

Appendix B. Student/Visitor Injury/Exposure/Incident Report Form

First Name:	Last Name	Phone Number:
Student ID Number if applicable:	Individuals' Mailing Address:	Date of Submission:
Date of Incident:	Time of Incident:	Physical Address of Incident:
Name(s) of Any Witnesses Involved or Who May Have Knowledge of Incident:	(1)	
	(2)	
	(3)	
Description of Incident/Injury/Exposure:		
Location of the Incident/Injury/Exposure:		
What Body Part (if any) was affected and how was it affected?		
What equipment, materials, or chemicals (if any) were involved?		
Name Faculty/Staff Member Notified:		
Date Student Health Center was Contacted if applicable:		
Was an appointment Scheduled with Student Health Center?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Did the incident/injury/exposure occur on the Marian University premises?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Was Campus Police Notified?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Was other Medical Care Sought?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

This incident/injury reporting policy must be followed for all incidents/injuries/exposures that occur in any clinical skills lab, Simulation Center, or clinical location, no matter the severity.

As a summary, any student who is subject to an incident/injury/exposure while in a clinical or sim or skills lab must 1) immediately notify supervising faculty member, 2) complete and file an incident/injury report form within 24 hours of the incident/injury and 3) notify and be seen by the Student Health Center for injury/exposure. Specifics of each of these requirements is articulated below.

1. Faculty and/or Staff at Marian University notification

- The aforementioned individuals will direct you to the incident/injury forms and provide you with information about this policy.
- Notify the Marian University Leighton School of Nursing faculty and/or staff immediately following the injury/incident/exposure.

2. Student/visitor incident/injury/exposure report submission

- This incident/injury/exposure form must be filled out for every incident, no matter how minor.
- Send a copy of this form to the Leighton School of Nursing at nursing@marian.edu within 24 hours.
- The Leighton School of Nursing Program Outcomes committee will track this information and evaluate trends.
- The original report will be filed in the student file.

3. Student Health Center appointment for injury/exposure

- It is important to remember that while faculty and staff members may assist an injured student with procedural and policy information, they cannot provide medical advice or medical care.
- An initial assessment of the injury/exposure on the Marian University site must be provided by the Student Health Center.
- Following an initial assessment, if additional care is required, students may be treated through the Student Health Center or their own health care provider.
- Students must provide approval from the Student Health Center or their own health care provider prior to returning to any sim space or skills lab.
- If injury/exposure happens at a clinical site, follow the affiliation agreement and clinical site policies in addition to completing this form.
- Please note, students do not qualify for Worker's Compensation. Thus, payment for medical care resulting from exposure/**injury sustained in any clinical skills lab is entirely the student or visitor's responsibility.**

4. Other Incident Reporting

- If another type of incident (near miss, sentinel event etc.) occurs at a clinical site, follow the affiliation agreement and clinical site policies in addition to completing this form.