



Policy #:	MLS-A-02
Effective date:	09/14/2019
Target group:	All students, faculty, and staff
Section:	Medical Laboratory Science program
Last revision date:	08/01/2024

## Incident Report and Review

### Purpose

In the student laboratory setting and in clinical rotation locations, processes are put in place to reduce the risk of injury and incidents. However, despite all efforts, there is an inherent risk associated with laboratory activity. While the faculty and staff of the Medical Laboratory Science program do all that is possible to ensure safety and prevent incidents, they also recognize that incidents offer an opportunity to assess established practices. The purpose of this policy is to outline the action required when an incident occurs.

### Policy

All faculty, staff, and students must be familiar with this policy and provide relevant information when an incident occurs. The faculty or Program Director must complete the incident report form in its entirety. The Program Director will review all laboratory incidents to determine the need for corrective actions or communication, such as placing the report in the student's file, communicating with upper administration, Facilities Management, and/or Environmental Health and Safety, needed to mitigate risk and reduce the potential for repeat incidents.

For the purpose of this policy, incidents are any event that is outside of the established norm for a student laboratory session and may include, but are not limited to, accidents, injuries, medical emergencies, spills, fires, and near misses.

### Responsibility

1. If an incident occurs during a student laboratory session, it is the responsibility of the faculty member in charge of the class session to complete the incident report. This may require communication with students or staff that were witnesses to the event.
2. If an incident occurs during clinical rotations, it is the responsibility of the faculty member assigned to that course to complete the incident report. This will require communication with the clinical site, students, and witnesses to the event. The faculty member may need to go to the clinical site to get an accurate account of the incident.
3. The Program Director will receive and review all incident reports submitted. A comprehensive review of the incident may include:
  - a. the need to speak with the individual about the incident and outcomes.
  - b. the need to speak with the faculty member, clinical partner, and/or witness about the incident.

- c. a root cause analysis of the incident to identify mitigation efforts.
  - d. communication with the administration, Environmental Health Services, and/or Facilities Management to implement procedural and/or mechanical barrier changes.
  - e. changes to program level policies and practices.
4. In the event of policy or procedural changes, it is the responsibility of all faculty to update curriculum and educate students accordingly.

## Procedure

When an incident occurs, there is often much confusion. It may be difficult to determine the appropriate response. It is important to note that regardless of the incident, the safety of all students, faculty, and staff is paramount and completion of the incident report should be completed later. The following information is presented as a guide for response to such incidents.

1. Major accident and/or medical emergency: one in which basic first aid will not be enough.
  - a. CALL 911.
    - i. The address for Dwyer Hall is 1960 Northside Blvd., South Bend, IN 46615.
    - ii. Let them know we are along the river with the sign at street level for Vera Z. Dwyer Hall. The building is hidden behind the trees and down from street level.
  - b. Call Campus Police (574-520-4239) and inform them of the incident and that the paramedics have been called.
  - c. In the best manner possible, stabilize the individual until the paramedics arrive.
  - d. If available, someone needs to go outside to the street and guide the ambulance when they arrive. If not possible, ask a Campus Police officer to do so.
  - e. After the individual has been taken care of by the paramedics or transported to the hospital, fill out the incident report and submit it to the Program Director.
2. Minor accident: one that requires only first aid. A first aid kit is readily available in the Student Laboratory (RS144).
  - a. Stabilize the individual and assess the extent of the injury.
  - b. If basic first aid is appropriate, thoroughly clean the site of injury and dress with supplies found in the first aid kit.
  - c. If the faculty member feels the injury is beyond their scope of assessment, the student should be instructed to seek medical attention at the nearest urgent care facility. If the student is not able to transport themselves, they may select another student to drive.
    - i. If the injury occurs to a faculty member or staff, the individual should go to  
 US HealthWorks  
 19667 Cleveland Road  
 South Bend, IN 46637  
 (574) 277-7600  
 Monday – Friday 8:00am – 4:30pm
  - d. After the individual has been taken care of by the faculty member or transported to another facility, fill out the incident report and submit it to the Program Director.

3. Near miss reporting
  - a. There are times when an incident does not result in an accident. These are considered near misses.
  - b. Although a near miss does not require immediate action, it is important to report these instances. Near misses are indications of potential problems which need to be investigated further.
  - c. Fill out the incident report (indicating it is a near miss) and submit it to the Program Director.

### After the Incident

Upon completion of the incident report review, the Program Director will:

1. ensure the incident report is filed in the faculty, staff, or student file,
2. complete the [IU Incident Report form](#), and
3. communicate any policy or procedure updates with the faculty, staff, and students.

### Related Documents

- Student Laboratory Safety Manual
- CLS-M-05 Student Laboratory Safety and Expectations

### Policy History

Date	Action
08/01/2023	Updated policy number (formerly CLS-17) and removed the Student Health and Wellness Center
08/01/2024	Updated division name, policy number, and titles due to campus reorganization