**Students Injured or Exposed in the Clinical Setting: Policy & Procedure**

**When a student is injured or exposed to potential infective agents in the clinical setting the student will immediately:**

1. The Student in the MN practicum must inform the nurse preceptor first, then Clinical Instructor of an incident. Failure to inform the Clinical Instructor immediately following an incident may result in the student being ineligible to return to their clinical placement, and may result in course failure ([see School of Nursing Regulation 8:](http://csdc.lakeheadu.ca/Catalog/ViewCatalog.aspx?pageid=viewcatalog&catalogid=26&chapterid=7355&topicgroupid=24218&loaduseredits=True)  [Unsafe/Unethical/Unprofessional Behaviour](http://csdc.lakeheadu.ca/Catalog/ViewCatalog.aspx?pageid=viewcatalog&catalogid=26&chapterid=7355&topicgroupid=24218&loaduseredits=True)).
2. Obtain first aid, be assessed and treated (if required) by a healthcare provider. If unsure, err on the side of caution and be seen. Students must declare the incident as pertaining to their role as a learner in the clinical setting when they present for assessment and/ or treatment.

**The Clinical Instructor will:**

Ensure that the following are completed by the Preceptor/Clinical Instructor and injured/exposed student, and the Course Faculty Lead is notified, within 24 hours:

* + Notify the clinical organization of the incident. Complete their required organizational paperwork (make a copy for LU), contact their Occupational Health and Safety Department (or hospital supervisor after hours), and follow their organizational policy and procedure guidelines for clinical incidents.
  + Complete Lakehead University’s Clinical Incident Form (see below) and provide electronically to Clinical Coordinator [(placements.nurs@lakeheadu.ca)](mailto:(placements.nurs@lakeheadu.ca) within 24 hours of the incident.

**The Clinical Coordinator will, upon notification of an incident:**

1. Contact the Occupational Health and Safety Officer (or appropriate designate) at the practice site to request a copy of the organizational report.
2. Contact the Office of Human Resources - Health and Safety at Lakehead University via e-mail. The completion of an accident form and WSIB claim are required to be completed within 72 hours of the injury or exposure. The Human Resources Officer will contact the student to follow up on the incident as necessary.

Approved: February 2019; Revised: April 2021; Next Review: April 2023

**Clinical Incident Form**

**Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Course #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Placement Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Incident: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Clinical Instructor Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Reason for report**:

**Actions carried out at the time of the incident**:

**Discussion to promote learning for student:**

**Plan of action for student and recommendations of Clinical Instructor and/or Faculty member:**

Clinical Instructor Name:

Clinical Instructor Signature: Date:

Faculty Name:

Date:

Faculty Signature:

***Note:*** *Clinical Instructor to complete this form as soon as possible following any incidents and send to the course lead/ faculty member. In all cases the form is to be sent to the Year Coordinator. In the event of injury/ exposure, the Faculty Member must also copy or send this form to the Clinical Coordinator at* [*placements.nurs@lakeheadu.ca*](mailto:placements.nurs@lakeheadu.ca)