

**UNIVERSITY OF PITTSBURGH
SCHOOL OF NURSING**

**ACADEMIC POLICIES AND PROCEDURES FOR THE
UNDERGRADUATE AND GRADUATE PROGRAMS**

TITLE OF POLICY: HEALTH INCIDENT: STUDENTS

ORIGINAL DATE: MAY 1992

LAST REVIEWED/REVISED: AUGUST 2021

POLICY: Any health incident, defined as any actual or potential injury or health risk, that occurs to a student anywhere on University property during working hours, at any University or School of Nursing sponsored activity, or in any School of Nursing (SON) affiliated clinical agencies must be documented and reported by the injured students.

All students are required to carry health insurance for the entire duration of their program of study and, as verified by the student on their initial and annual health form, that insurance will cover the initial treatment and follow-up of any health incidents occurring while in the program. Students will be responsible for all out of pocket expenses not covered by their health insurance. It is important for students to understand the terms of their insurance coverages and what their potential out of pocket expenses will be, as the University will not cover any portion of these expenses. Out of pocket expenses include, but are not limited to, deductibles, coinsurance, co-payments, and fees for non-covered services.

PROCEDURE:

If the health incident occurs on University Property or at a University or School of Nursing Sponsored activity:

1. Complete the School of Nursing [Health Incident Report Form](#) (available in Student Affairs and Alumni Relations, in each SON Department and on the SON intranet folder on public server) and submit it to the Office of the Dean by the end of the next business day.
2. The Office of the dean will send a copy to Student Affairs and Alumni Relations, fax a copy to University Environmental Health and Safety, and place a copy in the Incident Report File.
3. If the student requires medical care for the incident, he/she must submit the bill to their health insurance carrier for payment. The student will be responsible for any out of pocket expenses associated with the care.

If the injury or exposure occurs in clinical agencies

1. If the incident occurs in a clinical agency, notify the clinical facility supervisor or administrator on call that the incident has occurred and complete the documentation required by the facility.
2. Complete the School of Nursing Health Incident Report Form [Health Incident Report Form](#) and submit it to the Office of the Dean by the end of the next business day. The Health Incident report should include a clear statement of the incident that occurred, who was involved, action that was taken, and any plan for follow-up. The description should be factual in nature and free of interpretation and impressions. If the injured or exposed student is unavailable to sign the School of Nursing Health Incident Report Form by the end of the next business day, the Nursing faculty should indicate this on the form and obtain the student's signature as soon as possible.
3. For incidents involving exposure to blood/body fluids^a, the student should report immediately to UPMC Employee Health or the Employee Health site at any UPMC affiliated agency. If the incident occurred during hours other than when UPMC Employee Health is open or if the clinical site is not a UPMC affiliated agency, the student should report to the Emergency Department of the facility. The student should follow the agency's policies and procedures, in line with the agency's respective exposure control plan.
4. Bills associated with treatment of injuries should be submitted to the student's health insurance carrier. The student will be responsible for any out of pocket expenses associated with the care.
5. The faculty member must be aware of the contractual (affiliation) agreement between the School of Nursing and the clinical agency regarding student access to treatment in an emergency and should facilitate that process in either case (see SON intranet folder on public server for In-state and Out-of-state Affiliation Agreements).
6. When treatment is not accessible in the clinical agency, the faculty member should refer the student to Student Health Services or the emergency room, as applicable.
7. In the event of an incident involving a student, payment all follow-up care is the responsibility of the student through their primary health care provider or the student, as applicable.

8. Schools of Nursing Health Incident Report Forms are available in Student Affairs and Alumni Relations, in each SON Department and on the SON intranet folder on public server. The report should be completed as soon as possible after the incident occurs.
8. The faculty member should forward the completed report to the Office of the Dean by the end of the next business day. The Office of the dean will send a copy to Student Affairs and Alumni Relations, fax a copy to University Environmental Health and Safety, and place a copy in the Incident Report File.

Please refer to <https://www.ehs.pitt.edu/sites/default/files/docs/01-015StudentInjuryResponse.pdf> for the University of Pittsburgh Guidelines for Faculty and Staff Response to Student Injury.

For bodily injury or property damage incidents involving any non-employee of the University that occurs on University property, please go to the Risk Management site [<https://www.cfo.pitt.edu/risk/incidentReporting.html>] for more information.

a. *Exposure* means reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials that may result from the performance of clinical duties.

Other Potentially Infectious Materials means: (1) The following human body fluids: semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva in dental procedures, any body fluid that is visibly contaminated with blood, and all body fluids in situations where it is difficult or impossible to differentiate between body fluids; (2) Any unfixed tissue or organ (other than intact skin) from a human (living or dead); and (3) HIV-containing cell or tissue cultures, organ cultures, and HIV- or HBV-containing culture medium or other solutions; and blood, organs, or other tissues from experimental animals infected with HIV or HBV.

Source: Occupational Safety and Health Standards 1910.1030 (<https://www.osha.gov/laws-regs/regulations/standardnumber/1910/1910.1030>)

Approved by Total Faculty Organization: 05/92,4/99, 11/01, 02/04, 06/08, 04/12, 01/19, 10/20

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