

**CAROLINAS COLLEGE OF HEALTH SCIENCES
POLICY AND PROCEDURE**

ADMINISTRATIVE

SUBJECT: INCIDENT REPORTING

REVIEWER(S): Safety Committee Chair
Dean of Student Affairs and Enrollment Management

POLICY

The College will ensure prompt and accurate reporting for all safety-related events or occurrences not consistent with the routine operation of the college.

PROCEDURE

A. Reports of Student Injury or Illness (College RSII Form)

This section applies to student-related injuries or illness. This policy applies to all Carolinas College students injured on the college campus and student-related injuries or illness during clinical rotations (College RSII form). Students will be provided with access to first aid and emergency care for illnesses or injuries by LiveWell. The severity of the illness or injury will determine how and where treatment occurs.

- The person who discovers the occurrence on the college campus will notify the college public safety officer as soon as possible and complete a College Report of Student Injury or Illness (RSII) Form.
- The person who discovers the occurrence at a clinical site will notify the appropriate department manager, program chair, and complete College RSII form.
 - a. Notice of the incident and a copy of the College RSII form will be forwarded to the Dean of Student Affairs and Enrollment Management.
 - b. The incident will be logged on the Safety-Related Incident Log on the Safety Committee Teams Channel by the Safety Committee Chair.
- For blood borne pathogen exposure, contact the college public safety officer on the college campus and LiveWell (855-663-4327) for follow up instructions. If the exposure occurs at a clinical site, contact LiveWell to verify follow-up instructions and notify the Program Chair. The clinical teammate, college teammate, or faculty member will complete the College RSII form.
 - a. Notice of the incident and a copy of the College RSII form will be forwarded to the Dean of Student Affairs.
 - b. Notice of the incident will be shared with the Safety Committee Chair to be logged into the Safety-Related Incident Log located on the Safety Committee Teams Channel.
- Any requests for information regarding the incident from an Atrium Health facility must not be shared directly and be referred to the Dean of Student Affairs and Enrollment Management.
- Knowledgeable failure to report an injury may be grounds for dismissal from employment, or other disciplinary or administrative action.

B. Reports of Carolinas College Teammate Occupational Injury or Illness

This section applies to teammate-related injuries or illness. This policy applies to all Carolinas College teammates injured on the college campus and teammate related injuries or illness during clinical rotations. Teammates will be provided with access to first aid and emergency care for illness or injuries by LiveWell. The severity of the illness or injury will determine how and where treatment occurs.

- The person who discovers the occurrence on the college campus will notify the college public safety officer as soon as possible and complete the Atrium Health Report of Injury or Illness (ROII) Form.
 - a. Notice of the incident and a copy of the Atrium Health ROII form will be forwarded to the teammates manager.
 - b. The public safety officer should also notify the Dean of Student Affairs and Enrollment Management, and the incident will be logged on the Safety-Related Incident Log on the Safety Committee Teams Channel by the Safety Committee Chair.

C. Reports of Injury or Illness for Patients/Visitors

This section applies to events involving a patient or a visitor-related incident.

- In the clinical environment, the person who discovers the incident will notify the person in charge at that location as soon as possible and will complete a Care Event (available electronically on People Connect).
- Program faculty/preceptor will notify the Program Chair of the event. The Program Chair or college teammate will submit the College ROII form to provide written notice of the incident to the Dean of Student Affairs and Enrollment Management.
- The incident will be logged on the Safety-Related Incident Log on the Safety Committee Teams Channel by the Safety Committee Chair. In an emergency, the person who discovered the incident should call 911, Atrium Health's Security department, or other personnel as needed.

D. Risk

1. Students must have health insurance and provide proof of insurance to enroll at the college. A student injured during didactic, lab, practicum, or a clinical portion of their curriculum (as defined in the course syllabus) is not covered by Atrium Health's Worker's Compensation. A Care Event must be submitted for Atrium Health documentation. The student's standard medical coverage would apply in all cases.
2. Invasive procedures should be included in a program curriculum only after didactic instruction has been provided and knowledge of concepts verified. When possible, simulation, virtual reality, or augmented reality should be used prior to practicing an invasive procedure on a person.
3. Students who are injured when performing an invasive procedure or having a procedure performed on them within the context of a didactic or lab class (as opposed to "clinical") are not covered by the college or the hospital system for medical insurance purposes. For this reason, a signed release should be requested before participating in this type of practice to ensure participants understand that the college is not responsible for injuries incurred. The Consent to Participate in Invasive Procedures form is attached. This form should be maintained with course records for one year after the student's last date of attendance. The student's standard medical coverage would apply in all cases.

E. Liability

1. All students and others volunteering to participate in invasive procedures such as venipuncture, capillary procedures, or intradermal injections will complete the Consent to Participate in Invasive Procedures form.
2. Students are covered by Atrium Health liability insurance for malpractice related to their program if it is an assigned part of the program and if the standard precautions (i.e., faculty supervision) are followed.
3. In the unlikely event that a claim was made that the College had not taken reasonable precautions or had continued to do something known to be unsafe, a suit for compensatory damages could be filed.

F. The Incident Reporting policy will be reviewed annually.

REFERENCES

Related Policies to Consult

Carolinas College of Health Sciences:

ADMINISTRATIVE - Student Participation in Community Health Screenings

Related Form:

Consent to Participate in Invasive Procedures (see Appendix A)

College RSII: [Carolinas College of Health Sciences Report of Student Injury or Illness \(RSII\)](#)

Related 2024 SACSCOC Standard

13.8 Institutional environment

Appendix A

CAROLINAS COLLEGE OF HEALTH SCIENCES

CONSENT TO PARTICIPATE IN INVASIVE PROCEDURES

As a participant in clinical program activities, I understand that invasive procedures are an integral part of programs of study. I also understand that the collection of blood through **venipuncture** and **capillary procedures, the intradermal injection** of serums, and other minimally invasive procedures are necessary skills for students to master.

In order to provide the greatest opportunity for students to obtain mastery of these techniques I **volunteer** to participate in the invasive procedure. In the collection of blood, only small volumes (not to

exceed 15 ml), under controlled, and supervised circumstances in the student laboratory will be collected. I understand that this is strictly **voluntary and I will not be coerced or forced to be a donor for these procedures.**

I understand that **some risk is involved** in that the venipuncture, capillary puncture, and intradermal injection procedures are invasive in nature. Potential risks include **infection, soreness, bruising and bleeding.**

I acknowledge that I am **not currently taking any medications or have any known conditions that may leave me immunocompromised or prone to excessive bleeding** causing excessive risks to myself as a result of volunteering to have a venipuncture, capillary puncture, or intradermal injection.

I agree to follow all policies associated with the procedures, including applying pressure and keeping the site bandaged for a minimum of two hours following the puncture.

I release Carolinas College of Health Sciences from any liability that might arise from my choice to allow students to practice performing venipuncture, capillary puncture, or intradermal injection techniques on my arms, hands, and/or fingers respectively.

Student/Carolinas College of Health Sciences Team Member Signature

Date

Adapted and used with permission from River Valley Community College, Claremont, New Hampshire.