

## ADMINISTRATIVE POLICY: Students

## Student Blood/Body Fluid Exposure Follow-up

Last Reviewed: May 2019

Responsible University Officer: Director of Employee/Student Health

Policy Owner: Director of Employee/Student Health

Policy Contact: Director of Employee/Student Health



## POLICY STATEMENT

Student accidental exposures to blood and body fluids at Upstate University Hospital downtown locations shall be managed as per policy ESH B-01 (ESH Blood and Body Fluid Exposure Follow-up), which details management of Upstate staff with potential exposure to Human Immunodeficiency Virus (HIV), Hepatitis B (HBV), and Hepatitis C (HCV) for the purpose of determining risk of infection, administering post-exposure prophylactic treatment when indicated, and providing proper follow-up. Students with clinical activities at Upstate University Hospital Community Campus will initiate follow-up at that site. Students at other affiliated sites, including Binghamton Clinical Campus must be informed by the facility, at the beginning of the clinical activity, how to immediately access follow-up care in event of an exposure.

In all cases, a determination of the need for post-exposure prophylaxis should occur as soon as possible and ideally within two (2) hours of the exposure.

## PROCEDURES

1. Immediately treat exposure site
  - a. Wash the exposed skin with soap and water.
  - b. Flush exposed mucus membranes with water.
  - c. Flush eyes with at least 500 ml of water or normal saline for at least 3 – 5 minutes.
  - d. Do not apply disinfectants, antibiotics, or caustic agents to the wound.
  - e. Proceed to the Emergency Department if wound suturing or other first aid is needed.
2. Initiate follow-up without delay
  - a. Weekdays between 7:30 AM – 4:00 PM, call Employee/Student Health (ESH) at (315) 464-4260.
    - i. Students at Downtown Campus will be instructed to come immediately to ESH for follow-up.
    - ii. Students at Community Campus will be instructed to report to the Employee Health office at that site.
    - iii. Students at other clinical sites, including students at Binghamton Clinical Campus, will be advised how to proceed to obtain proper follow-up.
  - b. After hours, weekends, and holidays
    - i. Proceed to the Emergency Department at that clinical site.
    - ii. Proceed to the closest Emergency Department if none at the facility.
    - iii. Notify Student Health of the exposure by leaving a voicemail or calling the next day of business.
3. Document Injury
 

Complete an Injury/Incident Report at the facility where the exposure occurred.
4. Exposure Assessment and Management
 

As per policy ESH B-01, Sections IV – XII, which detail the investigation of the source patient, baseline testing, post-exposure prophylaxis and counseling, follow-up, and alternative situations. For these steps, the procedure for students is the same as for Upstate staff.
5. Effect on Medical Student Learning Activities
 

If learning activities are interrupted, the Director of Student Health will contact the Dean of Student Affairs. The Dean will communicate and make arrangements with faculty regarding absence, make up of work, and future action plan.
6. Charges and Billing
  - a. All fees and expenses related to follow-up for blood and body fluid follow-up are the responsibility of the student and should be submitted to the student's health insurance carrier for payment. Health insurance is mandatory for all full-time and part-time Upstate Medical University students. Worker's Compensation is not applicable for students.
  - b. Remaining expenses after insurance is billed for initial evaluation and management of matriculated students for blood or body fluid follow-up at Student Health or Upstate University Hospital Emergency Department will be written off.

## 7. Reimbursement Procedure

- a. For cases evaluated and managed at non-Upstate University Hospital sites, students may request reimbursement for out-of-pocket costs, after insurance, for testing/treatment that occurs outside of Upstate University Hospital after the first 90 days of the event. The amount reimbursed may include co-insurance and co-pay charges, but not annual deductibles exceeding \$200.
- b. The university cannot process a payment to a health care facility on a student's behalf. Therefore, all claims will be processed as reimbursements. In order to receive reimbursement, the student's health insurance must be billed first. The student must pay the remaining balance and submit the following documents to Student Health for review and approval of reimbursement:
  - i. Student Blood and Body Fluid Exposure Expenses Reimbursement Form
  - ii. An itemized bill
  - iii. Explanation of Benefits (EOB) from insurance company
  - iv. Paid Receipt

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## ADDITIONAL INFORMATION

This applies to:

All Upstate Medical University students at the Downtown campus, Community campus, and other affiliated clinical sites, including Binghamton Clinical Campus.

Documentation needs to be completed on the Student Blood and Body Fluid Exposure Expenses Reimbursement Form

References:

NYS HIV Clinical Education Initiative: <http://www.ceitraining.org/>

HIV Clinical Resources, NYS Department of Health AIDS Institute in collaboration with the John Hopkins University Division of Infectious Diseases: <http://www.hivguidelines.org/>

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## ADDITIONAL CONTACTS

**EMPLOYEE STUDENT HEALTH  
INFECTION CONTROL  
OFFICE OF STUDENT AFFAIRS**

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## RESPONSIBILITIES

Student policies and their effectiveness are reviewed annually as the Student Handbook is updated.

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