

## Needle Stick/Bodily Fluid Policy and Procedure Agreement Form National Collegiate Partners

The purpose of the policy is to outline the procedure to be followed by students and instructors who have received an accidental exposure incident (significant body fluid exposure or contaminated needle stick) while in an educational setting in order to decrease risk of infection with hepatitis B virus (HBV), hepatitis C virus (HCV) and human immunodeficiency virus (HIV).

An **exposure incident** as defined by OSHA is a specific eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious materials (contact with a contaminated needle/lancet with puncture of the skin or contamination of an open wound or mucous membrane by saliva, blood or body fluid) that results from the performance of a student's required experiential training. Non-intact skin includes skin with dermatitis, hangnails, abrasions, chafing, etc.

Instructors must review safety precautions as outlined by OSHA. Students are strongly encouraged to obtain health insurance coverage before the start of the course.

**Safety procedures** to minimize an exposure incident include use of universal precautions, personal protective equipment (PPE-gloves), and use of safety devices (single-use lancets, retractable needles). Only disposable, one-time use, safety lancets or one-time use needles should be used by a student. Contaminated sharps (needles, lancets) should be disposed of immediately in an approved sharps container. Sharps containers should be located nearby for immediate disposal and as minimal handling of sharps as possible. Students should not pass sharps to others or accept sharps from others. Additional safety precautions can be found on the CDC website.

### **Post-exposure procedures**

Students, faculty or staff experiencing a body fluid exposure should **immediately** cleanse the wound or mucous membrane with soap and water, or if contact is to the eye(s), flush with water for several minutes.

**Exposure involving a known HIV positive source should be considered a medical emergency and post-exposure prophylaxis (PEP) should be initiated within 2 hours of exposure per CDC recommendations.**

The exposure should be reported **immediately** to the appropriate personnel (university program director, National Collegiate Partners staff). An incident report must be completed and filed by the instructor with NCP. Documentation should include the name and contact information of the student or instructor who was exposed and the source from which the contaminated exposure originated. The time, date and location of the exposure and a description of the incident should also be included in this documentation.

**In the event of a needle stick or bodily fluid exposure**, the student or instructor should seek **immediate** medical evaluation through the student health center, a physician of choice or nearest urgent care center/emergency department. The medical evaluation (lab work and medications, if needed) will be billed through the student's or instructor's health insurance.

I confirm that I have read, understand and agree to the above policy and procedure for enrollment in the Phlebotomy Technician Program.

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Student Signature

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Date