

Incident Report Form

Use this form to report incidents of injury, exposure, illness, damage, theft, or other aspects of health or safety involving Galen College of Nursing students, employees, or visitors. Complete all portions of the form. **Provide the signed original to your campus leader.** Campus leadership will review, approve the completed incident form, and forward a signed copy to the Compliance Department.

Incidents Related to Bloodborne Pathogen Exposure

In addition to completing this report, individuals who are possibly exposed to bloodborne pathogens (BBP) by way of needle sticks or exposure to human body fluids should immediately complete the following steps:

1. Wash needlesticks and cuts with soap and water.
2. Flush splashes to the nose, mouth, or skin with water.
3. Irrigate eyes with clean water, saline, or sterile irrigants.
4. Report the incident to your supervisor or clinical faculty member.
5. Immediately seek medical treatment.

For individuals who are possibly exposed to BBP by way of needle sticks or exposure to human body fluids at off-campus sites, such as hospitals or community health settings, the policy of the facility will be followed. For exposures in a setting where there is no policy on possible exposure to BBP, individuals should report to the nearest emergency room and are encouraged to follow-up with their primary healthcare provider. Individuals are responsible for the costs of their medical services.

Event Details

Name of person completing report	Title, if applicable	Campus
Enter text here	Enter text here	Choose an item
Date of report	Telephone number	Email address
Click here to enter a date	Enter text here	Enter text here
Date of incident	Time of incident	Type of incident <i>See definitions below</i>
Click here to enter a date	Enter text here	Choose an item
Location of incident (May include clinical sites and other locations)		
Enter text here		

Provide the names of all individuals directly involved in the incident. Indicate each person's role in the incident and each person's relationship to Galen College of Nursing.

Name	Title or Relationship to Galen	Role in incident
Enter text here	Enter text here	Enter text here
Enter text here	Enter text here	Enter text here
Enter text here	Enter text here	Enter text here
Enter text here	Enter text here	Enter text here

Please add additional pages if necessary.

Continued on next page.

Description of incident

Enter text here

Incident Reported to (if incident occurred at clinical site or other location, include name and title of who reported to, and when the report was made)

Enter text here

Response/Outcome/Action Plan

Enter text here

Signatures

Enter text here

Signature of person completing report

Printed name of person completing report

Enter text here

Signature of Galen Campus leader

Printed name of Galen Campus leader

Definitions

A

Altercation – a noisy, heated, angry dispute.

Arson - any willful or malicious burning or attempting to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc. [Definition provided by the [FBI's Uniform Crime Reporting \(UCR\) Program](#)]

Assault: Aggravated Assault - an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault is usually accompanied by the use of a weapon or by other means likely to produce death or great bodily harm. [Definition provided by the [FBI's Uniform Crime Reporting \(UCR\) Program](#)]

Assault: Sexual Assault - Any sexual act directed against another person, without consent of the victim, including instances where the victim is incapable of giving consent. [definition provided by the [Department of Education](#)]

Assault: Simple Assault - is an unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness. [definition provided by the [Department of Education](#)]

B

Behavior Unacceptable – exhibiting behavior which is in violation of Galen’s policies or clinical site policy.

Burglary - the unlawful entry of a structure to commit a felony or theft. To classify an offense as a burglary, the use of force to gain entry need not have occurred. The definition of “structure” includes apartment, barn, house trailer or houseboat when used as a permanent dwelling, office, railroad car (but not automobile), stable, and vessel (i.e., ship). [Definition provided by the [FBI's Uniform Crime Reporting \(UCR\) Program](#)]

Burglary is subdivided into the following categories depending on what was taken in the course of the burglary

- Data – Personal
- Data – School
- Money – Personal
- Money – School
- Personal Possessions

C

Clinical Incident: Patient Injury – incident occurring at a clinical affiliate where patient sustains an injury (minor or major) in the presence of a student. Please include “Code Blue” incidents under this category.

D

Damage: Personal Possessions – impairment of the value, usefulness, or normal function of a personal possession

Damage: Personal Vehicle – impairment of the value, usefulness, or normal function of a personal vehicle

Damage: School Grounds – impairment of the value, usefulness, or normal function to a Galen Campus.

Damage: School Property – impairment of the value, usefulness, or normal function to any Galen owned or leased property. i.e. classrooms, chairs, library books, etc.

Dangerous School Condition: Faulty Equipment – Equipment present on Galen leased or owned property which is unsafe to use or presenting a danger to faculty, staff, students, or visitors.

Dangerous School Condition: Fire – a fire on a Galen leased or owned property.

Dangerous School Condition: Flood – a flood on a Galen leased or owned property.

Dangerous School Condition: Gas Leak – a gas leak of any kind on a Galen leased or owned property.

Dangerous School Condition: Smoke – the presence of smoke on a Galen leased or owned property.

Dating Violence - means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship shall be determined based on a consideration of the following factors: the length of the relationship; the type of relationship; and the frequency of interaction between the persons involved in the relationship. [definition provided by the [Department of Justice](#)]

Domestic Violence - crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction. [definition provided by the [Department of Justice](#)]

Drug Abuse Violations - the violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs. [definition provided by the [Department of Education](#)]

E

Exposure – Bodily Fluids - means that another person's blood or other body fluid touches your body. [definition provided by the [U.S. National Library of Medicine](#)]

Exposure – Chemical - Contact with a chemical substance by swallowing, breathing, or touching the skin or eyes. Exposure may be short-term [acute exposure], of intermediate duration, or long-term [chronic exposure]. [definition provided by the [Center for Disease Control](#)]

Exposure – Disease – Contact with a disease or a person infected with a disease without proper safety measures.

Fondling - the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity. [definition provided by the [Department of Education](#)]

I

Incest - is sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law. [definition provided by the [Department of Education](#)]

Intimidation - is to unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack. [definition provided by the [Department of Education](#)]

H

Hazing – is coercing another, or engaging in acts, which causes or creates substantial risk of causing mental or physical harm to any person for the purposes of initiation, reinstatement, or continued membership of any student or other organization. This includes, but is not limited to, coercing another to consume alcohol or drugs.

L

Larceny – Theft - the unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. Examples are thefts of bicycles, motor vehicle parts and accessories, shoplifting, pocket-picking, or the stealing of any property or article that is not taken by force and violence or by fraud. [Definition provided by the [FBI's Uniform Crime Reporting \(UCR\) Program](#)]

Liquor Law Violations - the violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages, not including driving under the influence and drunkenness. [definition provided by the [Department of Education](#)]

M

Medical Error – a broader term referring to any act of commission (doing something wrong) or omission (failing to do the right thing) that exposes patients to a potentially hazardous situation. [definition provided by the [Department of Health & Human Services](#)]

Motor Vehicle Theft - as the theft or attempted theft of a motor vehicle. A motor vehicle is a self-propelled vehicle that runs on land surfaces and not on rails. [Definition provided by the [FBI's Uniform Crime Reporting \(UCR\) Program](#)]

Murder and non-negligent Manslaughter - the willful (nonnegligent) killing of one human being by another. Does not include the following situations in this offense classification: deaths caused by negligence, suicide, or accident; justifiable homicides; and attempts to murder or assaults to murder, which are scored as aggravated assaults. [Definition provided by the [FBI's Uniform Crime Reporting \(UCR\) Program](#)]

N

Negligent Manslaughter - the killing of another person through gross negligence. Does not include the following situations in this offense category: deaths of persons due to their own negligence; accidental deaths not resulting from gross negligence; traffic fatalities. [definition provided by the [Department of Education](#)]

O

Other – an incident that does not fit in any named category.

P

Prohibited Items Present – The presence of items prohibited either by Galen policy, Clinical Policy, or state or federal law.

R

Rape - the penetration, no matter how slight, of the vagina or anus, with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. This offense includes the rape of both males and females. [definition provided by the [Department of Education](#)]

Robbery - the taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear. [Definition provided by the [FBI's Uniform Crime Reporting \(UCR\) Program](#)]

S

School-related Injury: Burn - damage to your body's tissues caused by heat, chemicals, electricity, sunlight, radiation hot liquids and steam, building fires and flammable liquids and gases occurring during Galen related activities.

School-related Injury: Fall - an act of falling or collapsing; a sudden uncontrollable descent during a Galen related activity.

School Related Injury: Illness – Diagnosed – A student, faculty, staff or visitor has an incident related to a diagnosed medical condition while on Galen leased or owned property or while at a clinical site.

School Related Injury: Illness – Sudden Onset – A student, faculty, staff, or visitor has an incident unrelated to any known medical condition while on Galen leased or owned property or while at a clinical site.

School-related Injury: Needlestick – a puncture of the skin with a needle used in a medical procedure or medical training during a Galen related activity.

School-related Injury: Other (minor) – a non-critical or non-life-threatening injury that occurs at a Galen related activity which does not fit into the definition of another “School-related Injury” category.

School-related Injury: Other (major) - a critical or life-threatening injury that occurs at a Galen related activity which does not fit into the definition of another “School-related Injury” category.

Stalking - is defined as engaging in a course of conduct (two or more acts) directed at a specific person that would cause a reasonable person to— Fear for the person’s safety or the safety of others; or Suffer substantial emotional distress. [definition provided by the [Department of Education](#)]

Statutory Rape - is sexual intercourse with a person who is under the statutory age of consent. [definition provided by the [Department of Education](#)]

T

Threat: To Others - a statement of an intention to inflict pain, injury, damage, or other hostile action on someone in retribution for something done or not done. A person or thing likely to cause damage or danger to another person or persons.

Threat: To Self - a person or thing likely to cause damage or danger to themselves.

U

Unauthorized Entry/Loitering: Building – a person has entered a Galen building without authorization and/or is remaining in a Galen building without a purpose.

Unauthorized Entry/Loitering: Grounds - a person is on Galen leased or owned property without authorization and/or is remaining on Galen leased or owned property without a purpose. i.e. this includes the parking lots surrounding a Galen Campus.

W

Weapons: carrying, possessing, etc. - The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons. Attempts are included. [Definition provided by the [FBI's Uniform Crime Reporting \(UCR\) Program](#)]