

# Protocol for Injuries, Incidents and Exposures

## Seek Appropriate Medical Attention and/or First Aid

Notify Instructor, Preceptor, Unit Manager/Agency and Course Co-ordinator

AT AHS  
AGENCY

- To report all **blood and body fluid/communicable disease** exposure please call the Incident Reporting Line **1-855-450-3619 ext 4**
- To report all **other injuries**, Preceptor /Instructor/ Primary nurse are to access **MySafetyNet**  
<https://mysafetynet.albertahealthservices.ca/prd/portalregistration/login.rails?language=English>

**Note:**

Students are to be treated the same as AHS Staff as per AHS Document #1111  
<https://extranet.ahsnet.ca/teams/policydocuments/1/clp-ahs-pol-occupational-exposure.pdf>

ANY  
NON-AHS  
AGENCY

AGENCY  
HAS  
OH&S

- Call Agency's Occupational Health and Safety (OH&S)
- Follow directions given by OH&S staff
- If OH&S isn't available then follow the flow sheet as if Agency has no OH & S

AGENCY  
HAS NO  
OH&S

- Follow the directions as if you were on campus

ON  
CAMPUS

- CALL** Campus Security **403-220-5333**
- FROM 0900 - 1600**  
Have Instructor call the SU Wellness Centre at **403-210-9355** to notify them you are on your way
- FROM 1600-0900**  
Call Health Link at **811** and follow directions

- Ensure that you indicate to all Health Care Professionals that you are in contact with, that this is a work related incident (students in Alberta are considered workers for WCB purposes)
- Ensure you receive copies of any paperwork and reports that are filled out
- Ensure that you have received appropriate counselling and had all questions and concerns addressed
- Know --- WHEN, WHERE and with WHOM to follow up

- Arrange a time, within 24 hours, to meet with the Course Coordinator to complete the Worker's Compensation Board (WCB) reports and U of C Online Accident Reporting System (OARS) report. Bring with you copies of any paperwork that has already been filled out
- Together the Course Coordinator and the Student fill out WCB and OARS reports. Please note, one OARS report and two WCB reports (Employer and Employee) should be initiated

WCB Reports

OARS Report

- If WCB forms have NOT been filled out, they need to be completed immediately
- Two reports need to be filled out, the Employee (student) and the Employer (U of C, Faculty of Nursing) Forms and directions can be found at  
[http://www.ucalgary.ca/safety/oars#quickset-field\\_collection\\_quicktabs\\_2](http://www.ucalgary.ca/safety/oars#quickset-field_collection_quicktabs_2)  
Please refer to WCB reporting tab

**Note:** The Employer and Employee forms should both be faxed to **WCB** and sent to the Coordinator, Undergraduate Programs, for placement on the student file  
A copy of the Employer form should be given to the student for their records

For online form and directions, please go to <http://ucalgary.ca/safety/oars> and click on "**Enter OARS to Create, View or Edit an Accident Incident Report.**" Enter through My U of C. Then click on "Create New Incident Report"

- On Page 1, NPCC identifies themselves as the **Supervisor for the Person Reporting Incident** and the Student is identified as the **Person Involved or Affected**
- Also on Page 1, the Associate Dean, Practice Education **or** the Associate Dean, Graduate Programs (depending on the Program) email address should be included in the additional notification box. On Page 6 of the report, this individual should be identified as the Second Higher Authority
- Note:** Most incidents are classified as Level 2 where medical care goes beyond first aid i.e. consultation with a Health Care Professional