

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

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Subject: <b>ILLNESS OR INJURY – STUDENT/STAFF</b>	Original Issue Date: September 10, 2009	Policy #: <b>521</b>
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Committees Consulted: Dean, Administrative & Student Services Employee Health Services	Reviewed & Approved by: College Administration College Planning	Approved by:  (Signature on File) Provost

## **PURPOSE:**

To provide guidelines for obtaining treatment and reporting employee and student medical emergencies

## **POLICY:**

College faculty and staff shall assist injured employees and students in obtaining emergency care.

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

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

Student's or employee's medical provider or predesignated personal physician will provide follow-up care.

The following illnesses and injuries are referred to the Employee Health Services (EHS):

- Needle sticks/blood borne pathogen exposure
- Communicable disease exposure

The following illnesses and injuries are referred to the Emergency Department (ED):

- Conditions that are unstable or threatening to life/limb
- Those that occur after EHS business hours.

Employees who sustain non-life threatening injuries (e.g.: falls) are referred to their personal, predesignated physician or to the Medical Provider Network (MPN) Initial Treatment Center (ITC).

- List of centers is available from LAC MPN website: <http://ceo.lacounty.gov/mpn>

Injuries that occur while at the College or clinical site are reported.

- Reportable 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:**

The student/employee will immediately inform the instructor/supervisor of the injury or accident.

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The instructor/supervisor will:

- Assess student/employee to determine the need for medical treatment
- Call 911 for medical emergencies occurring on college campus
- Report medical emergencies immediately to:
  - College/divisional administration
  - Facility clinical area supervisor if incident occurred in clinical area
- RTW coordinator if student is an employee
- Obtain escort for student/employee to ED/EHS/IA medical provider if indicated
  - Student/employee may elect to see personal health care provider
- Arrange for supervision of remaining students, if indicated
- Refer to Return to Work (RTW) Program: Supervisor's Guide for Injury Reporting (for injured employees only)
  - Available on <http://cao.lacounty.gov/RTW>
- Notify EHS (x5235) of impending student/employee arrival and condition
  - Student blood borne pathogen exposure:
    - Confirm that EHS physician is available to administer HIV treatment
    - If no physician available, 1) Request EHS work up & 2) Contact ED Nurse Manager and make arrangements for HIV treatment
- Follow facility/clinical area protocol for specific injuries such as needle sticks, blood borne pathogen/hazardous material exposure
- Instruct student/employee to complete and sign the following forms:
  - Student Injury Illness
    - Patient Safety Net (PSN) Event Report – available on the LAC+USC Network Intranet site: PSN Online Event and Near Miss Reporting
  - Employee Injury/Illness
    - See RTW Program: Supervisor's Guide for Injury Reporting
    - Review Employee's Guide for Injury Reporting with employee
    - Assist employee to complete forms
- Direct student/employee to obtain the following prior to returning to work/school:
  - Written physician clearance
  - EHS clearance.

#### **PROCEDURE DOCUMENTATION:**

##### Employee Injury/Illness

- RTW: Supervisor's Guide for Injury Reporting forms
- RTW: Employee's Guide for Injury Reporting forms

##### Student Injury Illness

- PSN Event Report

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**REFERENCES:**

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

<http://cao.lacounty.gov.RTW/rtw>

- Employee's Guide for Injury Reporting
- Supervisor's Guide for Injury Reporting
- Medical Provider Packet

Network Policy #521: Industrial Injury and Illness Reporting

Network Safety Policy #101: Accident Reporting and Investigation

Network Safety Policy #124: Injury and Illness Prevention Program

School of Nursing Student Handbook