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

<table>
<thead>
<tr>
<th>First Name:</th>
<th>Last Name</th>
<th>Phone Number:</th>
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<table>
<thead>
<tr>
<th>Student ID Number if applicable:</th>
<th>Individuals’ Mailing Address:</th>
<th>Date of Submission:</th>
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<table>
<thead>
<tr>
<th>Date of Incident:</th>
<th>Time of Incident:</th>
<th>Physical Address of Incident:</th>
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<tr>
<th>Name(s) of Any Witnesses Involved or Who May Have Knowledge of Incident:</th>
<th>(1)</th>
<th>(2)</th>
<th>(3)</th>
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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? □ Yes □ No

Did the incident/injury/exposure occur on the Marian University premises? □ Yes □ No

Was Campus Police Notified? □ Yes □ No

Was other Medical Care Sought? □ Yes □ 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.