

UBC School of Nursing Policy	Approval Date: July 2024
	Date of last revision: Feb 24, 2025
Title: Student Injury During Nursing Educational Experiences	
Responsible Executive: Associate Director, Undergraduate & Graduate Programs	

Purpose

The purpose of this policy is to detail a clear process for attending to a student injury, reporting the injury and recommending follow up care. An injury may be any injury and includes incidents such as musculo-skeletal injury and needle stick puncture.

Scope of Application

This policy applies to any student injury that occurs in any clinical practice setting or on UBC premises (e.g. in the lab) while the student is present as a nursing student. Clinical practice is a required component of the nursing programs and, for the purpose of this policy, is defined on the UBC webpage: [Practicum/Clinical Placement Student Safety](#)

Policy

When an injury occurs, the student must follow the UBC policy for reporting and follow up of the injury and in some cases the student must also follow the agency policy. The following steps are taken:

1. The student must report any injury to their supervisor immediately.
For group placements and lab settings, the supervisor is the Nursing Practice Educator (NPE). For preceptorship and Nurse Practitioner students, the supervisor is the Preceptor and UBC Faculty. For other graduate students, the supervisor is the Coordinator of the Graduate Program in which the student is enrolled, for example, the MSN Program Coordinator, the MHLPP Program Coordinator, or the PhD Program Coordinator.
2. The student, with the help of their supervisor, will seek first aid treatment if required.
3. Within 48 hours of the injury, the student reports the incident using the [UBC Centralized Accident/Incident Reporting System \(CAIRS\)](#).
4. Within 48 hours of the incident the Supervisor (NPE or UBC Faculty) also completes the supervisor/preceptor report on the [UBC Centralized Accident/Incident Reporting System \(CAIRS\)](#).
5. Injuries that are a **Critical Exposure (Blood and Body Fluid)** require specific immediate follow up as detailed in Appendix A.



- **Critical exposure injuries require a student to report to the nearest Emergency Department within 2 hours of the exposure.**
- **In addition to any required treatment, the student will have the following two forms completed while in the Emergency Department:**
 - **HLTH2339** – [Management of Percutaneous or Premucosal Exposure to Blood and Body Fluid/Laboratory Requisition](#) (Ministry of Health, HLTH 2339 (Rev.2016/06/27) and
 - **HLTH 2340** – [Management of Percutaneous or Permucosal Exposure to Blood and Body Fluid: Letter for Follow-Up Physician](#) (Ministry of Health, HLTH 2340, Rev. 2016/06/27)

A critical exposure also requires on-going follow up with UBC Student Health service or their Primary Care Provider (Nurse Practitioner or Family Physician) as there may be further treatment required.

Related policies

- [BC Practice Education Guidelines \(PEGs\)](#)
- [Reporting Incident and Injuries – UBC Risk Management Services](#)

Resources

- [BC Centre for Disease Control](#)

Policy monitoring and evaluation

This policy will be reviewed annually by UPC & GPC, in collaboration with the School of Nursing Health & Safety committee and revised as needed.

Appendix A. Flow Sheet for Student Injury

Blood and Body Fluid (BBF) Exposure	
Student/Exposed Person	Faculty Supervisor
<ol style="list-style-type: none"> 1. Cleanse affected area per Health Care Organization BBF Protocol. Report to Supervisor (Nursing Practice Educator (NPE), Preceptor, UBC Faculty) 2. Contact First Aid/Medical attendant as per site protocol. Notify the person in charge of the work area where the exposure occurred. 3. Report to nearest ER within 2 hours of exposure. Obtain BBF reporting package in ER 4. Complete HLTH 2339 form "Exposed person information", "Exposure information" and "Blood testing" sections 5. Be seen by ER Physician or Nurse Practitioner. Have blood work taken if determined necessary. 6. Contact Student Health or Primary care provider the next business day for follow-up 7. Bring HLTH 2339 (Pink copy) and HLTH 2340 (from Physician) (White copy) to follow up appointments 8. Complete UBC Centralized Accident / Incident Reporting System (CAIRS) online within 48 hours. 	<ol style="list-style-type: none"> 1. Escort to ER if needed 2. Assist to complete HLTH 2339 Form 3. Assist student in completing UBC reporting form as per page 1 of this policy. 4. Complete UBC Centralized Accident / Incident Reporting System (CAIRS) online within 48 hours as per page 1 of this policy.



Appendix B. Flow Sheet for Student Injury

Other Injury (e.g. Musculo-Skeletal Injury)	
Student/Exposed Person	Faculty Supervisor
<ol style="list-style-type: none">1. Report to Supervisor (NPE, Preceptor, UBC Faculty)2. Seek First Aid/medical treatment if needed3. Complete UBC Centralized Accident / Incident Reporting System (CAIRS) online form within 48 hours as per page 1 of this policy	<ol style="list-style-type: none">1. Escort to ER in needed.2. Assist student in completing UBC reporting forms3. Complete UBC Centralized Accident / Incident Reporting System (CAIRS) online form within 48 hours as per page 1 of this policy.