

Body Fluid/Needle Stick Incident/Exposure Report Form

Instructions: This form is to be used to report needle stick/sharps injuries/body fluid exposures to HSOP faculty, staff and students. Complete this form and return it to the Director of Experiential Learning or supervisor/Department Head (if faculty or staff) within 24 hours of the injury or exposure.

Name of person exposed/injured: _____

AU ID#: _____ Contact #: _____

Email address: _____

Today's date: _____

EXPOSURE

Date of exposure: _____

Time of exposure: _____

Brief description of exposure: _____

TYPE OF INJURY/EXPOSURE:

- Needle
- Lancet
- Glass
- Blood or other body fluid
- Other (specify) _____

LOCATION WHEN EXPOSURE OCCURRED:

- PPE-patient's home/residence
- Community health fair or other event
- APE site (specify) _____
- Other: _____

THE EXPOSURE OCCURRED:

- Before use of the sharp
- After use of the sharp
- During use of the sharp

INVOLVED BODY PART (STUDENT):

- Arm (but not hand)
- Face/head/neck
- Hand
- Leg/foot
- Torso (front or back)

Student's Medical Provider: _____

Date provider seen: _____

Patient/Source information:

Name: _____

Contact information: _____

Source's Medical Provider: _____

TO BE COMPLETED BY HSOP/OEL STAFF: Date of source testing: _____

Additional information/follow-up with student if necessary: _____

Procedure for post-exposure medical evaluation and follow-up (see AUHSOP Body Fluid Exposure/Needle Stick Policy and Procedure for complete instructions)

1. Immediately cleanse the wound or mucus membranes with soap and water or if contact is the eye(s), flush with water for several minutes
2. Contact the appropriate HSOP personnel
 - a. PPE: Director of PPE Program, PPE mentor and/or Director of Experiential Learning
 - b. APE site: Preceptor, Faculty Regional Coordinator and/or Director of Experiential Learning
 - c. Community/campus event: Event coordinator or faculty preceptor/mentor

Note- If the exposure involves a known HIV positive source, seek immediate medical attention since, if indicated, post-exposure prophylaxis should begin within 2 hours of exposure

3. Seek medical attention
 - a. PPE: Seek evaluation through the student health center, your physician of choice or nearest urgent care center or emergency department.
 - b. APE site: Seek evaluation through the organization's employee health center or other employee sponsored sites or, if directed by the site, seek evaluation at your physician of choice or the nearest urgent care center or emergency department.
 - c. Community/campus event: Seek evaluation through the student health center, your physician of choice or nearest urgent care center or emergency department.
4. When you arrive for care post exposure, inform the provider of the exposure to potential blood borne pathogen(s). All care received (lab testing, prophylactic medications, if indicated, etc.) will be billed through your personal insurance and you may be responsible for any co-pays or other out of pocket expenses.
5. Source testing (testing of the patient) will be requested by an HSOP faculty member.