

# Needlestick Protocol Template for Facilities

If you're a **Facility Name** team member who has had a needlestick-related bloodborne pathogen exposure, promptly follow these facility procedures:

## 1. Initiate First Aid Measures

- Flush the site and scrub with soap and water

## 2. Report the Event to Your Supervisor Immediately

- Obtain the name/DOB of the source individual (if possible) and notify them of the incident.
- Fill out an employee incident form within 24-hours of incident
- Document the occurrence within the sharps injury log within **14 days**, noting the type and brand of device used, where the injury occurred, and an explanation of the incident
- Complete the mandated OSHA 300 log within **7 days** of incident occurrence
- Fulfill **Your State Health Department** reporting requirements

## 3. Ensure Medical Evaluation

- The affected employee will be evaluated on-site by occupational health. If the incident occurs outside of regular business hours, the employee will be directed to the nearest urgent care or emergency room — on-site preferred.
- Assessment of the exposure and pre-test counseling should precede next steps.
- Complete medically directed laboratory studies.
- Required follow-up laboratory studies in the source patient (if available) at time of incident may include:
  - Hepatitis B antigen
  - Hepatitis C antibody
  - HIV testing
  - Aspartate aminotransferase/alanine aminotransferase (AST/ALT) and alkaline phosphatase levels
- Required follow-up laboratory studies in the exposed employee at time of incident may include:
  - Hepatitis B surface antibody
  - Hepatitis C antibody at and again at 2 weeks, 4 weeks, and 8 weeks later
  - HIV testing and again at 6 weeks, 3 months, and 6 months later
- If deemed appropriate by the attending physician, the exposed employee may begin post-exposure prophylaxis (PEP). For high risk cases, starting within 1-2 hours is recommended, but started anytime within 72-hours of exposure may be efficacious.

## 4. Participate in Post-Incident Measures

- As indicated by the overseeing healthcare team, follow-up with additional laboratory studies at the scheduled intervals post initial testing.
- Call occupational health at **Phone #** within 24-hours of the incident if originally treated at a different clinic. Comply with guidance and post-incident process.
- Participate in a post-incident review with supervisors within **2 weeks** of occurrence.