Intent / Purpose

- Outline the actions for Post-Secondary Institution (PSI) Student or Educator to take in the event of a musculoskeletal injury or exposure to hazardous substances, including exposure to bloodborne pathogens, during a practice education experience within a Health Care Organization (HCO).

Definitions

Refer to: *Standard Terms and Abbreviations*

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Bloodborne disease</strong></td>
<td>“...caused by pathogenic microorganisms, which exist in blood and other body fluids. Bloodborne pathogens are microorganisms such as viruses or bacteria that are carried in blood and can cause disease in people...Bloodborne pathogens [...] can be transmitted through contact with the infected blood or other potentially infectious body fluids.”¹</td>
</tr>
<tr>
<td><strong>Exposed</strong></td>
<td>“The person who has been exposed to blood and/or body fluids of another person”²</td>
</tr>
</tbody>
</table>
| **Exposure – Blood and Body Fluids**      | “An event where a person is exposed to potentially infectious blood or bodily fluids through one of the following:
- Percutaneous exposure through puncture of skin by needlestick or another sharp object
- Permcosal exposure through contact with mucous membranes
- Non-intact skin exposure through eczema, scratches, and damaged skin”³ |
| **Exposure – Communicable disease**        | “Direct or indirect contact with a person who has an unknown, suspected, or known infection with a communicable disease. Can occur through (but not limited to) percutaneous, permucosal, dermal, respiratory, or digestive route”⁴ |
| **Exposure – Hazardous substance**         | “The condition of being subject to an infectious disease through contact with an infected person or a contaminated environment.”⁵ |
| **Exposed** to **Hazardous substance**     | “Contact with a hazardous material through the skin, respiratory tract (inhalation), digestive tract (ingestion), or mucosal membranes (eye, nose, mouth)”⁶ |

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**Practice Education Guidelines for BC**

**Injury and Exposure During Practice Education Experience**

**Hazardous substance**

"... includes a controlled product and a chemical, biological or physical agent that, by reason of a property that the agent possesses, is hazardous to the safety or health of a person exposed to it"

Controlled products: "any product, material, or substance included in any of the classes listed in Schedule II of the Controlled Products Regulation" (compressed gas, flammable and combustible material, oxidizing material, poisonous and infectious material, corrosive material, dangerously radioactive material).

Chemical agent: "a mist, a vapour, a gas, fumes, or dusts of a chemical compound or a mixture of chemical compounds that present a hazard to the health of any person exposed to it."

Biological agent: "an animal, an insect, a parasite or a micro-organism, such as moulds, fungi, viruses, rickettsiae, or bacteria, that present a hazard to the health of any person who comes into contact with it."

Physical agent: "an ionizing or non-ionizing radiation, a vibration, a noise, and an extreme temperature or pressure that presents a hazard to the health of any person exposed to it."

**Health and Safety Standards**

All Applicable Laws, standards of practice and codes of ethics issued by any professional regulatory body, and all rules, policies and regulations in place at the HCO or its Facilities that apply to the Students or Educators at the Facilities, any of which relate to workplace safety, the delivery of Health Care Services or the health and safety of HCO Clients or Workers.⁸

**Injury - Musculoskeletal**

"...an injury or disorder of the muscles, tendons, ligaments, joints, nerves, blood vessels or related soft tissue including a sprain, strain and inflammation, that may be caused or aggravated by work."⁹

**Routine practices**

"A comprehensive set of infection prevention and control measures that have been developed for use in the routine care of all patients at all times in all healthcare settings. Routine practices aim to minimize or prevent healthcare-associated infections in all individuals in the healthcare setting, including patients, healthcare workers, other staff, visitors and contractors."¹⁰

Examples of routine practices: education, hand hygiene, sharps safety, personal protective equipment, routine cleaning, safe handling of food.¹¹

**Source**

"The person whose blood or body fluids were inoculated or splashed onto the exposed person. The source may not always be identifiable."¹²

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¹² Ibid. Pg. 9 & 26.
Practice Education Guidelines

The risk of exposure to communicable diseases and actions to take in the event of exposure are addressed in the Practice Education Guidelines – Communicable Disease Prevention and Communicable Disease Outbreaks.

PSIs have ‘work-related’ illness and injury insurance coverage under the Workers Compensation Act (BC)\(^\text{13}\), or equivalent coverage, for Students and Educators while taking part in a practice education experience (such as WorkSafeBC work-related injury or disease coverage\(^\text{14}\); University, College, and Institute Protection Program accidental death and dismemberment coverage)\(^\text{15,16,17}\) or ensure out-of-province/out-of-country Students are advised to obtain their own medical, accident, and hospital expense insurance (commonly known as Visitors to Canada Insurance).\(^\text{18}\)

HCOs have control measures in place to eliminate the risk of injuries and the risk of exposures in the practice education setting such as an occupational health and safety program\(^\text{19}\) and infection prevention and control practices and precautions.\(^\text{20}\)

PSIs provide education to Students on basic workplace health and safety practices (see PEG Orientation – Students).\(^\text{21}\)

PSIs take reasonable steps to ensure Students and Educators comply with all Health and Safety Standards.\(^\text{22}\)

Students and Educators promptly report any practice education-related injury or exposure by following both PSI and HCO protocols and completing all relevant documentation (see PEG Safety Event/Incident Reporting; Appendix A Guidelines for Completing Worker’s Incident and Injury Report (Form6) for Students23; Appendix B Guidelines for Completing HLTH 2339 Form for Students24; or other PSI or HCO-specific forms).

PSIs report to HCOs any incident taking place within the HCO involving its Students or Educators that causes or compromises the mental or physical health and safety of HCO Clients or Workers, or members of the public, including breaches of the Health and Safety Standards (see Educational Institution Affiliation Agreement Template).

HCOs could suspend or exclude a Student or Educator from the practice education setting either temporarily (pending investigation) or permanently where the HCO or PSI has identified that the Student or Educator failed to comply with the health and safety standards. (see Educational Institution Affiliation Agreement Template).

Roles, Responsibilities and Expectations

Post-Secondary Institutions

- Maintain appropriate insurance coverage for Students and Educators while taking part in a practice education experience.
- Advise Students travelling out of province or out of country to obtain their own medical or accident insurance before the beginning of the practice education experience.25
- Establish and communicate policies, standards, guidelines, and protocols for practice education-related accidental injury, illness, and/or exposure to Students and Educators.
- In the event of an injury or exposure, ensure all relevant documentation is completed and sent (for example, to WorkSafeBC or equivalent insurer, and student health or equivalent services).

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Practice Education Guidelines for BC
Injury and Exposure
During Practice Education Experience

- Maintain a record of reported practice education-related injuries, illnesses, and exposures:
  - Investigate and analyze reported incidents.
  - Analyze trends and practices for opportunities to improve the education program.
  - Plan and implement corrective action to prevent similar incidents in the future.
  - Alert the HCO to any safety hazards or practices made aware of through practice education experiences or through any follow-up of reported incidents.

- Treat all communication and documentation pertaining to Student or Educator injuries and exposures as confidential.

- Contact HCO Practice Education Coordinator when questions arise from Students and Educators about processes and practices related to Student injury, or exposure to hazardous substances, including exposure to bloodborne pathogens.

Students

- Obtain medical or accident insurance when attending a practice education experience from outside of BC or Canada.26

- Complete relevant HCO orientation modules, certifications, and/or learning activities related to workplace health and safety practices (see PEG Orientation – Students; PEG Orientation On-Site Post-Secondary Institution Educators).

- Use safe work practices for preventing musculoskeletal injuries.

- Correctly use routine practices including personal protective equipment and safety engineered sharps when there is a potential for an exposure to hazardous substances, such as bloodborne pathogens (see PEG Communicable Disease Outbreaks).

- Promptly report any witnessed, discovered, or involvement in a patient safety incident or safety hazard to the PSI Educator or HCO Supervisor/Worker. (see PEG Safety Event/Incident Reporting).

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• In the event of a musculoskeletal injury\textsuperscript{27}:
  - Promptly report the injury to the PSI Educator and/or HCO Supervisor.
  - Seek first aid and/or Emergency Room medical care, if needed, according to the HCO and PSI protocols.
  - Seek medical attention from family doctor, nurse practitioner, or other healthcare professional, if needed.
  - Use the PSI process for recording and reporting 'work-related' injuries.
  - Notify the practice education setting manager of injury, when appropriate, and actions taken.
  - Complete relevant PSI forms, including the report to WorkSafeBC, or equivalent insurer (see Appendix A as example form).

• In the event of an exposure to a hazardous substance:
  - Follow the HCO protocol for removing or moving away from source of exposure, cleaning the exposed and/or injured area based on the nature of the hazardous substance, seeking first aid and/or Emergency Room medical care, if needed.
  - Promptly report to:
    - PSI Educator and/or HCO Supervisor
    - person in charge of the practice education setting
  - Use the PSI process for recording and reporting 'work-related' injuries.
  - Complete relevant PSI forms, including the report to WorkSafeBC, or equivalent insurer (see Appendix A as example form).

• In the event of an exposure to blood or body fluids capable of transmitting bloodborne pathogens:\textsuperscript{28,29}
  - Follow the HCO protocol for cleaning the injured and/or exposed area, and contacting the First Aid Attendant.
  - Promptly report to:
    - PSI Educator and/or HCO Supervisor
    - person in charge of the practice education setting


\textsuperscript{28} Ibid.

Complete relevant blood and body fluid exposure form(s) with help from the PSI Educator and/or HCO Supervisor as needed (see Appendix A & Appendix B as example forms).

Proceed to the nearest Emergency Department or health unit, ideally within 2 hours of exposure, to be assessed and treated as needed.

Identify self as both an exposed healthcare Worker and as a Student of a PSI to Emergency personnel.

Follow treatment instructions by Emergency Room physician.

Use the PSI processes for recording and reporting 'work-related' injuries.

Complete relevant PSI forms, including the report to WorkSafeBC, or equivalent insurer.

Bring copies of relevant blood and body fluid exposure form(s) to follow-up appointments.

Take part in follow-up incident debriefing, as appropriate.

**Health Care Organizations**

Confirm the PSI has 'work-related' illness and injury insurance coverage under the Workers Compensation Act (BC)\(^{30}\), or equivalent coverage, for Students and Educators.

Ensure Students and Educators from outside BC or Canada sign a waiver/release form confirming that the HCO assumes no liability for injuries sustained by the Student or Educator during the practice education experience and that the HCO will not be held responsible for such injuries.\(^{31}\)

Ensure control measures and safe work procedures are in place to eliminate the risk of injuries and the risk of exposures such as an occupational health and safety program and infection prevention and control practices and precautions.

Establish and communicate policies, standards, guidelines, and protocols for workplace safety and managing 'work-related' injuries and exposures.

Treat all communication and documentation about Student or Educator injuries and exposures as confidential.

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In the event of a Student or Educator musculoskeletal injury:
- Provide first aid and Emergency Room medical care to the Injured as needed.

In the event of a Student or Educator exposure to a hazardous substance:
- Assess the safety and exposure risk to Clients, Workers, and public.
- Provide direction to the Exposed.
- Provide first aid and Emergency Room medical care to the Exposed as needed.

In the event of a Student or Educator exposure to blood or body fluid:
- Assess the Source risk/exposure risk.
- Notify the Source’s Most Responsible Physician/Nurse Practitioner when appropriate and possible.
- Provide direction to the Exposed.
- Provide first aid and Emergency Room medical care to the Exposed as needed.
- Distribute copies of forms and test results accordingly.
- Do not release Source lab results information to the PSI, the Student, or Educator.

- Complete incident investigation, as appropriate.
- Consult with relevant HCO departments when questions arise from PSIs about processes and practices related to Student injury, or exposure to hazardous substances, including exposure to bloodborne pathogens.

**PSI Educators / HCO Supervisors**

- Follow HCO and/or PSI protocols for 'work-related' injuries and exposures.
- Assist the Student to:
  - Obtain first aid.
  - Seek Emergency Room medical care where appropriate.
  - Complete all relevant forms.
- Support and guide the Student through the process.
- Inform the practice education setting manager of the incident, resulting injury or exposure, and actions taken.
- Treat all communication and documentation about the Student’s injury and/or exposure as confidential.
- Take part in follow-up debriefing and incident analysis, as appropriate.
References and Resources


## Guideline Review History

<table>
<thead>
<tr>
<th>Version</th>
<th>Date</th>
<th>People Responsible</th>
<th>Brief Description (reason for change)</th>
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<tbody>
<tr>
<td>1</td>
<td>March 2007</td>
<td><strong>Authors/Editors:</strong> Carol A. Wilson (BCAHC), Barb Collingwood (BCAHC)</td>
<td>Reviewers: Practice Education Committee of the BC Academic Health Council (Grace Mickelson, Chair)</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Created as new guideline, separate from adverse event reporting. Refined content to align with title of response and reporting. Updated content/process. References updated, including PSI policies for injury reporting.</td>
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<tr>
<td>2</td>
<td>March 2013</td>
<td><strong>Editors:</strong> Diana Campbell (VIHA) Andrea Starck (NHA) Heather Straight (VCHA) Debbie McDougall (BCAHC) Carmen Kimoto (VCC)</td>
<td></td>
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<tr>
<td></td>
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<td></td>
<td>Update definitions and references Expanded to include: - all types of hazardous substance exposures (and not limited to BBF) - expectation of insurance coverage and measures to prevent injury and/or exposure Linked to other related PEGs Added WorkSafeBC form example</td>
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<tr>
<td>3</td>
<td>March 2021</td>
<td><strong>Editor:</strong> Carol A. Wilson (PHSA)</td>
<td></td>
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</table>
Appendix A
Guidelines for Completing **Worker’s Incident and Injury Report (Form6)** for Students

**APPLICATION FOR COMPENSATION AND REPORT OF INJURY OR OCCUPATIONAL DISEASE**

For your convenience, WorkSafeBC offers three options for reporting a work-related injury and filing a claim:
1. **Call our Teleclaim Centre** — The fastest and easiest way to report an injury and file a TIME-LOSS CLAIM is to call us at 1.888.WORKERS (1.888.967.5377). One of our knowledgeable representatives will take your information over the phone, explain the process, and refer you to services to aid with your recovery and return to work. Teleclaim is available Monday to Friday, from 8 a.m. to 8 p.m.
2. **Report your injury online** — Go to worksafebc.com and select “Report injury or illness” to input your information. You can submit your online report and, once submitted, you can follow the status of your claim online.
3. **Submit the paper form** — Clearly PRINT your information on the form below, sign it, and submit it by fax or mail.
   
   **For assistance, please call:**
   - A. Claims Call Centre at 604.231.8888 or toll-free across Canada at 1.888.967.5377, Monday–Friday, 8 a.m. to 6 p.m.
   - B. The BC Legislature provides impartial advisers on all workers’ compensation matters. The Workers’ Advisers Office is independent and separate from WorkSafeBC and provides free advice and assistance to help injured workers with their claims. They have offices throughout the province and can be contacted at http://gov.bc.ca/workersadvisers or by telephone: Lower Mainland 604.713.0360, toll-free 1.800.603.4201; Vancouver Island 250.592.4393, toll-free 1.800.891.4966; Interior 250.717.2096, toll-free 1.800.893.8993.

**Information about you**

- **WorkSafeBC claim number (if known)**
- **Customer care number (if known)**
- **First name**
- **Middle initial**
- **Gender** (M, F)
- **Date of birth (yyy/mm/dd)**
- **Personal health number (from BC CareCard)**
- **Social insurance number**
- **Address line 1**
- **Address line 2**
- **City**
- **Provinces/state**
- **Country (not Canada)**
- **Postal code/sip**
- **Phone number**
- **Business phone number (please include area code)**
- **Extension**
- **Do you rent or own?**
- **What is your dominant hand?**
- **Height**
- **Weight**
- **Date of injury**
- **Place of injury**
- **Type of business (if known)**
- **Operating location (if known)**
- **Address line 1**
- **Address line 2**
- **City**
- **Province/state**
- **Country (not Canada)**
- **Postal code/sip**

**Information about your employer**

- **Employer organization name**
- **Type of business (if known)**
- **Operating location (if known)**
- **Address line 1**
- **Address line 2**
- **City**
- **Province/state**
- **Country (not Canada)**
- **Postal code/sip**
- **Employer contact last name**
- **First name**
- **Employer phone number (please include area code)**
- **Extension**
- **Enter “Student discipline”**

Primary person within PSI to contact about claim

PSI and Program name (not HCO or worksite name)
Appendix B
Guidelines for Completing HLTH 2339 Form for Students

Enter "Student discipline"

PSI's or PSI Educator's phone number

Enter Student's primary care provider

Enter PSI student health services (if applicable)

Distribution of copies:

<table>
<thead>
<tr>
<th>HLTH 2339</th>
<th>Management of Percutaneous or Per mucosal Exposure to Blood and Body Fluid/Laboratory Requisition (Ministry of Health, Rev. 2016/06/27)</th>
<th>To Student</th>
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<tr>
<td>HLTH 2340</td>
<td>Management of Percutaneous or Per mucosal Exposure to Blood &amp; Body Fluid: Letter for Follow-Up Physician (Ministry of Health, Rev. 2016/06/27)</td>
<td>WHITE copy</td>
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