



Policy Name: Reporting Incident/Accident
Approving Authority: Joint Health and Safety Committee

Policy # HS-003
Approval Date: 12/4/2024
Date Last Reviewed: 12/18/2023
Next Review Date: 12/2029

Statement

The Reporting Incident/Accident Policy Yorkville University ("Yorkville" or the "University") provides direction when an adverse event occurs in classroom, laboratory, or clinical practice that involves a student. The Joint Health and Safety Committee will review this policy every five (5) years.

Purpose

The purpose of this policy is to establish guidelines for reporting and disseminating information about incidents or accidents that may occur within the Yorkville environment, including classrooms, laboratories, or clinical practice settings, involving students, faculty, or staff.

Roles and Responsibilities

All students and faculty in their respective programs are required to adhere to this policy. Yorkville Faculty are responsible for the implementation of this policy. The Dean has oversight responsibility for this policy.

Policy

Faculty, instructors, students, and anyone involved in the University must adhere to the policy and report any adverse events following the University's Incident/Accident Reporting procedures. It is essential to establish a clear process for reporting and following up on adverse events involving students to ensure that students, instructors, and preceptors understand how to report these incidents and minimize harm. Faculty, instructors, and students are responsible for familiarizing themselves with the protocol, guidelines, and the Incident/Accident Reporting policy related to adverse events.

Related Policies and Documents

HS-001 Health and Safety Policy
HS-002 Joint Health and Safety Committee – TOR
HS-003-F Incident/Accident Report Form
Emergency Response Guide

Addendum: Reporting Incident/Accident Process & Reporting Requirements for Clinical
Addendum: General Reporting Incident/Accident Process & Reporting Requirements
Addendum: Communication – Clinical Safety Incidents
Addendum: Communication – General Safety Incidents

Addendum

Clinical Reporting Incident/Accident Process & Reporting Requirements

Process

1. All adverse events must be reported to the Clinical or Laboratory Instructor, Preceptor, and charge nurse immediately.
2. All adverse events including critical exposure require reporting according to clinical placement site policy and University policy via the online Incident/Accident Report Form. (*See Addendum - Communications Safety Incidents*).
3. All events of critical exposure (blood and body fluids) require the student to follow the Universal Precautions Protocol taught in theory and lab.
4. All incidents must be discussed with the student and placed in the student's file.
5. All injuries involving critical exposure (Blood and Body Fluid) are followed up through the clinical placement site and/or University policy.
6. All critical exposure that occurs in laboratory or clinical areas require students to report to the nearest Emergency Department (ER) within 2 hours. Reporting of the exposure in ER may also require the completion of the additional forms that are beyond the scope of this policy.

Reporting requirements

1. All Clinical Instructors or Lab Instructors and students are required to follow clinical placement site policy.
2. All Clinical Instructors or Lab Instructors must report the incident to the Clinical Placement and Lab Coordinator who informs the Dean immediately if there is a risk or injury or on the first business day if the situation is stable.
3. All adverse events and critical exposure incidents require follow-up with the faculty involved to provide a safe environment for patients, students, and faculty.
4. All consultation with the students which includes debriefing and reflective practice aspects of the adverse event occurs at an appropriate time with the Clinical Instructor, Lab Instructor, Clinical Placement and Lab Coordinator or Dean.

Addendum

General Reporting Incident/Accident Process & Reporting Requirements

General Reporting Requirements for Emergency Injury/Illness

Employers MUST:

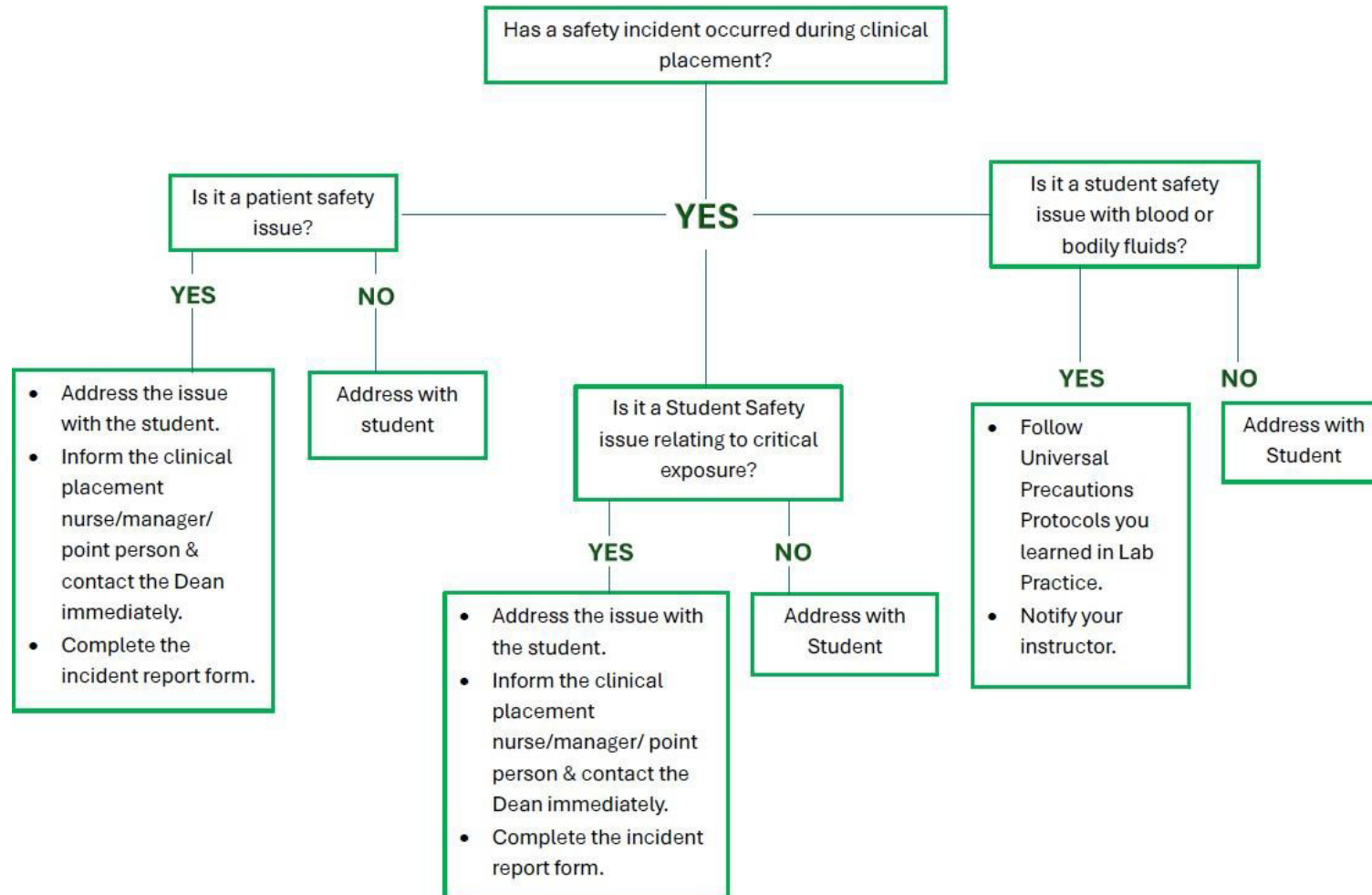
1. Fill out Incident/ Accident Report Form
2. Maintain a logbook of all injuries requiring first aid
3. If an employee becomes injured or ill from the incident, requiring time away from work or medical treatment beyond first aid, complete the [Employer Report of Injury or Illness](https://worksafenb.ca) at worksafenb.ca
4. Notify WorkSafe NB if any of the below incidents occur. 1-800-999-9775
 - You have three days to file the report from the date of the accident/injury; date of the diagnoses of illness; or date your employee reported the injury or illness to you.

Notify WorkSafe NB IMMEDIATELY if any of the following incidents occur:

- Any accidental explosion or exposure to a biological, chemical or physical agent, whether or not a person is injured.
- Any catastrophic event or equipment failure that results, or could have resulted, in an injury
- Worker admission to a hospital facility as an in-patient
- A loss of consciousness
- Burns requiring medical attention beyond first aid treatment
- Fractures (other than fingers or toes)
- Loss of vision in one or both eyes
- Deep lacerations requiring medical attention beyond first aid treatment
- Amputations
- Fatalities

COMMUNICATION – CLINICAL SAFETY INCIDENTS

Communication of all incidents at the health care sites will be communicated by the clinical instructor and followed up, if necessary, by the Dean who will notify the Director of Compliance, Health, and Safety, chair of the Joint Health and Safety Committee.



COMMUNICATION – GENERAL SAFETY INCIDENTS

