

STUDENT HANDBOOK

Part II

Safety Policy

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**SOUTHEASTERN LOUISIANA UNIVERSITY
SCHOOL OF NURSING**

SAFETY MANUAL

I. INTRODUCTION

It is the intent of the faculty and administration in the School of Nursing to provide a safe learning experience for all students and provide guidelines for the development, implementation, and maintenance of a comprehensive school safety program.

The following guidelines are established to provide instructions in maintaining safety for students, staff, and faculty while using the skills and computer laboratories within the School of Nursing at Southeastern Louisiana University. These guidelines shall be adhered to by all concerned.

The Skills Lab Coordinators will update the contents of this manual every two years or more often, if necessary. All students, staff, and faculty will be advised of these revisions.

The Skills Lab Coordinators are responsible for enforcing the regulations set forth in this manual.

II. GENERAL GUIDELINES

- A. All faculty, staff, and students must know and practice the safety guidelines at all times while using the skills and computer labs. Failure to adhere to general guidelines can result in disciplinary action. This manual will be available in the labs and students will be instructed to review the contents upon admission to the clinical component of the curriculum.
- B. All labs are locked unless occupied by faculty and/or students during class or practice. Any break in security must be reported immediately to Campus Police (2222) in Hammond and Campus Police Officer in Baton Rouge; Department Head ; and/or Dean.
- C. The computer laboratories are secured by an alarm system. Any break in the security alarm system in the computer lab should be reported immediately to Campus Police (2222) in Hammond and other agencies as appropriate at the Baton Rouge center. Each faculty member will be responsible for his/her own security code.
- D. Students are expected to come to lab prepared by having read the scheduled lab objectives and assignments prior to the start of the lab period.

Students should be knowledgeable of the care, handling, and proper use of equipment prior to using it in the laboratory.

- E. Students should report pregnancies, physical handicaps, recent injuries, illnesses, or surgeries, or communicable diseases to their instructors as soon as

possible so that necessary precautions may be taken. A medical clearance from a physician is required before student with physical injuries, illness, surgery, pregnancy, or who has a reported communicable disease will be allowed to practice or return demonstrate in clinical or skills lab.

- F. It is the right of the instructor and/or clinical agency to determine whether a student in any of the situations above is capable of safely performing the necessary skills and providing care for patients.

III. SKILLS LAB GUIDELINES

- A. There shall be no eating or smoking in the labs during student use, demonstration or return demonstration.
- B. Access to the doorway in the labs will be evident at all times. Furniture will not be placed to obstruct the exits.
- C. All doors and cabinets shall remain closed when not in actual use.
- D. The skills lab will not be used as a health center for ill students, staff, or faculty.
- E. Children or unauthorized personnel are not allowed in the labs at any time. Injury to unauthorized personnel in the lab will not be considered the responsibility of Southeastern Louisiana University or the School of Nursing.
- F. All students shall practice proper hand washing technique while utilizing skills lab.
- G. Gloves are worn by students and faculty during any contact with body fluids. Gloves are utilized for practice and demonstration of skills. Gloves are utilized for personnel using harsh disinfectants to clean the lab. The School of Nursing will provide sterile and non-sterile gloves for faculty and students. (Refer to Exposure Control Plan, Section D for more specific information). Avoid using petroleum-based hand creams. These can interfere with glove integrity.
- H. The labs (skills and computer) are not to be used as a social area.
- I. Students should report any misconduct occurring in the skills or computer laboratories and may be held responsible if not reported.

IV. SKILLS LAB SAFETY

A. MEDICATION/FLUID ADMINISTRATION SAFETY

- 1. Students will be instructed to practice and return demonstrate only those skills for which they have had prior instruction and gained familiarity with content and proper procedure. Students are expected to come to the laboratory prepared according to the prior instruction on the procedure.

2. Students should at all times practice safe techniques while learning in the skills and computer labs. Standard precautions should be followed at all times (Refer to Exposure Control Plan, Section D).
3. When breaking ampules for practice, students should protect their fingers by using a gauze covering or an alcohol wipe and should break the ampule in the opposite direction of their face.
4. Needles provided for practice of injections are used at the skills laboratories ONLY when faculty are present for assistance.
5. Students must demonstrate safety precautions while utilizing needles during practice as instructed in class. Any irresponsible use of needles will result in disciplinary action and possible failure to pass that school lab.
6. Students are to practice injections ONLY on the manikins provided in the skills lab.
7. Students are never to recap needles and must discard used needles in the sharps disposal container provided in the skills lab (Refer to Exposure Control Plan, section D).
8. Needles and other sharp objects must not be discarded in the trash or left out openly in the lab at any time.
9. Students will return demonstrate injections and venipunctures with a partner using sterile technique. Each student will receive sterile equipment and will be directly supervised by a faculty member. **STUDENTS WILL NOT BE ALLOWED TO PRACTICE INJECTIONS OR VENIPUNCTURE ON EACH OTHER WITHOUT SUPERVISION OF FACULTY.**
10. Informed consent (Appendix "A", "B", "C") must be read and signed by each student with one witness and a faculty signature. Any student requesting NOT to participate will receive their grade by demonstration on a manikin.
11. Placebos (candy pieces, commercially prepared practi-med and water) will be used for simulation of oral/topical medications. Old medicine bottles are labeled to use when simulating preparation of an actual medication order.
12. I.V. fluids with expired dates may be used for practice and demonstration unless obviously contaminated. These fluids are NOT for internal use, but for practice with manikins only.
13. Any IV fluids and tubing which have been used will be discarded at the end of each semester.

B. ELECTRICAL SAFETY

1. Wet materials may not be used around electrical outlets or equipment.
2. Faculty and students are responsible for reporting to the appropriate faculty/staff any frayed electrical cords, cracked plugs, missing outlet covers, etc., as well as any problems encountered while using electrical equipment.
3. No electrical cords will be left in the pathway of walking traffic. Extension cords will be properly taped to the floor if used over a walkway.
4. Electric hospital beds in the skills lab will be inspected as needed for repairs.
5. Electric beds shall be maintained in the lowest position.
6. Only three-prong plugs that contain a ground wire should be used to power equipment in the skills labs.

C. PHYSICAL SAFETY

1. Students will be instructed in principles of body mechanics prior to practice and return demonstration of moving, lifting, and transferring skills.
2. Student should use caution when practicing lifting skills and should not lift another student who is too heavy without assistance.
3. Students practicing lifting techniques will not perform these procedures in a foolish or unsafe manner. Irresponsible behavior will result in the student's failure to pass that particular lab or dismissal from the lab for practice.
4. Equipment needed for body mechanics practice (bed, wheelchairs, stretcher, etc.) will be kept in good working condition. Any broken part will be reported immediately to Skills Lab Coordinator.
5. The wheels of all equipment (wheelchairs, stretchers and beds) are to be locked during practice and return demonstration.

V. CLINICAL LAB SAFETY

- A. The policies and procedures of the specific clinical agency will be adhered to as well as those policies and procedures of SLU School of Nursing by both faculty and students during the clinical experience.
- B. Each student will submit evidence of a health examination, required laboratory studies and vaccinations as required by the School of Nursing at time of admission to clinical nursing courses.

- C. Each student must submit a completed “Change in Health Status” form (Appendix “D”) each semester. Evidence of current CPR certifications and PPD, as well as any other requirements indicated by affiliating clinical agencies must be submitted annually.
- D. A syllabus will be provided for each clinical nursing course with additional clinical safety guidelines, as appropriate.

VI. DRUG TESTING

Drug testing is performed initially upon entrance into clinical nursing courses and thereafter for cause, post accident, and randomly. Students must report to the designated testing site within the time period specified.

VII. REPORTING OF AN INJURY

- A. Any incident occurring in the skills, computer, or clinical labs during school hours must be reported to the faculty, skills lab coordinator (if appropriate), and Department Head immediately.
- B. An incident report must be filled out for the injury. The report must be signed by the faculty member and the student involved as soon as possible after the incident. Incident forms are available in the office of the Department Head.
- C. Protocol for a physical injury/occupational exposure:
 - 1. Report the incident to faculty, skills lab coordinator, and Department Head.
 - 2. A faculty member will assess the student/staff and administer first aid as needed.
 - 3. Vital signs will be taken if necessary.
 - 4. The faculty/staff/student will be assisted to the Student Health Center, appropriate agency, or personal physician depending upon the nature of the injury. Campus Police may be called to assist in transporting a student to a health care agency or call 911 depending on the severity of the injury.
 - 5. The Department Head will follow up with the student within 3 working days. A copy of the incident report and a written follow up report will be kept in the office of the Department Head.
 - 6. Refer to Exposure Control Plan, Section E for paperwork to be completed.
 - 7. If injury involves occupational exposure, refer to Exposure Control Plan, Section E.

VIII. CLEANING OF LABORATORY AND EQUIPMENT

- A. The Skills Lab Coordinator will be responsible for the disinfection and maintenance of equipment, and monitoring of the labs at all times.

The Skills Lab Coordinator may delegate this task, but will be responsible for the overall performance of these duties.

- B. Students and faculty are responsible for the cleanliness of the lab during and after use.
- C. Floors, counters and furniture will be cleaned by appropriate personnel at the end of each semester and more frequently if needed. (Refer to posted Protocol for Cleaning Skills Lab and Equipment in each lab and/or utility room.
- D. Equipment located in the skills lab will be cleaned each semester and more often as necessary with the appropriate cleaning agent. Refer to posted Protocol for Cleaning Skills Lab and Equipment in each lab and/or utility room.
- E. Linen on beds will be changed when soiled, after extensive use, and at the end of each semester.
- F. Bedspreads may be used more than once during return demonstration of bathing.
- G. All soiled linen will be sent to the authorized vendor for cleaning (Hammond campus) or cleaned by the Skills Lab Coordinator via in house washer/dryer (Baton Rouge center) and stored in a clean, closed cabinet upon return to either campus of the School of Nursing.

IX. HAZARDOUS WASTE DISPOSAL

Potential infectious wastes are collected, contained, stored, and disposed of according to the Occupational Safety and Health Administration (OSHA) guidelines.

- A. Any breakage of thermometers resulting in spillage of mercury will be handled by placing the mercury in a closed bottle while wearing gloves and then notifying the Hazardous Waste Office for proper disposal.
- B. Batteries used in skills lab equipment will be disposed of through the Hazardous Waste Office.
- C. Biohazard contaminated supplies used during competency labs are collected and stored in designated area of skills lab. (Room 105-Mims Hall; Room 118-utility room-Baton Rouge center) All biohazard waste will be picked up by a designated transporter.
- D. Biohazard contaminated supplies used during community promotion activities are collected in biohazard-labeled containers and transported to closest facility-

Hammond or Baton Rouge, to be stored in designated areas until transported by contracted biohazard company.

X. FIRE AND EMERGENCY

In case of fire or emergency, the University protocol will be followed:

A. Fire

1. Alert people in area to evacuate.
2. Activate nearest fire alarm or call 2222 on Hammond campus (Notify campus police officer or personnel in front office at Baton Rouge Center).
3. Close doors to confine fire.
4. Evacuate to safe area or exit building through stairwell--Do not use elevator.
5. Provide emergency personnel with any pertinent information.

Students and faculty should become familiar with the location of the nearest fire extinguishers and pull boxes for fire alarm.

Building diagrams that indicate fire escape routes and locations of fire escapes are located in each laboratory and by fire extinguishers.

B. Emergency

1. Hammond
 - a. Use campus or emergency phone outside of Mims Hall to call university police at 2222.
 - b. Say "This is an Emergency", then
 - c. State your name, and what and where the emergency is.
2. Baton Rouge
 - a. Notify security officer or main office by dialing "0" on phone intercom or using intercom in the classrooms.