

POLICY AND PROCEDURES

TITLE: INJURIES OR BODY FLUID EXPOSURE TO AFFILIATED STUDENTS, RESIDENTS, FELLOWS, CLINICAL INSTRUCTORS, CONTRACTORS, VOLUNTEERS AND SIMILAR	EFFECTIVE/REVISED DATE: 7/19/2019
LAST REVIEWED WITHOUT CHANGES DATE: NEW	
RESPONSIBLE DEPARTMENT/COMMITTEE: OCCUPATIONAL HEALTH	
APPROVED BY: VP, HUMAN RESOURCES	
CITATION/REFERENCE: N/A	
REPLACES/PREVIOUS TITLE: NEW	

PURPOSE: To establish appropriate guidelines for management of injuries or body fluid exposure of any person working at HSC, but not employed by HSC, including students, residents, fellows, clinical instructors, contractors or similar.

POLICY: Any person working at HSC, but not employed by HSC will receive immediate first aid and emergency care as needed. Except for volunteers, the non-employed person will be responsible for all follow up care.

PROCEDURE: If a volunteer sustains any injury or exposure, follow the process for an employee, as indicated in policy "Employee Medical Management of Work Related Injuries and Illnesses".

Students, residents, fellows, clinical instructors, contractors, and similar follow the procedure below.

1. If a student, resident, fellow, clinical instructor, contractor or similar sustains a life threatening or similar injury
 - a. Provide immediate first aid
 - b. Activate "Physician Stat" or "Code Blue" per location policy
 - c. Activate EMS
2. If a student, resident, fellow, clinical instructor, contractor or similar sustains a non-life threatening injury without body fluid exposure (sprain / strain / bruise / abrasion etc.)
 - a. Provide first aid such as band aid, ice pack, rest period
 - b. Injured party is responsible arranging and completing all follow up including PCP, Urgent Care, student health services, etc.
 - c. Injured party is financially responsible for all care
3. If a student, resident, fellow, clinical instructor, contractor or similar experiences a body fluid exposure to open skin, eye, mouth, nose etc. or a needle stick
 - a. Provide first aid such as cleaning the area with soap and water
 - b. Notify Infection Prevention practitioner on-call

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- c. Injured party is responsible for arranging and completing all follow up including Emergency Department, PCP, Urgent Care, student health services etc.
 - d. Injured party is financially responsible for all care
 - e. If requested by the injured party's health care provider, HSC will provide de-identified test results to assess risk of body fluid borne illness and need for prophylaxis. Injured party is responsible for obtaining any prophylactic medication prescribed by his/her health care provider
4. HSC does not provide any non-employed worker (except volunteers) health care beyond immediate first aid and strongly recommends clinical supervisors, clinical instructors, contractors, and students familiarize themselves with their home entity policies and procedures regarding injury treatment and reporting, if applicable.
5. Injuries or exposures to non-employed workers will be reported via the HSC occurrence reporting system and should include the actions taken by HSC and the injured party's understanding of their responsibility.