

## Protocol for Adverse Event Involving a Student

1. The student is to immediately report the incident to their supervising nurse/physician and Medical Education Coordinator at the UnitingCare Clinical School.
2. In the event that a student is unable to communicate the incident, their supervising nurse/physician is to contact the Medical Education Coordinator(s):  
Joanne Henderling 3232 7090 | Teresa Wilson 3232 6717 | Mark Reilly 3232 6718 | Dimity Barlow
3. Any immediate medical treatment required is to be provided at the placement location.
4. ***For non-bodily fluid exposure incidents:***
  - Once the immediate welfare of the student has been considered and appropriate action(s) taken, an incident must be added to RiskMan (accessible from the Intranet home page). This requires details of the student and the incident so it is best to complete it contemporaneously with the student.
5. The Medical Education Coordinator will, as soon as possible, advise the Head of School of the incident.
6. ***For bodily fluid exposure incidents:***
  - Get a Blood and Body Fluids Exposure Kit from the CNM / Manager of the ward.
  - The student needs to get 4 stickers from the patients chart to use on the forms in the kit.
  - Organise to have bloods taken from the patient.
  - Take the student immediately to ICU for bloods to be taken. Any RMO or VMO in ICU can take the bloods so please stay until an RMO or VMO becomes available to take the bloods.
  - This must be done as soon as possible.
  - Once this has been done the student is to fill out the necessary paperwork.
  - The RMO or VMO will fill in their form from the Blood and Body Fluids Exposure Kit.
  - The Staff Health Dr will let the student know of their blood results.
  - Medical Education Coordinators are to log the incident into Riskman.
  - Also inform Infection Control that the incident occurred.
7. In all cases, the Medical Education Coordinator will report the incident to the student's university. The student is also expected to make contact with their university to advise them of the incident (see Appendix A)
8. A copy of the RiskMan incident report must be forwarded to the Head of School ASAP after completion. Hard copies of all reports / correspondence are to be stored in the Incident Filing Cabinet.
9. The Head of School will meet with the student where necessary to discuss possible impact (if any) to their rotation.

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| Authorised by: Dr Stephen Cook                            | Reviewed: August 2024     |                       |

10. The Medical Education Coordinator(s) are to follow up with the student and discuss if there are any ongoing concerns. This may be done via email or verbally; verbal communication is to be followed up with an email summarising the discussion, all email correspondence is to include the Head of School.
11. The Medical Education Coordinator(s) are to record a hard copy summary of the incident in the Incident filing cabinet and the Student Issues file on the Z Drive, along with copies of all other reports / correspondence.

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