ALLEN COLLEGE
STANDARD OPERATING PROCEDURE

Superseded: 9/10, 08/11
No: 2-1-800-04
Date: February 2015
Required Review Date: February 2019
Written by: Administration
Approved:
Jerry Durham, PhD, RN, FAAN
Chancellor

SUBJECT: Student Injuries or Exposures to Blood-borne Pathogens in Clinical Settings

PURPOSE: To provide a policy and procedure regarding the treatment, reporting and follow up of injuries, accidents, or exposures to blood-borne pathogens which occur during clinical experiences.

EFFECTIVE FOR: Administration, Faculty, Staff, and Students

POLICY:
Students who are injured or exposed to blood-borne pathogens in a clinical setting should follow the policies governing such injuries or exposures of the clinical agency. If a student is injured or exposed to blood-borne pathogens during the clinical experience he/she must report the injury or exposure immediately to the faculty member supervising the clinical experience.

Injuries or exposures shall include but are not limited to actual bodily injury occurring on the premises of the agency while the student is on the clinical setting or coming/leaving the agency, as well as exposure to blood-borne and/or communicable diseases. Students who incur injuries and/or exposures at a clinical facility must comply with that facility’s policy and procedure pertinent to the injury/exposure. This compliance includes completing all required documentation and reporting as required by the agency where the injury and/or exposure occurred.

At a minimum, all student injuries or exposures must be reported on the form provided by the agency with a copy to be provided to Allen College administrators according to the procedures outlined below.

The faculty member responsible for the student where the injury or exposure occurred shall ensure (1) that the student receives appropriate medical attention and (2) that the written report is completed immediately following the injury or exposure. In the case of a serious injury, the faculty member must immediately contact her or his dean. If unable to contact the dean, the faculty member must contact the College’s chief academic officer or chancellor.
In the event of serious or life-threatening injury or illness treatment should be implemented at the clinical facility if emergency treatment is available. If emergency treatment is not available on site, emergency personnel should be summoned without delay and the student should be transported to the nearest medical facility for emergency treatment.

For initial testing for exposure to infectious diseases or blood borne pathogens: if the clinical facility does not provide care indicated, the student should report without delay to Occupational Health at Allen Hospital. If Occupational Health is closed, the student should go to the Allen Hospital Emergency Department for treatment.

For all other injuries: if the clinical facility does not provide care indicated, the student should report without delay to the provider of their choice at the student’s expense.

Students may refuse treatment. Signed documentation of refusal will be maintained in the student’s file in the College’s Office of Student Services.

Students will be required to submit to the lead faculty of the course a physician’s statement or statement from the Allen Hospital Occupational Health: a) clearance to continue clinical experience b) resolution of the injury or plan of follow-up as warranted. This statement will be placed in student’s record at the Office of Student Services.

Allen College is at no time responsible for student health care costs except for initial testing for exposure to infectious diseases or blood borne pathogens. Students will maintain responsibility for their own health care insurance and/or costs related to health care treatment, whether an injury/exposure occurred on campus or in a clinical setting.

PROCEDURE:
1. Students shall promptly contact the faculty in charge of the clinical or laboratory setting following injuries or exposures to blood-borne pathogens. This contact shall be done at the time of the injury/exposure or as soon as the injury/illness/exposure is suspected. Students under the supervision of a preceptor when a clinical faculty is not physically present in the agency shall notify their assigned preceptor as well as the lead faculty for the clinical course.

2. Faculty and students shall follow the policy of the cooperating agency in regards to reporting and follow up of injuries or accidents received during the clinical experience. The student will be responsible for completing and signing the incident report and submitting it to faculty. Faculty will assure completeness of the report and sign it.

3. The faculty member shall be responsible for reporting the incident to the dean of the school in which the student is enrolled. The dean will provide a copy of the report to the College’s chief student services officer.

4. The student shall be responsible for follow up examination and/or treatment after the initial evaluation. A student may refuse treatment. Signed documentation of refusal will be maintained in the student’s file in the Office of Student Services.
5. Students and faculty shall follow the policy of the cooperating agency in regards to evaluation of the source of an infection as appropriate for the nature of the incident.

6. Faculty and students shall follow the cooperating agency’s policies regarding OSHA’s Blood-borne pathogen and other infection control/isolation policies.
ALLEN COLLEGE
Report of Student Incident or Injury

1. Date of this report:

2. Name of person making this report:

3. Name of student:

4. Academic program in which this student is enrolled:

5. Time and date of student incident/injury:

6. Clinical (or other) site where this incident/injury occurred:

7. Was a clinical agency incident report completed?

8. Description of the incident/injury and circumstances surrounding the incident/injury:

9. Name(s) of person(s) who witnessed the incident/injury:

10. If the student incurred an injury
    A. Where was the treatment given?
    B. What treatment did the student receive?
    C. Who provided this treatment?

11. Did the student return to clinical study immediately following treatment?
I attest that the information provided on this form, to the best of my knowledge, describes the cited incident.

Signature and Date: ___________________________ _____/____/_____

This document must be transmitted to the dean of the student’s school as soon as possible but no later than 24 hours following the incident/injury. In the case of serious incident or injury, the reporting party must contact the dean of the school immediately, or if the dean cannot be reached, the vice chancellor of academic affairs or chancellor.

I have reviewed this report:

Signature of the School’s Dean ___________________________ Date ___________

The dean will send the original copy of this report to the Allen College chief student services officer who will retain a copy in the student file and a copy in a central location for administration access.