he or she is able to perform the essential function of the position to which he or she is assigned, with reasonable accommodation as may be necessary, and without posing risk to the health of students or other employees.

All employees of the Knox County Schools are required to provide, within 30 days of employment, certification that he or she has been examined by a licensed medical doctor and have been pronounced fit for duty in the environment in which he or she works. Additionally, any employees may be required to submit to a physical examination by a licensed medical doctor of the employer's choosing, if the employer chooses to exercise this right, whenever there is reason to believe that they may have contracted a communicable disease. The employee may be excluded from work until documentation from the examining physician is furnished certifying that the employee is fit for duty in the environment in which he or she works.

CONFIDENTIALITY

In all instances, district personnel shall respect the individual's right to privacy, treat any medical diagnosis as confidential information, and hold all medical information in strictest confidence, subject to situations in which such information must be disclosed pursuant to applicable law. A school staff member who violates confidentiality will be subject to disciplinary action. Employee's health information will be treated as confidential pursuant to applicable law.

SAFETY

All schools shall provide a sanitary environment and shall establish procedures recommended by appropriate health professionals for handling body fluids.

All school district personnel shall be advised of routine procedures to follow in handling body fluids. These procedures shall provide simple and effective precautions against transmission of diseases to persons potentially exposed to the blood or other body fluids of another individual. These procedures shall be standard health and safety practices, and will be applied universally.

1 Training and appropriate supplies shall be available to all personnel including those involved in
2 transportation and custodial services.

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4 In addition to insuring that these health and safety procedures are implemented on a district wide basis,
5 special emphasis will be placed in those areas of the school district operation that present the greatest
6 potential need for these precautions and procedures.

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8 Employees who are at high risk of occupational exposure will be identified and provided with personal
9 protective equipment, including a vaccination for Hepatitis B. Employees considered to be at high risk
10 include custodians, school nurses, special education teachers and special education instructional assistants,
11 coaches, and physical education teachers.

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13 When an employee has reason to believe that he or she has been exposed to Hepatitis or HIV on the job
14 site, the employee will notify his or her supervisor immediately. After appropriate review by the Knox
15 County Health Department, the Board of Education will provide for any indicated medical follow-up.

16 17 **ACCIDENT REPORTING**

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19 If an employee is injured on the job, it is the employee's responsibility to make a report to his or her
20 immediate supervisor within forty-eight (48) hours of the accident. The school principal shall ensure an
21 accident report is filed for all accidents, once he or she has been made aware of the accident. The report
22 must include the injured party's name, the names and contact information of any witnesses to the incident,
23 the date of the accident, an explanation of the accident, and the care used in treating the individual. These
24 reports will be kept on file in the principal's office for a minimum of one (1) year. Any accidents
25 involving injuries to employees, and any accidents in which a party is injured to the degree that he or she
26 seeks medical attention, should be reported to risk management immediately.

27 28 **EDUCATION AND UNIVERSAL PRECAUTIONS**

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30 Education on Universal Precautions (Blood Borne Pathogens), and handling blood and other body fluids
31 shall be provided to all school personnel as well as volunteers who may be in a position to need or to
32 implement the universal precautions.

33 34 35 36 37 38 39 40 41 42 43 44 45 --- Legal References:

46 TCA § 49-2-203(b)(2).
47 TCA § 49-5-710(a)(7); TCA § 49-5-404.
48 TRR/MS 0520-1-3-.08(2)(f).
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