

## STANDARD PROCEDURES FOR DENTAL STUDENTS AND EMPLOYEES WHO RECEIVE PERCUTANEOUS INJURIES IN A NON-HOSPITAL CLINICAL SETTING

Exposure to human blood/body fluids including puncture wounds from sharp instruments such as: needles, burs, endo files, scalpel blades, etc., as well as exposures due to splash of body fluids onto any mucous membrane or non-intact skin are considered significant exposures and must be dealt with **immediately**. **The latest evidence indicates that prophylactic drug treatments (if required) should be given as soon as possible and within 2 hours of exposure to be maximally effective.**

**During normal working hours, Workplace Health, Health Services, will provide the consultation and follow-up for students who experience percutaneous injuries. Workplace Health will also provide the consultation and follow-up for employees.**

In the event of a percutaneous, needlestick/puncture wound or contact of mucous membrane/non-intact skin with blood/body fluids the following procedure must be followed by all dental students and employees.

### **WHEN AN INJURY OCCURS THE PROCEDURE BEING PERFORMED MUST BE STOPPED IMMEDIATELY AND THE STUDENT MUST REPORT THE INCIDENT IMMEDIATELY**

1. The student must inform the supervising clinical instructor and clinic support staff of the incident. The following steps are required:
  - 1.1 **FIRST AID TREATMENT** should be administered immediately. Clinic support staff will assist the student **with the FIRST AID TREATMENT** for the injury as follows:
    - 1.1.1 **For Percutaneous/Puncture Wound Injuries**
      - Remove gloves
      - Encourage bleeding from the wound
      - Wash the site with soap and copious amounts of running water.
    - 1.1.2 **For Fluid Exposures to Mucous Membranes (eye, nose, mouth):**
      - Flush well with water.
      - Eye exposures must be flushed at an eye wash station.
      - Eye wash station locations within Dentistry:
        - Main Clinic Dispensary DSB Rm 0142X
        - Oral Surgery DSB Rm 0128
        - Prosthetic Lab DSB Rm 0142K
        - Student Lab DSB Rm 0142M-1
        - Preclinical Wet Lab DSB Rm 0010B
        - Graduate Orthodontic Clinic, DSB Rm 1008B
        - Children's Clinic, DSB Rm 1004
        - Multifunctional Clinic DSB Rm 0140, 0108 and 0109

- 1.2 After the administration of FIRST AID TREATMENT, the clinical instructor will accompany the student to the cubicle and will inform the dental patient of the incident.
  - 1.2.1 The clinical instructor will determine if the dental patient's treatment should be completed or temporized.
  - 1.2.2 The clinical instructor will review the dental patient's medical history with the patient and evaluate the type of exposure (percutaneous, needlestick, bur scrape, etc., or fluid exposure to mucous membranes) that has occurred and the risk of the exposure to transmit infectious disease. Evaluation will involve:
    - Type and amount of blood/body fluid involved.
    - Type of exposure (puncture wound, mucous membrane, etc.)
    - Type of object that was used. Objects with hollow lumens such as needles will contain fluid in the lumen and may have a higher risk.
    - Objects such as burs and hand instruments may have gross debris on them. The depth of penetration will also be a risk factor.
    - The known infection status of the source person (dental patient).
    - The susceptibility of the exposed person.

## 2. IF THE INJURY OCCURS BETWEEN 8:30 A.M. AND 4:00 P.M. AND THE SOURCE PATIENT IS PRESENT

- 2.1 The clinical instructor will explain the importance of the health and safety of the student and request if the source patient is willing to consent to a blood test.
- 2.2 If the source patient consents to a blood test, the following steps should be followed:
  - 2.2.1 The clinical instructor reviews the **Authorization for Release of Patient Information form** for signature with the source patient. This signed form is to be maintained in the School of Dentistry.
  - 2.2.2 The clinical instructor or clinical administrator provides the source patient with a pre-addressed envelope with instructions for LifeLabs to contact Helix courier for transportation of the blood sample to Public Health Laboratories, 850 Highbury Avenue, London, Ontario. These envelopes and instructions are maintained by the Clinic Administrator in Dentistry.
  - 2.2.3 A designated clinic support staff member from Dentistry will accompany both the student and source patient to Workplace Health, Room 25, University Community Centre (located within Student Health Services). The clinic support staff member should identify him/herself to the Workplace Health receptionist and identify the reason for the visit. The receptionist will immediately arrange for consultation.
  - 2.2.4 Workplace Health will meet with the source patient and student, and arrange for the patient to have blood drawn at Life Labs, Room 34A, University Community Centre at Western.
- 2.3 If the source patient has not provided consent for a blood test, refer the student to Health Services/ Workplace Health, Room 25, University Community Centre (located within Student Health Services). The student should identify him/herself to the Workplace Health receptionist as a dental student with a percutaneous injury. The receptionist will immediately arrange for consultation with one of the nurses.
- 2.4 An ***Accident/Incident Reporting Form*** located at: <http://www.uwo.ca/humanresources/docandform/forms/ohs/aiir.pdf> must be completed documenting the incident. The clinical instructor, with the student and clinic support staff, must complete the form, which will include the details of the evaluation of the risk of exposure completed in 1.2.2.

- 2.4.1 Clinic Support Staff will ensure the form is completed, signed and distributed as required.
- 2.4.2 Whenever possible, a copy of the form should be provided to the student prior to being referred to Workplace Health.
- 2.5 The nurse will determine, in collaboration with the occupation health physician and student/employee, an appropriate course of management and will arrange for the collection of a blood sample and provision of post-exposure drug therapy as indicated. Medical history and accident particulars will be collected by the nurse during counseling.
- 2.6 Follow-up medical appointments will be arranged between the nurse and the injured student/employee.

### 3. IF THE INJURY OCCURS AFTER 4:00 P.M. AND THE SOURCE PATIENT IS PRESENT

- 3.1 The student must inform the supervising clinical instructor and clinic support staff of the incident immediately and follow the steps outlined in **1. - 1.2.2** above.
- 3.2 The student/employee must be directed to the Emergency Department at London Health Sciences Centre (LHSC). Clinic support staff must provide the student with the following:
  - Letter from Schulich addressed to the Emergency Department, LHSC to identify him/herself as receiving a percutaneous injury in the dental clinic.
  - Instructions for student to follow-up with Health Services/Workplace Health on the next business day.
- 3.2 The clinical instructor will explain the importance of the health and safety of the student and request if the source patient is willing to consent to a blood test.
- 3.3 If the source patient consents to a blood test, the following steps should be followed:
  - 3.3.1 The clinical instructor reviews the **Authorization for Release of Patient Information form** for signature with the source patient. This signed form is to be maintained in the School of Dentistry.
    - 3.3.1.1 The source patient should accompany the injured student/employee to the Emergency Department at London Health Sciences Centre (LHSC), *when possible*, where a blood test will be done. Written instructions to send blood results to Dr. Siu are to be provided to the patient.
    - 3.3.1.2 When the source patient has provided consent for a blood test but is *unavailable* to accompany the student to the Emergency Department at LHSC, clinic support staff are to provide the patient with a pre-signed (Dr. Siu as physician) **Laboratory Requisition** form and a list of LifeLab locations in the city where he/she may go for a blood draw.
- 3.4 An **Accident/Incident Reporting Form** located at: <http://www.uwo.ca/humanresources/docandform/forms/ohs/aiir.pdf> must be completed documenting the incident. The clinical instructor, with the student and clinic support staff, must complete the form, which will include the details of the evaluation of the risk of exposure completed in 1.2.2.
  - 3.4.1 Clinic Support Staff will ensure the form is completed, signed and distributed as required. Clinic support staff must fax a copy of the form to Workplace Health at 519-661-2016 and Dr. S. Siu at 519-858-4692.

### 4. IF THE INJURY OCCURS AFTER 4:00 P.M. AND THE SOURCE PATIENT IS KNOWN BUT NOT PRESENT

- 4.1 The student must inform the supervising clinical instructor and clinic support staff of the incident immediately and follow the steps outlined in **1. - 1.2.2** above.

- 4.2 The student/employee must be directed to the Emergency Department at London Health Sciences Centre. Clinic support staff must provide the student with the following information:
- Letter from Schulich addressed to the Emergency Department, LHSC to identify him/herself as receiving a percutaneous injury in the dental clinic.
  - Instructions for student to follow-up with Health Services/Workplace Health on the next business day.
- 4.3 The clinical instructor will contact the source patient to explain the situation and request if the patient would be willing to consent to a blood test.
- 4.3.1 If the source patient consents, the clinical instructor will refer the patient to the clinic administrator who will contact him/her to review the **Authorization for Release of Patient Information form** and make appropriate arrangements for signature. This signed form is to be maintained in the School of Dentistry.
- 4.3.2 After the Authorization for Release of Patient Information form has been signed and received, the clinic administrator will make appropriate arrangements to provide the source patient with the pre-signed (Dr. Siu as physician) **Laboratory Requisition** form and list of the LifeLab locations in the city where he/she may go for a blood draw.
- 4.4 An **Accident/Incident Reporting Form** located at: <http://www.uwo.ca/humanresources/docandform/forms/ohs/aiir.pdf> must be completed documenting the incident. Details of the evaluation of the risk of exposure completed in 1.2.2 should be included *when available*. The clinical instructor, with the student and clinic support staff, must complete the form.
- 4.4.1 Clinic Support Staff will ensure the form is completed, signed and distributed as required. Clinic support staff must fax a copy of the form to Workplace Health at 519-661-2016 and Dr. S. Siu at 519-858-4692.

## 5. IF THE INJURY OCCURS AFTER 4:00 P.M. AND THE SOURCE PATIENT IS UNKNOWN

- 5.1 The student must inform the supervising clinical instructor and clinic support staff of the incident immediately and follow the steps outlined in **1.- 1.2.2** above.
- 5.2 The student/employee must be directed to the Emergency Department at London Health Sciences Centre. Clinic support staff must provide the student with the following:
- Letter from Schulich addressed to the Emergency Department, LHSC to identify him/herself as receiving a percutaneous injury in the dental clinic.
  - Instructions for student to follow-up with Health Services/Workplace Health on the next business day.
- 5.3 An **Accident/Incident Reporting Form** located at: <http://www.uwo.ca/humanresources/docandform/forms/ohs/aiir.pdf> must be completed to document the incident. The clinical instructor, with the student and clinic support staff, must complete the form.
- 5.3.1 Clinic Support Staff will ensure the form is completed, signed and distributed as required. Clinic support staff must fax a copy of the form to Workplace Health at 519-661-2016 and Dr. S. Siu at 519-858-4692.

Date: January 24, 2013

Reference: The University of Western Ontario, Post-Exposure Prophylaxis for Needlestick and Puncture Wounds Protocol