



# HAMPDEN CHARTER SCHOOL OF SCIENCE

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## Needle Stick & Blood and Body Fluid Exposure Protocol

If you are stuck by a needle or other sharp, or get blood or other potentially infectious materials in your eyes, nose, mouth, or on broken skin:

- Immediately flood the exposed area with water and clean any wound with soap and water or a skin disinfectant if available;
- Report this immediately to your team leader;
- Notify attending physician who signs the standing orders;
- If possible, identify the source of exposure which maybe needed for testing to guide medical management;
- Seek immediate medical attention. After medical evaluation, if needed, treatment should be started as soon as possible but within 2 hours;
- If in *the Chicopee* area and the incident happens:
  - 1) on a week day between 9am-5pm, and medical care is indicated, go to *Baystate Medical Center* for evaluation;
  - 2) on a weekend or weeknight, go to *Baystate Medical Center*;
- If outside of *Chicopee* area when the incident happens, go to the nearest medical facility for evaluation;
- Employees supervisor must complete the following:
  - 1) Incident report paperwork within 24 hours to Worker's Compensation Claims Manager (Human Resources Administrator);
  - 2) Initiate an accident investigation within 24 hours.