

Incident Reporting Procedure Checklist

1. Perform Immediate FIRST AID

- Encourage bleeding without undue squeezing from the injury site
- Wash away as much contaminating blood/body fluid as possible
- **For eyes/nose/mouth:** Rinse thoroughly with clean running water (or saline)

2. Notify Occupational Health Practitioner

- **If the Source is known to be or is high-risk of being HIV positive consult your nearest Infectious Disease Physician Immediately.**

3. Report the incident to your workplace Health & Safety

4. Fill out a Blood/Body Fluid Exposure Report Form.

- Ensure that as many details as possible are completed.

5. Obtain blood

- If consent is given (the recipient of injury should not be the person who asks the source person for consent), blood samples for testing are required from both the Recipient (person exposed) and the Source (person the exposure came from).
- 10ml sample of blood in a plain of SST tube is required from each person.
- Informed consent is required prior to collection of blood
- Recipient and Source are routinely tested for HBsAg, HBsAb, HCV, and HIV if consent is given
- If results requested to be reported in code we recommend the following labelling format: write "Code" then first two letters of surname, first letter of first name, DOB and gender e.g. SMJM10/01/76 (John Smith)

6. Send the completed forms and blood samples the laboratory on next transport or within 24hrs

- **The Recipient and Source must both indicate who their results are authorised to go to**
- NB: The Recipient may request a copy of their result to go to their healthcare workplace BUT be aware that baseline testing may show they were already positive for Hepatitis or HIV and not aware of this.
- The Recipient's nominated GP will be sent their results and may be advised of any recommended follow-up.
- ***N.B The Recipient is responsible for their own medical follow up including any repeat testing required***