

LOS ANGELES COUNTY COLLEGE OF NURSING AND ALLIED HEALTH POLICY & PROCEDURE MANUAL

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| Subject: ILLNESS OR INJURY | | Original Issue Date: September 10, 2009 | Policy #: 521 |
| | | Supersedes: March 26, 2019 | Effective Date: November 28, 2022 |
| Individuals/ Committees Consulted: Employee Health Services | Reviewed & Approved by: Faculty Org Committee SON Planning College Governance | Approved by: (Signature on File) Provost, College of Nursing & Allied Health | |

PURPOSE:

To provide guidelines for reporting medical emergencies and obtaining treatment.

Emergency services are available for medical emergencies, injuries such as falls, and exposure to infectious/communicable disease or patient body fluids (e.g.: needle sticks).

College employees shall assist ill or injured individuals in obtaining emergency care.

Individuals have the right to refuse services and will then be responsible for contacting their personal physician.

Needle sticks and blood borne pathogen/communicable disease exposures are referred to Employee Health Services (EHS) or to the Emergency Department (ED) if EHS is closed.

Conditions that are unstable or threatening to life/limb are referred to emergency services.

Los Angeles County (LAC) employees who sustain nonemergency illnesses or injuries are referred to the Medical Provider Network (MPN) Initial Treatment Center (ITC) or to their personal physician, if predesignated.

- List of centers is available from LAC MPN website: <https://riskmanagement.lacounty.gov/get-medical-treatment/>
- The medical provider or predesignated personal physician will provide follow-up care.

Reportable illnesses or injuries include:

- Needle sticks or sharps injuries
- Exposure to hazardous materials, communicable disease, or body fluids
- Accidents or injuries that occur on campus or at the clinical site e.g.: falls.

PROCEDURE:

All Illnesses/Injuries

The student/employee immediately informs the instructor/supervisor of the illness, injury, or accident.

The instructor/supervisor:

- Assesses the individual to determine the need for medical treatment
- Calls 911 for medical emergencies or injuries occurring on the college campus as needed

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- Follows facility/clinical area procedures for injuries such as needle sticks, blood borne pathogen, or hazardous material exposure that occur in the clinical area
 - LAC+USC: Notifies EHS (409-5236) of impending employee/student arrival and condition
 - Blood borne pathogen exposure:
 - Confirms that EHS physician is available to administer antiviral treatment
 - If no physician available, 1) Requests EHS work up & 2) Contacts ED Nurse Manager and makes arrangements for antiviral treatment
- Obtains escort for ill or injured individual to ED/EHS/MPN ITC medical provider if indicated
 - Arranges for supervision of remaining students, if indicated
- Directs visitors/students with non-life/limb threatening injuries or who refuse emergency (911) services to see their personal health care provider and documents refusal on the Safety Intelligence (SI) Event Report
- Reports medical emergencies immediately to:
 - College/divisional administration
 - Facility clinical area supervisor if incident occurred in clinical area
- Completes the SI Event Report for injuries to visitors and students, available on the LAC+USC Medical Center Intranet site: SI Online Event and Near Miss Reporting
- Directs student/employee to provide written physician clearance to the Office of Educational Services (OES) prior to returning to school if indicated.

LA County Employee Injury/Illness

Faculty/supervisor:

- Refers to Return to Work (RTW) Program: Supervisor's Guide for Injury Reporting. Available on <https://riskmanagement.lacounty.gov>
- If employee declines treatment, instruct them to complete the Employee's Statement Declining Treatment
- Completes the RTW Injury Reporting forms with the employee and submits to RTW coordinator within specified time frames
- Maintains a copy of the forms in the (OES) separate from the employee's area file.

PROCEDURE DOCUMENTATION:

LA County Employee Injury/Illness

- RTW: Supervisor's Guide for Injury Reporting forms

Student/Visitor Injury Illness

- SI Event Report

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REFERENCES:

Los Angeles County Online: Chief Executive Office. Return to Work Unit:

- <https://riskmanagement.lacounty.gov> Employee's Guide for Injury Reporting
- Supervisor's Guide for Injury Reporting
- Medical Provider Packet

LAC + USC Medical Center Policy #521: Industrial Injury and Illness Reporting

LAC + USC Medical Center Policy #918: Man Down

LAC + USC Medical Center Safety Policy #101: Accident Reporting and Investigation

LAC + USC Medical Center Safety Policy #124: Injury and Illness Prevention Program
Illness/Injury Guidelines

School of Nursing Student Handbook

REVISION DATES:

September 10, 2009

July 12, 2012

May 12, 2016

March 26, 2019

November 28, 2022