
 <p>جامعة الإمام عبد الرحمن بن فيصل IMAM ABDULRAHMAN BIN FAISAL UNIVERSITY</p>	<p>Policy and Procedure</p>	 <p>د. ق. ا. ا عمادة الجودة والاعتماد الأكاديمي Deanship of Quality and Academic Accreditation</p>
<p>Standard 3 – Learning and Teaching</p>	<p><b>IMAM ABDULRAHMAN BIN FAISAL UNIVERSITY</b></p>	
	<p>IAU-DQAA Document Control Unit</p>	<p>UNV-0-0000</p>
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**1. TITLE: NURSING SKILLS LABORATORY SAFETY POLICY**

**2. PURPOSES:**

2.1 The purpose of this policy is to provide direction for college staff/students to prevent the occurrence of accidents, injuries and illness and to minimize the effect and manage of accident when it occurs.

**3. DEFINITIONS:**

3.1 Nursing Skill Lab: where you will be introduced to new competencies (skills), be expected to practice, and be evaluated on your skills

3.2 Lab Safety policy: is to provide a safe laboratory environment for its lab supervisor, faculty and students.

3.3 Simulation: designed to provide immersive learning experiences for healthcare practitioners and students.

3.4 Lab Technician: Person who monitor the staff and students compliance with nursing laboratory safety policy, and report any incident and accident to the program director and college safety committee.

3.5 Laboratory – defined in this policy refer to any room, space, or area from which the primary use includes handling potentially hazardous materials, including but not limited to handling chemicals, aerosols, biological organisms, or physical/mechanical hazards such as saws or heavy equipment.

**4. POLICY STATEMENT:**



4.1 To provide direction for college staff/students to prevent the occurrence of accidents, injuries and illness and to minimize the effect and manage of accident when it occurs.

**5. POLICIES:**

5.1 Imam Abdulrahman bin Faisal University (IAU) is committed to provide a safe laboratory environment for its lab supervisor, faculty and students. The goal of IAU laboratory safety policy is to minimize the risk of injury or illness by ensuring that everyone has the training, information, guides, support and equipment needed to work safely in the laboratory.

5.2 The nursing lab is a learning environment that is often intended to simulate a real clinical setting. As a result eating and drinking are not permitted

**6. PROCEDURES:**

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### 6.1 Infection Control:



- 6.1.1 All students shall practice proper hand washing technique while utilizing skills lab.
- 6.1.2 Universal precautions should be followed at all times Pathogen Exposure Control when there is exposure or potential exposure to blood or body fluids.
- 6.1.3 Gloves are to be worn by students and faculty during any contact with blood and body fluids. Gloves are utilized for practice and demonstration of skills. Gloves are utilized for personnel using harsh disinfectants to clean the lab. The college will provide sterile and non-sterile gloves for faculty and students.

### 6.2 Physical Space:



- 6.2.1 Do not use the space for social activities.
- 6.2.2 Keep all doors and cabinets closed when not in use.
- 6.2.3 Keep the work spaces, floors, beds and desk areas clean.
- 6.2.4 Report any misconduct occurring in the lab to nursing lab supervisor.
- 6.2.5 Laboratory doorways will be accessible at all times. Furniture will not be placed to obstruct the exits/entries.
- 6.2.6 The lab will not be used as a health center for ill students, staff, or faculty.
- 6.2.7 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 IAU.

### 6.3 Medications and Fluids:



- 6.3.1 Students will be instructed to practice and re-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.
- 6.3.2 Expired medications must be kept in special cabinet and labeled for use when lab preparation of an actual medication orders.

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- 6.3.3 When breaking glass 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 body.
- 6.3.4 Needles provided for practice of injections are used in the skills laboratories **ONLY** when instructors are present for assistance.
- 6.3.5 Intravenous fluids with expired dates may be used for practice and demonstration unless obviously contaminated. These fluids are not for internal or actual use but for practice with manikins only.
- 6.3.6 Bottles, containers or fluids mixed in the lab will be minimally labeled as follows: actual contents, date, and the initials of the preparer.
- 6.3.7 Students will demonstrate venipuncture with a partner using sterile technique. Each student will receive sterile equipment and will be directly supervised by a practical nursing instructor. Students will not be allowed to practice venipuncture on each other without supervision of an instructor.
- 6.3.8 Students are never to recap needles and must discard used needles in the sharps disposal container provided in the skills lab.
- 6.4 Electrical Safety:
- 6.4.1 Wet materials may not be used around electrical outlets or equipment.
- 6.4.2 Faculty and students are responsible for reporting to the lab supervisor any frayed electrical cords, cracked plugs, missing outlet covers, etc., as well as any problems encountered while using electrical equipment.
- 6.4.3 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.
- 6.4.4 Electric hospital beds in the skills lab will be inspected as needed for repair.
- 6.4.5 Electric beds shall be maintained in the lowest position.
- 6.4.6 Only three-prong plugs that contain a ground wire should be used to power equipment in the skills labs.
- 6.5 Ergonomics

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- 6.5.1 Students will be instructed in principles of body mechanics prior to practice and return demonstration of moving, lifting, and transferring skills.
- 6.5.2 Students should use caution when practicing lifting skills and should not lift equipment, manikins, and other students who are too heavy without assistance.
- 6.5.3 The equipment needed for body mechanics practice (bed, wheelchairs, stretcher, etc.) will be kept in good working condition. Any faulty or broken equipment should be reported immediately to the lab supervisor.
- 6.5.4 The wheels of all equipment (wheelchairs, stretchers and beds) are to be locked during practice.
- 6.6 Reporting of an injury:
  - 6.6.1 Any incident occurring in the skills labs during college hours must be reported immediately to the lab supervisor.
  - 6.6.2 For student or staff exposures incident report form must be filled out for the injury/incident.
  - 6.6.3 A faculty member will assess the student/staff and administer first aid as needed.
  - 6.6.4 The faculty/staff/student will be assisted depending upon the nature of the injury. College security may be called to assist in transporting a student to a hospital or call 333 depending on the severity of the injury.
  - 6.6.5 Lab supervisor 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 student's file.
- 6.7 Needle stick Injury:
  - 6.7.1 In the event of a “Clean” needle stick:
    - 6.7.1.1 The individual must inform the lab instructor or lab supervisor immediately.
    - 6.7.1.2 First aid as needed wash hands with soap and water.

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6.7.1.3 The lab instructor or lab supervisor must fill out the incident report form; a copy of the incident report will be forwarded to the college quality unit.

6.7.2 In the event of a “Contaminated” needle stick:

6.7.2.1 Do not squeeze the wound

6.7.2.2 Wash the injury site for 5 minutes in running water and a surgical scrub and notify the lab instructor \lab supervisor immediately.

6.7.2.3 The lab supervisor will contact the infection control department director in King Fahd Hospital of the University (KFHU) who will advise upon the appropriate action to be taken.

6.7.2.4 The faculty member or lab supervisor must fill out the incident report form.

6.7.2.5 A copy of the incident report will be forwarded to the college quality unit.

6.8 Latex allergy:

6.8.1 The nursing labs are **NOT** entirely free of latex containing products, Some essential products and manikins contain latex.

6.8.2 Wherever possible, latex free products and equipment have been purchased for the lab.

6.8.3 Individuals with latex sensitivity are responsible for notifying lab instructors of anticipated risk of latex sensitivity.



6.8.4 Faculty should ask their students if any have sensitivity to latex.

6.8.5 Students should report any potential latex sensitivity to their instructors.

6.8.6. Signs are posted in the labs regarding the potential risk for latex sensitivity.

6.8.7 Individuals having a potential acute latex reaction should notify lab instructor and supervisor and incident report form should also be completed.

6.9 Cleaning of laboratory and equipment:

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- 6.9.1 The lab supervisor will be responsible for the disinfection and maintenance of equipment, and monitoring of the labs at all times.
- 6.9.2. Students and instructors are responsible for the cleanliness of the lab during and after use.
- 6.9.3 Floors, counters and furniture will be cleaned by lab cleaner at the end of each day and more frequently if needed.
- 6.9.4 Equipment located in the skills lab will be cleaned after each skills lab section and more often as necessary with the appropriate cleaning agent.
- 6.9.5 Linen on beds will be changed when soiled or after extensive use.
- 6.9.6 Bedspreads may be used more than once during return demonstration of bathing.
- 6.9.7 Soiled linen should be kept in the green plastic bag.
- 6.9.8 Soiled linen will be cleaned in the DSFH laundry and stored in a clean, closed cabinet.

## 7. RESPONSIBILITIES:

### 7.1 Staff/Students:

- 7.1.1 Follow the policy guidelines regarding nursing laboratory safety.

### 7.2 Lab Technician:



- 7.2.1 Monitor the staff and students compliance with nursing laboratory safety policy.
- 7.2.2 Report any incident and accident to the program director and college safety committee.


## 8. ATTACHMENT/S:

- Policies and procedures manual

## 9. DISTRIBUTIONS:



## 10. REFERENCES:

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