

## ACCIDENTAL BLOOD EXPOSURE REPORTING FORM

**St. Thomas Site**  
Administrative Office  
1230 Talbot Street  
St. Thomas, ON  
N5P 1G9

**Woodstock Site**  
410 Buller Street  
Woodstock, ON  
N4S 4N2

**Business Name and Location:** \_\_\_\_\_

Date of Incident (dd/mm/yy)	Exposed Person: Full Name, Address, & Phone	Details of Accidental Exposure* - What item was being used? - Where on the body did exposure occur? - How did the injury/exposure occur?	Action Taken - Describe re-processing of involved instrument - First Aid response provided to person exposed?	Full Name of Worker Involved in Exposure

\* A record of accidental blood exposure must be kept on-site by the owner/operator for a minimum of one year.

\* Indicate the service provided when the exposure occurred and the part of the body that was exposed to blood or bodily fluids.

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**Blood and body fluids may contain pathogens such as hepatitis B virus (HBV), hepatitis C virus (HCV), or human immunodeficiency virus (HIV)**

**You do not have to see blood or body fluids on instruments for an infection to occur.**

If an accidental exposure occurs, the following should be done:

- i. Wear single-use gloves for handling or dressing wound.
- ii. Wash the wound and exposed skin surface with water and soap or a germicidal hand washing solution. If the area is bleeding, allow it to bleed freely.
- iii. After cleaning the wound, apply a skin antiseptic, such as alcohol, and cover with a sterile dressing or band-aid. If there has been a splash on the mucous membrane, such as the eyes, nose or mouth, flush the area thoroughly with water.
- iv. The person exposed should immediately contact his/her family doctor for assessment.
- v. A record of the incident should be kept by the owner of the premises including:
  - a. Name, address and phone number of the client, name of the personal services worker
  - b. Date of injury
  - c. Circumstances surrounding the injury
  - d. Action taken
- vi. Records should be kept on-site for one year and on file for two years.

For additional information, please call Southwestern Public Health – St. Thomas site at (519) 631-9900 or Woodstock site at (519) 421-9901 and ask to speak to a nurse on the Infectious Disease Team.