

## EXPOSURE INCIDENT INVESTIGATION FORM

NOTE: **EXPOSURE** is parenteral, mucous membrane, or non-intact skin contact with blood or other potentially infectious material from performance of employee's duties. **Other potentially infectious materials** includes semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva in dental procedures, or any body fluid visibly contaminated with blood.

Employee Name: \_\_\_\_\_ . SS #: \_\_\_\_\_  
Job Title: \_\_\_\_\_ School: \_\_\_\_\_  
Date of Incident: \_\_\_\_\_ Time of Incident: \_\_\_\_\_  
Location of Incident: \_\_\_\_\_  
Name of Source: \_\_\_\_\_  
 Student  
 Teacher

Description of Incident:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Personal Protective Equipment Being Used:  
\_\_\_\_\_  
\_\_\_\_\_

- Performs post-exposure intervention**  
For mucous membrane exposure: Flush with large amounts of water or normal saline  
For percutaneous (needle stick or cut) or open-wound exposure: Clean with soap and water;  
administer first aid to wound.

Other Actions Taken (decontamination, clean up, etc...):  
\_\_\_\_\_  
\_\_\_\_\_

If student is source, Parent/Guardian must be notified of incident and recommendations for post exposure blood testing.

- Parent/Guardian agrees to follow-up.
- Parent/Guardian refuses to follow-up.
- Central Office notified of incident. Date: \_\_\_\_\_
- Principal notified of incident. Date: \_\_\_\_\_
- Nurse Manager notified of incident. Date: \_\_\_\_\_
- Referred to workman's compensation physician.
- Employee declined referral to workman's compensation physician.
  
- Exposure considered low risk — no follow-up required.

\_\_\_\_\_  
Signature of Administrator/Nurse Manager. \_\_\_\_\_  
Date



## Health Services Blood/Body Fluid Exposure Protocol

FOR INCIDENTS STUDENT-TO-STUDENT OR STUDENT-TO-STAFF

### For Person Exposed:

1. If a bite occurs, let wound bleed freely (unless spurting/gushing) for 1-2 minutes then irrigate area under running water. If blood is spurting, hold a clean cloth with firm pressure over wound to stop the bleeding. Wash with soap and water and rinse thoroughly to assure removal of saliva. Apply clean dressing.
2. For body fluid contact with eye/nose/mouth, assist student or staff member to rinse involved area with tap water or saline until body fluid is removed (3-5 minutes). If the individual is wearing contact lenses, remove them before flushing eyes. Unless saliva is blood tinged, there is no risk.
3. Promptly advise the Principal of the incident and notify Parent/Guardian. Complete the Accident and Injury report. Gather subjective data (including student's perspective) regarding history of incident; type and amount of involved body fluid; length of time of exposure to body fluid, methods used for personal protection/cleansing action.
4. If a Campbell County employee is bitten by a student, he/she should notify their supervisor and school nurse as soon as possible for appropriate referral if indicated. An Exposure Incident Investigation form should be completed. Employees will be referred to Central Office 423.562.8377

### For Source:

1. When blood is drawn during a biting incident, assist the individual in rinsing his/her mouth with water to remove possible residual blood.
2. Promptly advise the Principal of the incident and notify the Parent/Guardian. Complete the Accident and Injury Report. Gather subjective data (including student's perspective) regarding: history of the incident, type and amount of involved body fluid, length of time of exposure to body fluid, methods used for protection/cleansing action.
3. When the skin is broken, advise Parent to seek prompt consultation with a health care provider regarding possible risk of communicable disease transmission from body fluid contact. Although the risk of disease transmission from human bite is minimal, the degree of risk to the person should be evaluated by a health care provider.

**NOTE: GLOVES SHOULD BE USED AT ALL TIMES WHEN HANDLING BLOOD/BODILY FLUIDS**