



MCCCD Healthcare Programs Credit/Clock Hour Accident, Injury, and Exposure Guidelines

Instructions:

Below are the steps to complete when a student is involved in an accident, injury or exposure either on campus or at a clinical setting. This document should be used in conjunction with the MCCCD Student Injury/Exposure Incident Report Form to ensure all procedural steps have been taken and all appropriate parties have been notified.

Students, Instructors, and/or Program Directors should also refer to MCCCD Student Accident Insurance Plan website and/or Allied Health, Nursing, or Dental Policies and Procedures Manual.

STEP 1	INSTRUCTIONS: Immediately: Student reports the incident to the clinical site preceptor/ supervisor. If the student is on campus, they should report the incident to the instructor.	DATE COMPLETED	TIME COMPLETED	INITIALS
	IMPORTANT NOTES: Student should follow the clinical site process and not delay treatment or medical attention if at a clinical site. While on campus, students will follow MCCCD reporting process.			
STEP 2	INSTRUCTIONS: Immediately: Student is informed to seek medical triage and treatment	DATE COMPLETED	TIME COMPLETED	INITIALS
	IMPORTANT NOTES: Student is informed they are responsible for all costs related to exposure, triage, and treatment. Treatment must be rendered within 120 days from the incident date for benefits to be considered but may be shorter depending on the type of exposure. Student must refer to the Student/Injury Exposure Incident Report Form for specific timelines for testing following an exposure. Should the student refuse medical treatment, testing, or triage, the student will need to sign the declination of care on the MCCCD Student/Injury Exposure Incident Report Form.			
STEP 3	INSTRUCTIONS: Student reports the incident to Program Instructor and/or Director within 24 hours	DATE COMPLETED	TIME COMPLETED	INITIALS
	IMPORTANT NOTES: MCCCD Instructor or Program Director will direct the student to the MCCCD			

	Student/Injury Exposure Incident Report Form.			
STEP 4	INSTRUCTIONS: Student downloads and completes the MCCCDC Student Injury/Exposure Incident Report Form	DATE COMPLETED	TIME COMPLETED	INITIALS
	IMPORTANT NOTES: MCCCDC Instructor or Program Director will assist the student in completing the MCCCDC Student/Injury Exposure Incident Report Form as needed. MCCCDC Instructor or Program Director will retain a copy of the report for the student file and the student will be provided a copy as well. For insurance and claims processes, refer to the MCCCDC Student Accident Insurance Plan for the current academic year.			
STEP 5	INSTRUCTIONS: Instructor or Program Director follows up with all parties to ensure the reporting processes have been completed.	DATE COMPLETED	TIME COMPLETED	INITIALS
	IMPORTANT NOTES: If the incident occurred at the clinical site, the Instructor or Program Director should follow-up with the Clinical Preceptor or supervisor.			
STEP 6	INSTRUCTIONS: Instructor/Program Director conducts a follow up with the student every 30 days (up to 120 days) to ensure we are providing the appropriate level of support to the student while in their academic program.	DATE COMPLETED	TIME COMPLETED	INITIALS
	IMPORTANT NOTES: Identify if the student is progressing in the submission of forms and documents if they need any college level resources such as DRS, Financial Aid, Veterans Affairs, Admissions and Records, Advising, and Tutoring. Instructor/Program Director should not be discussing medical care or treatments and should make every effort to maintain strict confidence.			

STEP 7	INSTRUCTIONS: File all incident reports in a secure student file or file with your Campus Security.	DATE COMPLETED	TIME COMPLETED	INITIALS
IMPORTANT NOTES: Contaminated needlestick/sharps injuries are considered sensitive cases, due to the potential for a blood-borne disease. For employees, per OSHA, blood-borne pathogen exposure and the possible subsequent treatments require documentation in a separate restricted access medical record. Confidentiality is a must. Although OSHA, does not govern student activities/school work, the same protections should be afforded students. The injury report should be kept in a location that has limited access to large numbers of employees. Best Practices should include: <ol style="list-style-type: none"> 1. Ensuring that all employees that have access to student records are current on FERPA training. 2. Volunteers, if utilized, should not have access to students records. 3. Ideally, the department chair would create an internal folder and all needlestick injury reports would be kept in that folder for at least five years from the date of injury. (This is a different length of time than for employees which is the duration of employment + 30 years) 4. DO NOT ask for or take receipt of post-exposure test results from the affected student(s). Tell them that you do not need a copy, nor do they need to tell you the results. 				