

**UNDERGRADUATE MEDICAL EDUCATION**  
**SCHULICH SCHOOL OF MEDICINE & DENTISTRY**  
**PROCEDURES TO BE FOLLOW IN THE EVENT OF WORKPLACE INJURY:**

**WINDSOR CAMPUS**

**Date of last review:** UNK

**Revised:** December 2022

**Approved by the Curriculum Committee:** March 2023

**Next revision:** 2026

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 incidents (typically year 1 and 2 students)**

- 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, Hep B, must be directed to the Emergency Department at Windsor Regional Hospital**
- The student should identify themselves 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 Experience (Undergraduate) or Learner Experience Coordinator in order that we can support you through this process (519-253-3000 x 4312)

**Emergency Department or Employee Health while in Hospital (Clinical Learning; OCLO, LCE, clerkship and clinical elective students)**

**Windsor Regional Hospital (WRH)**

- Student should immediately go to the Emergency Department for treatment. Obtain the patient's name; the Employee Health Office can assist with obtaining your personal results.
- 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 Manager, Windsor
- 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. The Learner Experience Office will be made aware.
- Additional documentation as requested by the Clinical Education Team Lead, must be submitted within 48 hours of the incident. All documents are in Elentra under Infection Control.

**Hotel-Dieu Grace Healthcare (HDGH)**

- Student to notify Preceptor/Manager immediately following needlestick and the Schulich Windsor Campus – Clinical Education Team Lead (519) 254-5577 x31064 as soon as possible.

- A needlestick injury is to be reported to the Health Office located in the Tayfour Tower Basement M-F 8am-4pm. The name of the patient is required to request labs if applicable. The student will be directed to attend at Windsor Regional Hospital Emergency for baseline labs. The Health Office will coordinate to request patient labs if required.

or

- If a needlestick injury occurred outside of Health Office hours, the student is to attend directly at Windsor Regional Hospital Emergency for baseline labs. Report the needlestick to the Health Office x73360 as soon as possible. The name of the patient source is required to request labs if applicable. Health Office will coordinate to request patient labs if required.
- A needlestick injury must be reported in the Safety Reporting System (RL6) using the EMPLOYEE Incident/Hazard icon documenting the event as an "Affiliate". A system (Citrix) password is required to complete this. Contact your Preceptor/Manager or the Occupational Health and Safety Department x74152 to assist you with this.
- The Occupational Health and Safety Department will prepare a Needlestick Report and forward this along with the incident information and baseline labs to the HDGH Student & Volunteer Coordinator who will forward it to the Schulich Windsor Campus – Clinical Education Team Lead.
- 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 (mainly pre-clinical learners).

## **DOCUMENT**

**In ALL CASES, documentation must be submitted to the Clinical Education Team Lead and LEO 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 on Elentra under Infection Control. All forms must be submitted to Bianca Vasapolli within 48hrs of the injury.

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 clerkship page in Elenra. 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 on the clerkship page in Elenra. 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 – For Pre-clinical learners the treatment and follow up of students who are injured as a result of their clinical placement will be provided by Student Health Services.** Students should bring a copy of the Accident/Incident Reporting Form completed by your supervisor at the site of the injury (off-campus).