



KENYA NATIONAL UNION OF TEACHERS (KNUT)

KENYA NATIONAL UNION OF TEACHERS WORKPLACE POLICY ON HIV & AIDS



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2. ABBREVIATIONS

These are confirmed to those used in the Policy Document only

(i)	AC	-	Advisory Council (of KNUT)
(ii)	ACU	-	Aids Control Unit
(iii)	AFT	-	American Federation of Teachers
(iv)	AIDS	-	Acquired Immune Deficiency Syndrome
(v)	ART	-	Anti-Retroviral Treatment
(vi)	BEC	-	Branch Executive Committee (of KNUT)
(vii)	EI	-	Education International
(viii)	EIC	-	Education Information and Communication
(ix)	HIV	-	Human Immunodeficiency Virus
(x)	KACU	-	KNUT Aids Control Unit
(xi)	KANGO	-	Kenya Aids Non-Governmental Organisation
(xii)	KIE	-	Kenya Institute of Education
(xiii)	KNUT	-	Kenya National Union of Teachers
(xiv)	MSE	-	Monitoring and Evaluation
(xv)	MODU		
(xvi)	MOEST	-	Ministry of Education Science & Technology
(xvii)	NEC	-	National Executive Council (of the KNUT)
(xviii)	NGO	-	Non-Governmental Organisation
(xix)	OVCS	-	Orphans & Vulnerable Children
(xx)	PC	-	Provincial Council (of the KNUT)
(xxi)	PLWAS	-	People Living With AIDS
(xxii)	PLWHAS	-	People Living With HIV/AIDS
(xxiii)	TSC	-	Teachers Service Commission
(xxiv)	UNICEF	-	United Nations Children Education Fund
(xxv)	VCT	-	Voluntary Counselling & Testing
(xxvi)	WOFAK	-	Women Fighting AIDS Kenya
(xxvii)	UNECOSO	-	United Nations Educational, Scientific and Cultural Organisation
(xxviii)	BBF	-	Burial Benevolent Fund
(xxix)	SACCOs	-	Savings and Credit Cooperative Societies

3. FOREWORD

The Kenya National Union of Teachers (KNUT) which was founded in December 1957, is guided by a constitution that makes the union focus on two major areas of concern. These are the work of trade unionism proper, and that of a professional organisation for teacher. Over the years, the Union has attempted to address the twin mandates with admirable success.

On the one hand, the union has negotiated, secured and also developed terms and conditions of service that would make any trade union anywhere proud of its past. Indeed, several socio-economic programmes launched through branches (SACCOs, BBFs, Education Schemes) have enhanced the welfare status of teachers beyond the equally impressive salary awards.

On the other hand, the Union has been most active in contributing towards the professional development of education services in Kenya. Various fora have been used, including Education Commissions and Committees, Boards of Governors, District Education Boards and various national task forces.

On the home front, the Union has also been organising her own seminars, training programmes workshops and publications.

Starting from late nineteen nineties, the Union has been part of the national coalition that has been advocating for Education For All (EFA) within the Dakar Framework of Action. In the same vein, the Union also found it necessary to join in the fight against HIV and AIDS, with a focus on the teaching profession.

In the fight against the HIV and AIDS scourge, the Union has found it appropriate to prepare a document that would guide her future activities. Such a document is what constitutes the **KNUT Policy Document on HIV and AIDS**.

It is my greatest pleasure, as the Head of the Union, to introduce the document through this Foreword. I commend the document to all KNUT Leaders, officials and employers and all our partners, both locally and internationally.

FRANCIS M. NG'ANG'A
SECRETARY GENERAL
K.N.U.T.

4. DEFINITIONS OF TERMS

Absenteeism	-	The practice of not being present at work
Advocacy	-	Enthusiastic support for a cause
Affected	-	Feeling the effect of sickness or due to loss of a relative or friend, but not personally infected by HIV/AIDS
Attrition	-	Gradual loss by a natural process
Baseline	-	A line used as a starting point for an activity such as research
Capacity Development	-	Enhancing peoples ability to respond to challenges through training and other methods
Coalition	-	An alliance for a combined response to a challenge
Collaborative Networks	-	Alliances for working together to address challenges
Confidentiality	-	The state of being restricted to a selected or authorised few
Control Precaution	-	A preventive measure taken to avoid infection by a disease, or restrict its spread
Conventions	-	Usually negotiated and agreed codes of treatment or conduct, as published from time-to- time by the UN or her specialised Agencies (like ILO, UNESCO, etc)
Database	-	Structured and organised data stored in a retrievable form
Disclosure	-	The act of revealing information (especially of a sensitive nature)
Discrimination	-	unfavourable treatment based on prejudicial facts
Dissemination	-	Publishing or spreading of information
Environment	-	Surroundings, both physical and circumstantial
Epidemiological	-	Relating to the spread and incidence of diseases
Ethical Rules	-	Rules that are morally correct

Evaluations	-	The process of assessing or appraising
HIV Status	-	Whether one is HIV Positive or not
HIV Test	-	A medical test to establish the HIV status of a person
Impact	-	Overall effect of especially adverse effect
Infected	-	A person carrying a virus whether at the HIV or AIDS stage
Intervention	-	A measure taken to address a challenge
Mainstream	-	Make a core concern or remove from peripheral consideration
Management of HIV/AIDS	-	All measures taken to reduce the adverse effects of HIV/AIDS
Mandate	-	A primary responsibility of a person or organisation
Mitigating	-	Reducing the adverse effect, or intensity of
Monitoring	-	Exercise sustained and regular surveillance over an activity or project
Networking	-	Formation of alliances to address common challenges
Pandemic	-	Of a disease, that is widely prevalent
Peer Education	-	Education within, and by persons of the same status or age group
Policy	-	A set of principles adopted to guide the course of Action
Post Exposure Prophylaxis	-	Preventive treatment given to a person known to have been exposed to disease causing situations to pre-empt positive infection
Research	-	An organised procedure and action of collecting information and data on a well defined problem, using a well designed methodology
Response	-	A well considered reaction to a challenge or problem

Responsive	-	Reacting favourably, or in sympathy to a situation
Roadmap	-	A structured plan on the steps towards achieving a well defined goal
Scientific	-	Systematic and based on a well-defined methodology
Scourge	-	That which causes some extreme suffering
Screening	-	A systematic method of checking for the presence or absence of a disease
Sensitive	-	Responsive to a situation
Sero-status	-	The presence (+ve) or absence (-ve) of HIV in the body
Solidarity	-	Working together for a common cause
Therapies	-	Various forms of treatment designed to cope with a disease
Transmission	-	Various methods or means by which a disease moves to infect a person
Vulnerability	-	The state of being in danger, or easily exposed to potential harm or disease
Workplace	-	A place where workers spend time in the course of their regular duties
Zero Tolerance	-	Uncompromising and total rejection of a certain behaviour or action

5. PREAMBLE

The scourge of HIV and AIDS is a global problem that has posed an unprecedented challenge to humanity. The most affected region of the globe is sub-saharan Africa where Kenya belongs. In Kenya alone, over 3 million persons were infected in the year 2005. Over seven hundred people, of whom about 18 are teachers, die in Kenya daily. To meet the challenge of the scourge, many partnerships are formed. The KNUT has a broad mission to be part of the national coalition to fight the HIV and AIDS pandemic.

The KNUT mission in this fight arises from her twin mandates of improving the welfare of teachers and promoting the development and delivery of quality education services. The mandates are enshrined in the KNUT Constitution.

Through this Policy document, the KNUT seeks to set directions and chart out a roadmap for responding to the HIV and AIDS challenge, in improving the conditions of both the infected and affected members and union employees.

6. TARGET GROUPS

The Kenya National Union of Teachers (KNUT) Policy on HIV and AIDS shall apply to all members and employers of the union at National and branch level.

Branches will in accordance to the principles spelt here in spearhead the specific activities to meet the needs of their members and employees.

7. GUIDING PRINCIPLES:

The KNUT Policy Document is based on a number of guiding principles as articulated below. These principles are in accordance with National and International laws and conventions that recognise the universality of human rights.

7.1 HIV/AIDS AS A WORKPLACE ISSUE

KNUT recognizes HIV/AIDS as a work place issue and the levels of union structure will have a responsibility to minimise the risks of HIV transmission by taking necessary infection control precautions.

7.2. SAFETY AT WORKPLACE:

There will be zero tolerance of sexual harassment, abuse and exploitation at workplace.

7.3. GENDER EQUALITY

The policy will recognise gender dimensions of HIV and AIDS with respect to vulnerability and biological socio-cultural and economic circumstances. The union will respond to the circumstances and needs of men and women separately, as well as together, in prevention and mitigation of the support of the epidemic.

7.4. HEALTHY WORK ENVIRONMENT

The working environment should be healthy and safe as far as is practicable.

7.5. NON DISCRIMINATION:

There should be no discrimination against workers on the basis of real or perceived HIV status. Discrimination and stigmatisation of People Living With HIV/AIDS or perceived to be HIV infected should be protected from stigmatisation and discrimination at the workplace; effort aimed at promoting HIV and AIDS prevention.

7.6. PREVENTION:

The union will promote prevention of HIV/AIDS through Advocacy by use of a combination of information, particularly education, practical support for behavioural change and treatment of sexually transmitted infections.

7.7. CONFIDENTIALITY

7.7.1. Every person has a right to confidentiality regarding their health including information related to their HIV status.

7.7.2. No institution or workplace is permitted to require an employee to undergo an HIV test, screening or the seeking of information of any test already taken.

7.7.3. No person may disclose information relating to HIV-Sero status of another person without his/her consent.

7.7.4. Every person has the moral responsibility to protect themselves and others from HIV infection

7.7.5. Every person has the right to know their HIV-Sero status and openness and disclosure are encouraged within a safe, supportive and accepting environment.

7.8. SCREENING OF EMPLOYEES

HIV/AIDS screening should not be required of job applicants or other purpose.

7.9. INVOLVEMENT OF PEOPLE LIVING WITH HIV AND AIDS

The involvement of people living with AIDS will be promoted at all levels in the fight against the HIV/AIDS pandemic.

7.10. CARE AND SUPPORT

Solidarity, care and support should guide the response to HIV and AIDS at workplace. All workers are entitled to affordable health services and to benefits from statutory and occupational schemes. The Union will encourage its members and employees to seek referral services.

7.11. STRATEGIC PARTNERSHIP

The Union and its branches will be responsible and accountable for implementation of this Policy. It will also seek to develop effective partnerships to enhance the success of its implementation.

7.12. **FAIR LABOUR PRACTICES**

Every person has the right to fair labour practices in terms of recruitment, appointment remuneration and continued enjoyment of employment, promotion, training and other occupational related benefits.

7.13. **INFORMATION GENERATION**

KNUT at National and Branch levels will undertake Research Monitoring and Evaluation to generate information on staff welfare and service delivery for planning, decision making, resource mobilisation and allocation and managing the response to HIV and AIDS.

8. GOALS

An improved health, welfare and productivity of KNUT members and the union employees both at National and Branch level.

Mainstreamed HIV and AIDS support programme for KNUT infected and affected members and employees.

OBJECTIVES:

1. To equip the members and employees with appropriate knowledge and skills to effectively deal with HIV and AIDS scourge and other health issues.
2. To identify OVCs left by members and employees and create appropriate intervention.
3. To lobby and advocate for all the rights of KNUT members and employees who are infected and affected by HIV and AIDS.
4. To establish support programme for its members and employees.
5. To mobilize resources at branch and national level to support and sustain HIV and AIDS programmes.
6. To collaborate and network with government agencies and NGOs dealing with HIV and AIDS

9. ADVOCACY AND PREVENTION

9.1. ADVOCACY

The National Executive Council (NEC) of the KNUT will ensure that KNUT leaders at all levels of the Union structure are knowledgeable and informed on the content of the HIV/AIDS Policy and committed to its dissemination to members and union employees.

9.1.1. KNUT Branches will develop specific advocacy strategies to support implementation of this policy.

9.1.2. The Union will liaise with Government departments, development partners, civil society and private sectors to support the KNUT efforts in advocacy, and prevention of HIV/AIDS.

9.1.3. The Union will ensure that its members and employees are knowledgeable about other existing HIV/AIDS Policies that concern them, and will endeavour to monitor and influence their implementation.

9.2. PREVENTION

The Union has the responsibility to address HIV and AIDS through education by developing skills and values, and changing attitudes to promote positive behaviour and changes that curb the spread of HIB and AIDS.

9.2.1. Information and Education:

The Union will use existing structures and facilities to provide appropriate information on HIV and AIDS in workplace and to develop information communication and training education materials and Activities appropriate for union members, employees and their families.

9.2.2. Union members and employees will be encouraged to promote accurate, current factual and comprehensive information and education programmes on prevention and management of HIV and AIDS in the branches and institutions.

9.2.3. Opportunities will be provided for members and employees to express their views and enhance their welfare so as to reduce isolation and ostracism.

9.2.4. The Union shall create rape and sexual harassment awareness through sensitisation among members and employees to enhance safety, protection and prompt action on post exposure prophylaxis where possible.

The union will encourage safe sex methods, which will include use of condom.

9.2.5. The union will encourage and enhance promotion of voluntary testing and counselling, and support programmes in the workplace.

9.3. PEER EDUCATION

9.3.1. The union will encourage support and recognise the rate and importance of peer education and counselling in all workplaces.

9.3.2. All members and employees must be encouraged to develop skills and have access to relevant and appropriate training materials to support the commitment to peer education.

9.3.3. Collaborative networks shall be created with other sectors and agencies to promote peer education and the provision of preventive services.

9.3.4. The Union will promote the development of a pool of resource persons on HIV and AIDS.

The Union will encourage the establishment of preferred recreational facilities for strategic areas preferred by members and employees.

9.4. CODE OF REGULATION

9.4.1. The Union shall enforce existing Code of Regulation and professional ethics with respect to protecting members and employees from HIV infection and ensuring the right of infection and affected persons. The union will endeavour to develop code of regulations for members and where one does not exist.

9.4.2. The union shall ensure that appropriate supervisory mechanism and measures are in place to ensure safe working environment within working status and institutions.

10. INTERVENTION AND SUPPORT

The Union will ensure that interventions and support programmes for the members and union employees are in place to help those affected and infected by HIV and AIDS to address the social economic impact of the scourge.

These interventions and programmes should be geared towards restoring the dignity of PLWHA the infected and affected. They should also bring about social justice.

10.1. Right to information:

The Union will ensure that crucial BCC and lifeskill programmes and interventions and support for HIV/AIDS is made accessible to all Union members and employees.

10.2. Right to Health Care & Treatment:

The Union will establish linkages with health providers to facilitate access to treatment VCT and other health services for the members and the employees of the unions.

Linkages with other collaborating agencies and groups will be established to provide ARTs to the members, the employees and their immediate families. Members should be encouraged to share views on information about ART.

10.3. Healthy Living:

The Union will establish partnership with relevant service providers for positive living, role of nutrition hygiene and exercises.

10.4. Moral and Spiritual Support:

The Union will encourage the formation of moral and spiritual support groups for psycho-social and emotional nourishment necessary for their health and well-being.

10.5. Counselling:

The Union will endeavour to establish counselling structures for its members and employees and also encourage its clients to make use of other existing professional counselling services where necessary.

10.6. Financial Support:

10.6.1 The Union will endeavour to mobilise resource tools internationally and externally to support its members and employees.

10.6.2 The Union will advise its members and employees in various investments options.

10.6.3 The Union to endeavour to encourage its members and employees to invest in the existing schemes within the union incoming generating to supplement the financial demands, which result from the scourge.

10.6.4 The Union shall endeavour to see that the infected members receive services from various institutions without discriminations.

11. WORKPLACE ENVIRONMENT

The Union will ensure and advocate for healthy and safe working environment for all its members and employees.

The KNUT with its partners will endeavour to create a conducive working environment for all its members irrespective of their HIV and AIDS status.

11.1. Non discrimination:

11.1.1. The Union will ensure that members and employees living with HIV and AIDS have equal rights and obligations as other non infected members and employees.

11.1.2. All members, employees and job applicants living with HIV and AIDS will not be discriminated against in access to continued membership or employment, training, promotion or employee benefits on the basis of their HIV and AIDS status. The members will also be protected against discrimination as well as stigmatisation, by their employer or fellow employees.

11.1.3. The Union will support for any anti-discrimination legislation

11.2. Health and Absteemism:

11.2.1. The Union will also ensure that its members are also protected against any unfair action being taken against them as a result of long absteemism from work as a result of HIV and AIDS related illness.

11.2.2. Code of Regulations of Teachers:

The Union shall lobby for a change of Code of Regulations of teachers so that its responsive and sensitive to the challenge posed by HIV and AIDS.

11.3. HIV testing and confidentiality:

11.3.1. The Union shall ensure that there shall be no compulsory HIV testing as a requirement for membership and for employment. Voluntary testing for HIV and AIDS at the request of the member or employer should be done;

- by suitably qualified personnel with appropriate facilities
- in accordance with normal medical ethical rules including confidentiality.

The members and employees of KNUT have right to confidentiality about their HIV status. Disclosure of the member and employee status without her/his informed consent shall constitute misconduct. The aggrieved member or employee can be assisted by the union or any other body to seek legal redress.

11.4 Recruitment, deployment and staff balance

The Union will be instrumental to review and influence policies, codes and practice for recruitment and deployment of staff. In particular it will focus on policies that:

- ensure that partners and spouses are not separated unnecessarily;
- assist the redeployment of staff who need access to family or medical care;
- improve teacher provisioning systems to avoid loss of teaching time.

11.5 Right to HIV and AIDS information:

- The Union to ensure that the contents of this policy are communicated to all its members and employees at the branches and the schools.
- HIV/AIDS programmes will be developed and implemented at all levels and for all members and employees. These programmes will include :
 - Basic information about HIV/AIDS, how it is spread and how it can be prevented.
 - Promotion of positive living among PLWA
 - Promotion of non discriminatory, supportive and sensitive attitudes towards PLWAS
 - Information on sexuality and safer sexual practices
 - Information on rights and services to employees

11.6 Exposure at the workplace:

An employee who accidentally contracts HIV in the course of and scope of his/her duty employment shall be entitled to immediate post exposure prophylaxis and follow-up in the form of compensation to the prevailing law - workman's compensation law.

11.7 HIV/AIDS is not a case for termination of employment. As with many other illness, persons with HIV related as long as medically fit for available, appropriate work, or until declared unfit to work by registered medical practitioner. Where an employee is medically unfit to continue working, the retirement process will be done as per existing regulations.

12. RESPONDING TO THE SCOURGE

KNUT recognizes HIV/AIDS as a long-term threat to human race and development; thus a need to mitigate the impacts by reducing the spread of the pandemic in members and employees.

12.1.0 Management of Responses

12.1.1. KNUT leadership shall provide a Committee Forum for the management of HIV/AIDS activities.

12.1.2. KNUT shall establish a fully frenzied and operational HIV/AIDS department (ACU) at national level. The ACU shall offer guidance to the establishment of Sub-ACU's at all branch levels to foresee branch intervention activities.

12.1.3. The ACU's shall coordinate the planning, management and implementation of policy and programmes at the national level.

12.1.4. The Sub-ACU's shall be accountable and responsive to the needs of their members and employees and answerable to the national office under the Secretary General.

12.1.5. The activities shall be prioritised to ensure maximum use of resources considering interventions especially for high-risk areas. The ACU shall plan specific activities in line with the KACU strategic plan.

12.1.6. HIV/AIDS education activities shall be mainstreamed into other Union programmes both at national and branch level. The ACU shall develop, distribute and disseminate IEC (Information Education and Communication) materials to members and employees.

12.2.0 Networking:

12.2.1. The Union shall make systematic effort to form, manage and sustain partnerships, collaborations and networkings for the benefit of members and employees.

12.2.2. The Union will establish a consultative forum to monitor implementation of partnership agreements, strengthen coordination and sharp information; creating an environment and working practices (accountability and transparency) that is favourable to partnership agreements

12.3.0 Planning and Capacity Development:

12.3.1. The KACU (KNUT Aids Control Unit) shall formulate strategic and action plans in line with the National Strategic Plan based on the response of KNUT to the pandemic.

- 12.3.2. The Union shall project on future supply and demand analysis and sector undertaken including, members attendance, attrition rules and risk and vulnerability.
- 12.3.3 The Union will mobilize and solicit for resources within and out of KNUT for the implementation of its activities.
- 12.3.4. The Union shall ensure transparency, accountability of the resources

13. RESEARCH, MONITORING AND EVALUATION

13.1.0. Research and Information:-

KNUT will endeavour to support continuous research in the area of HIV/AIDS in the light of epidemiological and other scientific information.

- 13.1.1. The Union shall partner with other research organization in the sharing of information, best practices, policies and legislation for purposes of mitigation.
- 13.1.2. The Union shall carry our inventory to collect necessary data for consolidation and information accessibility to support, inform and coordinate HIV/AIDS planning, resource allocation and management.
- 13.1.3. Medical/Social updates on basic scientific facts, biological and chemical processes and drug therapies underlying HIV/AIDS shall be collected and distributed to the members and employees.
- 13.1.4. KNUT will provide information requirements and specify baselines. It will also enhance collection, storage, analyze, disseminate and utilize information and research in collaboration with research institutions focusing on HIV/AIDS among members and employees.
- 13.1.5. The Union will maintain various databases and make them accessible and cooperate with research organizations researching on the appropriate modes for bringing about behaviour changes among members and employees.

13.2.0. MONITORING AND EVALUATION

Monitoring and evaluation are effective tools for enriching the quality of interventions through their role in decision making and learning; the use of resources; accountability and contribution to capacity building.

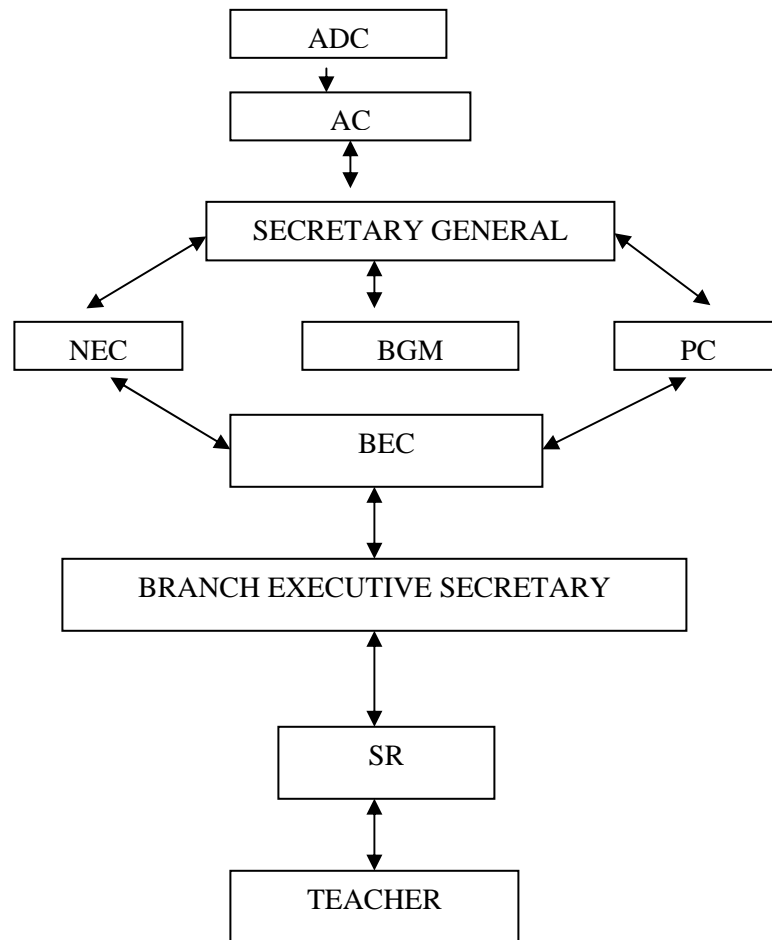
- 13.2.1. The Union shall undertake, support and strengthen M&E actions throughout the lifetime of HIV/AIDS program to primarily provide project management and stakeholders with early indications of progress, or lack thereof, in the achievement of project objectives.

- 13.2.2. KNUT will adequately plan and emphasize M&E as an essential management function, to enable it to identify and assess potential problems and success of a programme or project. M&E will provide the basis for corrective actions, both substantive and operational, to improve the programme or project design, manner of implementation and quality of results. In addition, it will enable the reinforcement of initial positive results.
- 13.2.3. The Union shall carryout periodic evaluations to assess the relevance, performance and success of ongoing and completed HIV/AIDS projects and also to determine the extent to which HIV/AIDS intervention are successful in terms of impact, sustainability of results and contribution to capacity development.
- 13.2.4. KNUT will commission regional surveys and impact assessment on the pandemic, mitigating factors and response by the ACU
- 13.2.5. Monitoring and evaluation will enable KNUT to assess what has and has not been accomplished, by testing current prevention and mitigation programmes, starting with life skills interventions – their content, the way they are implemented, and the extent to which they achieve their designers’ intentions.
- 13.2.6. M&E systems will enable the Union to monitor HIV/AIDS potential impacts such as: supply and demand for education, illness, absenteeism, deaths, content and process of education.
- 13.2.7. KNUT shall ensure that policy formulation and planning need to take into account the evidence provided by the M&E assessment, which needs to be revised, relieved and updated regularly.

14. ANNEXURES:

- (i) KNUT Structural Organisation
- (ii) KNUT HIV/AIDS Programme Structure
- (iii) Universal Precautions

**THE STRUCTURAL ORGANISATION AND LEADERSHIP OF THE KNUT
(DIAGRAM)**



Key:

- ADC - ANNUAL DELEGATES CONFERENCE
- NEC - NATIONAL EXECUTIVE COUNCIL
- AC - ADVISORY COUNCIL
- PC - PROVINCIAL COUNCIL
- BGM - BRANCH GENERAL MEETING
- BEC - BRANCH EXECUTIVE COMMITTEE
- SR - SCHOOL REPRESENTATIVE

UNIVERSAL INFECTION CONTROL PRECAUTIONS:

1. Blood, especially in large spills such as from nosebleeds, and old blood or bloodstains, should be handled with extreme caution. Skin accidentally exposed to blood should be washed immediately with soap and running water. All bleeding wounds, sores, breaks in the skin, grazes and open skin lesions should ideally be cleaned immediately with running water and/or other antiseptics. If there is a biting or scratching, incident where the skin is broken, the wound should be washed and cleaned under running water, dried, treated with antiseptic and covered with a waterproof dressing. Blood splashes to the face (mucous membranes of eyes, nose or mouth) should be flushed with running water for at least three minutes.
2. Disposable bags or incinerators must be made available to dispose off sanitary wear.
3. All open wounds, sores, breaks in the skin, grazes and open skin lesions should be covered completely and securely at all times with a non-porous or waterproof dressing or plaster so that there is no risk of exposure to blood.
4. Cleaning and washing should always be done with running tap water and not in containers of water. Where running tap water is not available, containers should be used to pour water over the area to be cleaned. Educational institutions without running water should keep a supply on hand specifically for use in emergencies (for instance, in a 25 litre drum). This water can be kept fresh for a long period of time by adding a disinfectant to it.
5. All persons should wear protective latex gloves or unbroken plastic bags over their hands when attending to blood spills, open wounds, sores, breaks in the skin, grazes, open skin lesions, body fluids and excretions. Doing this will effectively eliminate the risk of HIV transmission. Bleeding can be managed by compression with material that will absorb the blood (for instance, a towel).
6. If a surface has been contaminated with body fluids and excretions which could include some blood (for instance tears, saliva, mucus, phlegm, urine, vomit, faeces and pus), that surface should be cleaned with running water and household bleach (1:10 solution) using paper or disposable cloths. The person doing the cleaning must wear protective gloves or plastic bags over their hands.
7. Blood-contaminated material should be sealed in a plastic bag and incinerated or sent to an appropriate disposal firm. Tissues and toilet paper can be flushed down a toilet.

8. If instruments (for instance scissors) become contaminated with blood or other body fluids, they should be washed and placed in a household bleach solution for at least one hour before drying and re-using.
9. Needles and syringes should be safely disposed off not re-used.

ALTERNATIVES:

Universal precautions help prevent contact with blood and other body fluids. Less sophisticated items than those described above can also be used, such as:-

- Unbroken plastic bags on hands where latex or rubber gloves are not available.
- Common household bleach for use as disinfectant (diluted one part bleach to 10 parts water (1:10 solution)).
- Spectacles instead of protective eye wear
- A scarf instead of a protective face mask.

Used items should be dealt with as indicated in paragraphs 7 to 9 above.