

Potential Exposure Incidents Instructions for the Student/Employee:

Immediate Steps (First Aid):

Follow these first aid steps right away to reduce risk.

- **Needlesticks or cuts:** Wash the area well with soap and water.
- **Splashes to skin:** Rinse the area with clean water for at least 1 minute.
- **Splashes to nose or mouth:** Rinse and spit with water for several minutes.
- **Splashes to the eyes:** Remove contact lenses if you wear them. Flush eyes with clean water or saline for 15 minutes. Roll your eyes around while flushing.

Next Steps (Medical Care):

Take these actions immediately after cleaning up.

- **Report the incident:** Tell your clinical supervisor, program director or employee supervisor right away.
- **Get medical help:** Go to a recommended health care facility with the student/employee accident insurance card (unless otherwise directed by Human Resources for employees) and make sure you have your college identification badge with you. You may want to contact the ECP Coordinator to make sure the facility is appropriate for the required testing and care.
- **Ask about medicine:** You may need **Post-Exposure Prophylaxis**. This is medicine given soon after exposure to prevent a virus like HIV from taking hold. The sooner the student receives care, the more likely prophylactic medicine will be effective. [HIV.gov Post-Exposure Prophylaxis](https://www.hiv.gov/hiv-basics/understanding-hiv/post-exposure-prophylaxis) strongly stresses that treatment must be initiated within 72 hours of potential exposure. Medication may be administered by the health care facility. If any prescriptions are given, be sure to use one of the participating providers on the Student Accident/Insurance card or as directed by Human Resources for employees.

Potential Exposure Incidents Instructions for the Program Director or Clinical Supervisor or Direct Supervisor:

The program director/clinical supervisor/direct supervisor will handle the paperwork or contact HR in the event of an employee incident.

- **Contact:** For an incident involving a student, get in touch with the ECP Coordinator as immediately as possible if the student is at a clinical site which will not test the student and/or source. If the site wants to handle the incident, we defer to the exposure control plan of that site. If the student/source must be sent for testing, the ECP Coordinator must be immediately notified in the even the ECP is required to provide authorization to the health care facility to which the student is being sent. In the even of an employee incident, it may be necessary to contact both the ECP and HR to determine which health care facility is most appropriate.
- **Get details to document:** Write down the date, time, and how the exposure happened. Include all information regarding the persons involved as well as witnesses in accordance with and on an Incident/ Accident Report Form. A copy of the form gets emailed according to college policy and included to the Exposure Control Coordinator as immediately as possible.
- **Identify the source:** If possible, identify the person who is the source of the blood. That person's blood will be tested if he/she gives permission. If results of the source are obtained, they should go to the program director who will document accordingly, notify the ECP Coordinator immediately, and who may consult with the ECP Coordinator for further guidance.

- **Remediation:** The program director/clinical supervisor/employee supervisor will provide in-person remediation for the student or employee to help avoid similar occurrences and document the remediation.
- **Follow-up tests:** The program director (for student incidents) or ECP Coordinator (for employee incidents) will follow up with the student or employee via email to check to see if the student or employee is receiving follow up testing at **6 weeks, 3 months and again 6 months** post incident should follow up care be necessary. If any counseling concerning the incident is required, the program director/ECP Coordinator will refer the student/employee accordingly.
- **Records:** Documentation regarding the incident shall be collected including but not limited to the following:
 1. A copy of the incident report (with any updates concerning where the student/employee went for care and information regarding the source and results)
 2. Copies of all emails sent or received concerning the incident
 3. A copy of the student's/employee's vaccination records
 4. Copies of any declination forms (students/employees have rights to refuse medical treatment or vaccinations – however, clinical sites may not allow participation)
 5. A copy of an email to the Exposure Control Coordinator stating one-on one remediation with the student/employee was performed and the date that occurred.
 6. Copies of any emails to or with the student/employee referring to follow up care and/or counseling.
 7. At the end of the follow up period (6 months), submit all documents to the Exposure Control Coordinator for review and retention in accordance with the Exposure Control Plan.

Sharps Incidents Instructions for the Program Director/Clinical Supervisor/Employee Supervisor:

Immediate Steps (First Aid):

- **Needlesticks or cuts with a clean instrument:** Wash the area well with soap and water.
- **Bandage:** Provide bandaging as necessary.
- **Get details to document:** Write down the date, time, and how the incident happened. Include all information regarding the persons involved as well as witnesses in accordance with and on an Incident/ Accident Report Form. A copy of the form gets emailed accordingly and included to the Exposure Control Coordinator as immediately as possible.
- **Remediation:** The program director/ clinical supervisor/employee supervisor will provide in-person remediation for the student to help avoid similar occurrences and document the remediation.
- **Records:** Documentation regarding the incident shall be collected including but not limited to the following:
 1. A copy of the incident report
 2. Copies of all emails sent or received concerning the incident
 3. A copy of an email to the Exposure Control Coordinator confirming one-on one remediation with the student/employee was performed and the date that occurred.
 4. Submit all documents to the Exposure Control Coordinator for review and retention in accordance with the Exposure Control Plan.