

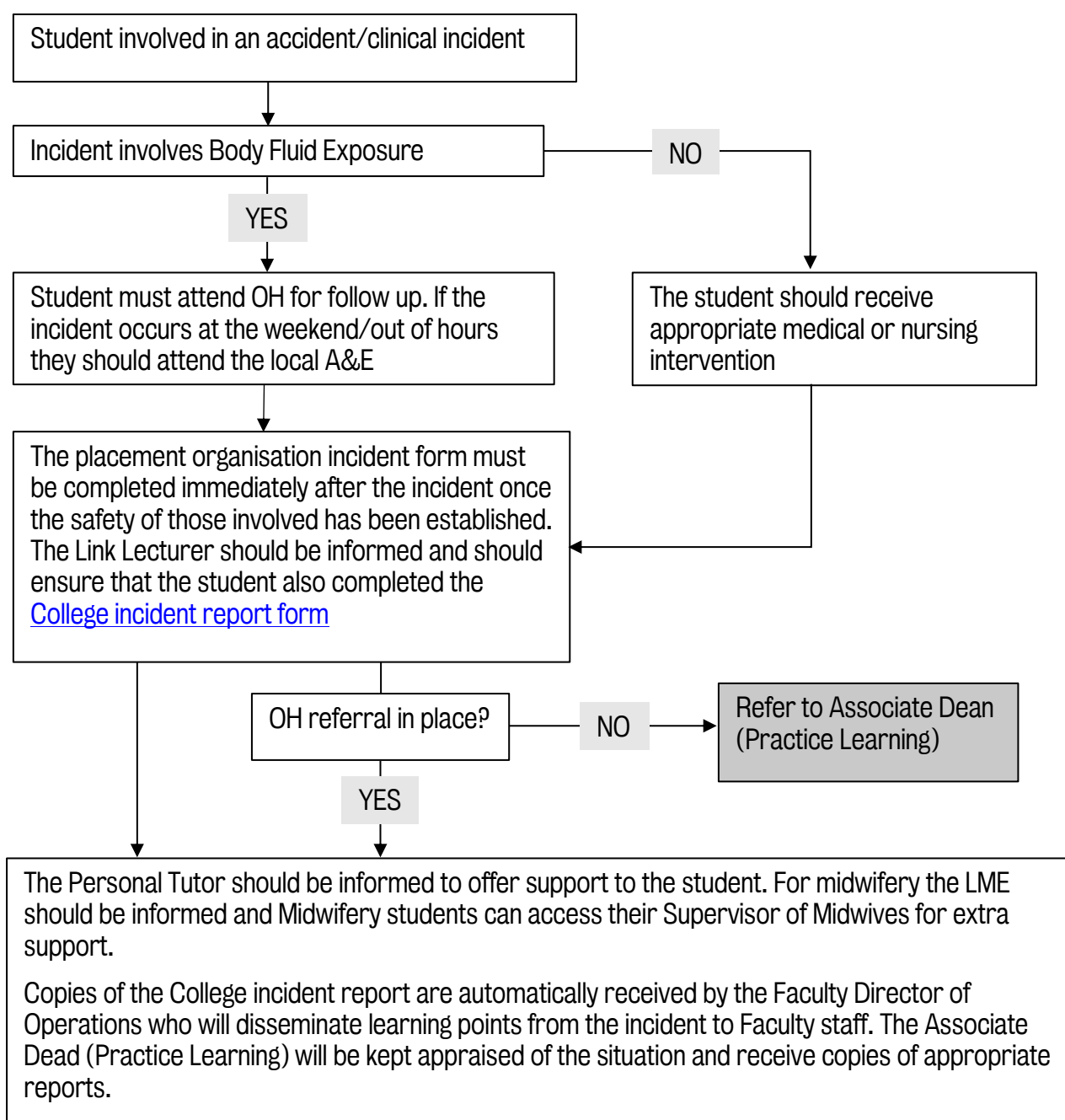
## Procedure for managing an incident/accident in the clinical environment involving a student resulting in an injury or near miss

*All students should be orientated to their environment on arrival and informed of all policies and guidance in place to ensure and promote their health and safety.*

If a student is involved in an accident/clinical incident in the workplace:

1. The student should receive appropriate medical or nursing intervention
2. If the incident involves Body Fluid Exposure the student must attend Faculty Occupational Health for follow up. If the incident occurs at the weekend/out of hours, they should attend the local Emergency department
3. A Trust incident form should be completed immediately after the incident once the safety of those involved has been established
4. The Link Lecturer should be informed and should ensure that the student also completes the [university incident report](#)
5. The Link Lecturer must check an Occupational Health (Faculty) referral is in place and if not refer to the Cohort Lead
6. The Personal Teacher should be informed to offer support to the student
7. Copies of the university incident report are automatically received by the Faculty Director of Operations who will disseminate learning points from the incident to Faculty staff and the Health and Safety Advisor
8. The Associate Dean (Practice Learning) will be kept apprised of the situation and receive copies of appropriate reports

Flow for dealing with issues relating to the Learning Environment:



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	To be reviewed on a periodic basis, with allowance for minor annual updates of roles and responsibilities by FNFNM QA Team as required