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 any blood and body fluid/communicable disease exposure, please call the Incident Reporting Line 1-855-450-3619 ext 4.
  - To report any other injuries, Preceptor /Instructor/ Primary nurse are to access MySafetyNet at 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/qp-ahs-pol-occupational-exposure.pdf

- **Any Non-AHS AGENCY**
  - 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

- **Call Campus Security 403-220-5333**

- **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

**Note:**
- 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 business hours, to connect by email or meet in person or by zoom with the Course Coordinator to complete the Worker’s Compensation Board (WCB) report. The NPCC will complete the (OARS) report.**

**The NPCC will sent out both forms (WCB and OARS reports). Please note, one OARS report and two WCB reports (Employer and Employee) should be initiated.**

**WCB Reports**

- 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

**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

**OARS Report**

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

January 24, 2023