

**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 Occupational Injury or Illness (ROII)

This section applies to teammate- or student-related injuries or illness. This policy applies to all Carolinas College teammates and students injured on the college campus (College ROII form) and teammate- or student-related injuries or illness during clinical rotations (Atrium Health ROII form). Teammates and students will be provided access to first aid and emergency care for illnesses or injuries occurring while performing clinical duties. 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 Safety Committee Chair as soon as possible and complete a Report of Occupational Injury or Illness (available electronically on the Shared (X:) drive under the Safety Committee folder).
- The person who discovers the occurrence at a clinical site will notify the appropriate department manager and complete a Report of Occupational Injury or Illness (available electronically on PeopleConnect).
- For blood borne pathogen exposure, contact the Safety Committee Chair on the college campus or Teammate Health (704.355.2106) if at a clinical site to verify follow-up instructions.
- Notice of the incident and a copy of the ROII form will be forwarded to the dean of student affairs and the Safety Committee Chair to be logged into the Safety-Related Incident Log located in the safety committee folder on the Carolinas College Shared (X:) drive.
- Knowledgeable failure to report an injury may be grounds for dismissal from employment, or other disciplinary or administrative action.

B. Incident Reports

This section applies to events involving patient or visitor related incidents.

- The person who discovers the incident will notify the person in charge at that location as soon as possible and will complete an incident report (available electronically on People Connect).
- Notice of the incident will be forwarded to the dean of student affairs. In the event of an emergency situation, the person who discovered the incident should call 911, Atrium Health's Security department or other personnel as necessary.

C. Risk

1. A student injured in the course of a clinical portion of their curriculum (as defined in the course syllabus) is covered by Atrium Health's Worker's Compensation. Filing the ROII initiates this process.
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 for medical insurance purposes. That is, they are not covered by Atrium Health's Worker's Compensation program for injuries incurred. 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 not covered by worker's compensation. That is, if a student or staff member were injured during the practice of an approved invasive procedure, such as a finger stick or drawing blood by a student, any medical bill would be handled by their personal medical coverage, just as any other injury received would be (i.e., falling in one's front lawn). If a student is not insured, or insured only under a catastrophic policy, there would be no benefit related to a claim. Student insurance policies are available for purchase.

D. 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 anything related to their program if it is an assigned part of the program and if the standard precautions (i.e., faculty supervision) are followed. This protects them in the event of a lawsuit from a fellow student or anyone else whom they may inadvertently injure.
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.

E. The Incident Reporting policy will be reviewed bi-annually.

REFERENCES

Related Policies to Consult

CCHS:

ACADEMIC - [Records: Privacy, Retention, and Storage](#)

ADMINISTRATIVE - [Student Participation in Community Health Screenings](#)

Related Form: [Consent to Participate in Invasive Procedures](#)

Related 2018 SACSCOC Standard - 13.8 Institutional environment