

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 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
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

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