

Subcutaneous Puncture Protocol (Needlestick Puncture)

Effective March 26, 2021

Revised September 1, 2022

This protocol is to assist any student, faculty or staff member who receive a percutaneous blood borne injury (aka needle stick injury). It is the responsibility of the injured party to report their injury quickly to follow the steps outlined below.

During Workplace Health

Operating Hours (8:30am-4pm)

1. Wash the area immediately after the puncture has occurred (10-15 seconds with soap & water) and place a bandage if required.
2. Report the injury to your Supervisor:
Students = Faculty Instructor
Staff = Direct Supervisor
Faculty = Assistant Director, Clinical Affairs
3. Complete Western's [Accident/Illness/Incident \(All\) Reporting Form & Investigation Report](#)
4. Submit the completed report to the Clinic Coordinator. This report will be sent to Workplace Health.
5. Contact Kristine Brown, R.N. at Workplace Health (519)661-2111, extension 85472 to inform her of the injury. Kristine will provide instructions for the injured party to come to Workplace Health. If Kristine is unavailable, please contact Workplace Health Reception (519)661-2111, extension 85569. When possible the source patient should accompany the injured party to Workplace Health (in the Support Services Building on Western road).
6. If the source patient is unable to accompany the injured party to Workplace Health, provide them with the Source Patient Package (available in Dispensary) to obtain the recommended blood tests.
7. Workplace Health will continue to follow up with the injury party.

Outside of Workplace Health

Operating Hours (After 4pm)

1. Wash the area immediately after the puncture has occurred (10-15 seconds with soap & water) and place a bandage if required.
2. Report the injury to your Supervisor:
Students = Faculty Instructor
Staff = Direct Supervisor
Faculty = Assistant Director, Clinical Affairs
3. Complete Western's [Accident/Illness/Incident \(All\) Reporting Form & Investigation Report](#)
4. Submit the completed report to the Clinic Coordinator. This report will be sent to Workplace Health.
5. The injured party will proceed to University Hospital to obtain the necessary blood tests. When possible the source patient should accompany the injured party to University Hospital.
6. If the source patient is unable to accompany the injured party to Workplace Health, provide them with the Source Patient Package (available in Dispensary) to obtain the recommended blood tests.
7. The Clinic Coordinator will email Kristine Brown, R.N. to inform her of the injury to allow her to follow up with the injured party the next day.
8. Workplace Health will continue to follow up with the injury party.