

Procedures to Be Followed In The Event Of Workplace Injury: Windsor Campus

What to do in the event of injury involving patient body substances, fluids (e.g. needlestick or laceration injury) in the clinical setting.

A workplace injury includes exposure to communicable diseases and exposure such as puncture wounds, from the blood or body fluids of patients, or any other injury.

Although we expect all medical students to exercise universal precautions when dealing with patients, we know that occasionally accidents happen and you could be exposed to bodily fluids inadvertently.

Here's what you do if this happens to you:

TELL

1. Tell your immediate supervisor about the incident as soon as it occurs.
2. First Aid Treatment should be administered immediately.
 1. For Percutaneous/Puncture Wound injuries:
 1. Remove gloves
 2. Encourage bleeding from the wound, do not apply pressure on the site
 3. Wash the site with copious amounts of running water
 2. For Fluid Exposures to Mucous Membranes (eye, nose, mouth):
 1. Flush well with water
 2. Eye exposure must be flushed at an eye wash station
3. Clinical supervisors, responsible for the student, will work with the student in gathering as much information regarding the patient involved with the needle stick injury to determine evidence of blood-borne infection.
4. **Depending on where your injury takes place, please follow the guidelines, below**

GO

**University of Windsor Student Health Services for off-site or non-hospital related incidents
(Typically Pre-clerkship years 1 & 2)**

- Go immediately to Student Health Services located within the CAW Student Centre in room 242 to report the injury and receive treatment. You must provide a copy of the Accident/Incident Reporting Form completed by your supervisor at the site of the injury (off-campus). *Please refer to the 'document*

section' on page 3 for more information on site specific reporting forms. **EXCEPTIONS INCLUDE:**
Exposure to HIV, Hep C, etc., must be directed to the Emergency Department at Windsor Regional Hospital

- The student should identify him/herself to the receptionist as a Windsor campus medical student with a percutaneous or other injury. The receptionist will immediately arrange for consultation with one of the nurses. Please note that there can be a wait time for a nurse. Please wait until you see the nurse.
- The nurse will determine, in conjunction with the Director of Student Health, an appropriate course of management and will arrange for appropriate lab work, medication and follow-up as required.
- Additional medical history and accident particulars will be collected by the nurse during counseling.
- Follow up medical appointments will be arranged by the nurse and the injured student.
 - Student Health Services operates between 9:00 am and 5:00 pm (summer hours may vary).
 - **For injuries that occur after 4:00pm, the student must be directed to the Emergency Department at Windsor Regional Hospital**
 - Student to follow-up with Student Health Services on the next business day.
- Please inform the Assistant Dean, Learner Equity & Wellness (Undergraduate) or Learner Equity & Wellness Coordinator in order that we can support you through this process (519-253-3000 x 4312)

Emergency Department or Employee Health while in Hospital (Typically during Clerkship or Clinical Science Electives)

Windsor Regional Hospital (WRH)

- Trainee should immediately go to the Emergency Department for treatment.
- Student must complete an RL6 incident form and outline the details of the adverse event.
 - The RL6 submission will be electronically received by the Schulich support staff.
- As well, all workplace related injuries must be reported by the student, as soon as possible, to the Clinical Education Team Lead 519.254.5577 ext. 31064. UME Office will be made aware.
- Additional documentation as requested by the Clinical Education Team Lead, must be submitted within 48 hours of the incident.
- Follow up treatment, if indicated, will be managed by the University of Windsor, Student Health Services. Student to follow-up on the next business day and bring appropriate documentation.

Hotel-Dieu Grace Healthcare (HDGH)

- Student to contact security (ext. 72030) to receive first-aid services, if needed.
- Trainee should immediately go to the Emergency Department for treatment of a needlestick injury.
- An incident report will be completed by the student in collaboration with the Occupational Health Nurse (3rd floor, East Wing, Room 3320) and will be sent to Peggy O'Kane - Coordinator, Student Services (ext. 73935) and Renee Zimmerman – Safety Officer (ext. 77030)
- Peggy/Renee will forward the information to the Windsor Campus - Clinical Education Team Lead
- Additionally, all workplace related injuries must be reported by the student, as soon as possible, to the Clinical Education Team Lead 519.254.5577 ext. 31064. UME Office will be made aware.

- Additional documentation as requested by the Clinical Education Team Lead, must be submitted within 48 hours of the incident.
- Follow up treatment, if indicated, will be managed by the University of Windsor, Student Health Services. Student to follow-up on the next business day and bring appropriate documentation.

DOCUMENT

In ALL CASES, documentation must be submitted to the UME office within 48 hours of the incident. Depending on where the incident occurs, documentation will either be hospital specific, Schulich driven or a combination thereof. **The following information must be provided in the documentation:**

- Date of the incident
- Nature of the incident
- Location of the incident
- Name and contact info of the supervisor (phone, email)
- Student's social insurance number

Schulich incident forms can be found online at the following links:

https://www.schulich.uwo.ca/medicine/undergraduate/docs/clerkship-windsor/Accident_Incident_Report.pdf

https://www.schulich.uwo.ca/medicine/undergraduate/docs/clerkship-windsor/Letter_of_Authorization.pdf

[http://www.forms.ssb.gov.on.ca/mbs/ssb/forms/ssbforms.nsf/GetFileAttach/022-13-1352E~2/\\$File13-1352E.pdf](http://www.forms.ssb.gov.on.ca/mbs/ssb/forms/ssbforms.nsf/GetFileAttach/022-13-1352E~2/$File13-1352E.pdf)

Remember the following:

1. Immediately obtain and complete a copy of the **Workplace Occurrence Report (e.g. RL6)**, detailing the specific injury, from the OHSS office at the hospital/institution. Be sure to get the appropriate signatures.
2. **Letter of Authorization to Represent Placement Employer** (Ontario Ministry of Education and Training). This form is available in pdf format on the Year 3 web page. The student's supervisor must sign this form.
3. **Work/Education Placement Agreement / Post-Secondary** (Ontario Ministry of Education and Training). This form is available in pdf format on the Year 3 web page. The student's supervisor, the student, and the Clerkship Administrator must sign this form. Forms must be signed by both the student and the individual who was supervising at the time of the incident. The completed forms must be given to the Clinical Education Team Lead

REMINDER - The treatment and follow up of students who are injured as a result of their clinical placement will be provided by Student Health Services. Student should bring a copy of the Accident/Incident Reporting Form completed by your supervisor at the site of the injury (off-campus).