

**ALLEN COLLEGE – UNITYPOINT HEALTH  
STANDARD OPERATING PROCEDURE**

Superseded: 9/10, 08/11, 02/15

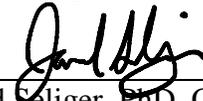
No: 2-I-800-04

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Required Review Date: February 2023

Administrative Unit: Compliance

Approved:



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Jared Seliger, PhD, CNMT  
President

**SUBJECT:** Student Injuries or Exposures to Blood-borne Pathogens

**PURPOSE:** To provide a policy and procedure regarding the treatment, reporting and follow up of injuries, accidents, or exposures to blood-borne pathogens

**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 occurring on campus should be reported to any college representative.

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 college representative 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 college representative 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 president.

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 contacted immediately 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 immediately to Allen Occupational Health in Cedar Falls. 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 immediately 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 Enrollment Management.

Students will be required to submit to the college representative or lead faculty of the course a physician's statement or statement from the Allen Occupational Health; a) clearance to continue clinical experience or other activity 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 Enrollment Management.

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 college representative 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 Enrollment Management officer. The dean will also enter information in the regional reporting database.

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 Enrollment Management.
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.



I attest that the information provided on this form, to the best of my knowledge, describes the cited incident.

\_\_\_\_\_  
Signature of the Person Making This Report

\_\_\_\_\_  
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 chief academic officer or president.

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 Enrollment Management officer who will retain a copy in the student file and a copy in a central location for administration access. The dean will also enter information in the regional reporting database.