

**LAKEHEAD UNIVERSITY  
SCHOOL OF NURSING**

**STUDENTS INJURED OR EXPOSED IN THE CLINICAL SETTING:  
POLICY & PROCEDURE**

**1.0 PREAMBLE**

**2.0 POLICY**

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

1. Inform their Clinical Instructor in years 1, 2, and 3. In fourth year, students must inform the nurse preceptor first, then Clinical Instructor. 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: Unsafe/Unethical/Unprofessional Behaviour](#)).
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:**

1. 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.
2. 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.
3. 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; Revised: May 2023; Next Review: April 2025

(Please see Clinical Incident Form below)

**Lakehead University and Confederation College**  
**Bachelor of Science in Nursing Program**  
**Student Injury or Exposure While in Clinical Placement**  
**Policy and Procedure**

**When a student is injured or exposed to potential infective agents, the student will immediately (within 24 hrs):**

1. Inform their Clinical Instructor in years 1, 2, and 3. In 4<sup>th</sup> year inform Preceptor first then Clinical Instructor.
2. Obtain first aid, be assessed and treated (if required) by a health care provider. If unsure, err on the side of caution and be seen.

**The Clinical Instructor will:**

1. Ensure that the following are completed by the Preceptor/Clinical Instructor and injured/exposed student:
  - Advise the clinical organization of the accident. Complete their required organizational paper work (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.
2. Notify the Course Faculty Lead.

**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 may be required (MUST occur within 72 hours of the injury). The Human Resources Officer will contact the student to follow on the incident as necessary.

**Lakehead University and Confederation College**  
**Bachelor of Science in Nursing Program**  
**Clinical Incident Form**

Student Name: _____	COURSE #: _____
Clinical 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 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Faculty Name: \_\_\_\_\_

Faculty Signature: \_\_\_\_\_ Date: \_\_\_\_\_