

Policy Name: Reporting Incident/Accident
Approving Authority: Health and Safety Committee

Policy # HS-003
Approval Date: 12/18/2023
Date Last Reviewed: 12/18/2023
Next Review Date: 12/2024

Statement

The Reporting Incident/Accident Policy of Beal University Canada (“BUC” or the “University”) provides direction when an adverse event occurs in laboratory or clinical practice that involves a student. The Health and Safety Committee will review this policy annually.

Purpose

The purpose of this policy is to provide guidelines related to the reporting and dissemination of information about incidents and/or accidents, which may occur in the laboratory and clinical practice to students, faculty, and staff.

Roles and Responsibilities

All students and faculty in the BScN Program are required to adhere to this policy. The Nursing Faculty are responsible for the implementation of this policy. The Dean of Nursing has oversight responsibility for this policy.

Policy

The first action is to follow the clinical placement site and/or University policy and to report adverse events according to the University Incident reporting. A clear process for reporting and follow up of an adverse event involving a student that occurs during laboratory or clinical practice is needed to ensure students, clinical instructors, and preceptors have clarity in reporting adverse events and minimize harm beyond clinical placement site expectations to the University. Faculty, Clinical Instructors and students are responsible for knowing the protocol and guidelines within the clinical placement site, and the Incident Reporting policy for reporting adverse events.

Related Policies and Documents

HS-002 Health and Safety Policy

Addendum: Reporting Incident/Accident Process & Reporting Requirements

Addendum: Accident/Incident Report

Addendum: Communications Safety Incidents Chart

Addendum

Reporting Incident/Accident Process & Reporting Requirements

Process

1. All adverse events must be reported to the Clinical or Laboratory Instructor, Preceptor, and charge nurse immediately.
2. All adverse events including critical exposure require reporting according to clinical placement site policy and University policy via the online Incident Report Form. See Addendum - Communications Safety Incidents Chart.
3. All events of critical exposure (blood and body fluids) require the student to follow the Universal Precautions Protocol.
4. All incidents must be discussed with the student and placed in the student's file.
5. All injuries involving a critical exposure (Blood and Body Fluid) are followed up through the clinical placement site and/or University policy.
6. All critical exposure that occurs in laboratory or clinical areas require students to report to the nearest Emergency Department (ER) within 2 hours. Reporting of the exposure in ER may also require the completion of the additional forms that are beyond the scope of this policy.

Reporting requirements

1. All Clinical Instructors or Lab Instructors and students are required to follow clinical placement site policy.
2. All Clinical Instructors or Lab Instructors must report the incident to the Clinical Placement and Lab Coordinator who informs the Dean immediately if there is a risk or injury or at the first business day if the situation is stable.
3. All adverse events and critical exposure incidents if needed, may require follow-up with the faculty involved to provide a safe environment for patients, students and faculty.
4. All consultation with the students which includes debriefing and reflective practice aspects of the adverse event occurs at an appropriate time with the Clinical Instructor, Lab Instructor, Clinical Placement and Lab Coordinator or Dean of Nursing.

Addendum

ACCIDENT/INCIDENT REPORT

| CHECK ONE | | |
|----------------------------------|----------------------------------|--------------------------------|
| Student <input type="checkbox"/> | Visitor <input type="checkbox"/> | Other <input type="checkbox"/> |

Name: _____

Date of Birth: ____/____/____

Address: _____

Phone #: _____ BUC Student #: _____

Date: ____/____/____ Time: _____ AM/PM

Type Incident: _____

Location of incident and How it Happened:

Details of incident:

Description of Injury:

Medical Attention Required: Yes _____ No _____

If Yes by Whom: _____

Witness(es) if any:

Signature: _____

Date: ____/____/____

OFFICE USE ONLY

First Reported To: _____

Time: _____ AM/PM

Date: ____/____/____

Communication of all incidents at the health care sites will be communicated by the clinical instructor and followed up, if necessary, by the Dean of Nursing who will notify the Director of Compliance, Health, and Safety, chair of this committee.

Communication – Safety Incidents

