

 Śląski Uniwersytet Medyczny w Katowicach	POST-EXPOSURE PROCEDURE AT MEDICAL UNIVERSITY OF SILESIA for an employee, a student, a doctoral student.	Document symbol
	Version valid from 30.09. 2024	RBHP/3/09/2024

1. SCOPE OF THE PROCEDURE:

The scope of the following procedure includes rules of conduct in case of exposure of an employee/a student/a doctoral student to potentially infectious HBV, HCV, HIV material.

2. LEGAL BASIS/INTERNAL REGULATIONS:

- 2.1 The Higher Education and Science Act of July 20th, 2018 (Journal of Laws of 2023, item 742 with further amendments),
- 2.2 The Prevention and Combating Infections and Infectious Diseases in humans Act of December 12th 2008 (Journal of Laws of 2022, item 1657),
- 2.3 The Ordinance of the Minister of Health of June 6th, 2013 on Occupational safety and health in the performance of work related to the risk of injury from sharp instruments used in the delivery of medical treatment (Journal of Laws of 2013, item 696),
- 2.4 The Ordinance of the Minister of Health of April 22th, 2005 on biological agents harmful for health in work environment and for health protection of employees professionally exposed to these factors (Journal of Laws of 2005, numer 81, item 716),
- 2.5 The Ordinance of the Rector no 94/2010 on introduction of instructions and procedures related to safe operation with biological material at Medical University of Silesia.

3. TERMINOLOGY:

- 3.1 Occupational exposure – exposure is the endangering (of an employee, student, doctoral student) to contact with biological material, potentially infectious, to infection, among others HBV, HCV and HIV, related to performing a profession, practical classes, vocational training. The risk of infection occurs through:
 - 3.1.1. Breaking the continuity of the skin by: puncturing, scratching or cutting with an instrument contaminated with infectious material,
 - 3.1.2. Previously damaged skin - open, unprotected wound, cut, crack, scratch, abrasion,
 - 3.1.3. Contamination of mucous membranes - oral cavity, conjunctiva of the eyes, nasal mucosa and other mucous membranes,
 - 3.1.4. Prolonged contact of intact skin with large amounts of infectious material.
- 3.2 Exposed person – (an employee, a student, a doctoral student) who as a result of contact with potentially infectious material has been exposed to risk of infection with HBV, HCV, HIV, while employees perform their duties and students and doctoral students during teaching classes and professional internships.
- 3.3 Source person - a person who is a potential source of HIV, HBV, HCV infection, while employees perform their duties and students and doctoral students during teaching classes and professional internships.
- 3.4 Potentially infectious material - biological material from humans containing a sufficient amount of viral particles to cause infection.

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The following is considered infectious material:

- blood and every secretion or excretion containing blood as the most hazardous source of HBV, HCV, HIV infection,
- other body fluids containing blood,
- semen, vaginal secretions,
- cerebrospinal fluid, pleural fluid, synovial fluid, pericardial effusion, amniotic fluid.

Post-exposure treatment is not used in the case of:

- a) people exposed to contact with urine, feces, saliva, sputum, vomit, secretions from the nose, sweat, tears - if they do not contain blood,
- b) exposure to intact skin,
- c) a superficial wound without visible bleeding caused by an instrument considered not contaminated with blood,
- d) a superficial cut with a needle considered not contaminated with blood.

4. RESPONSIBILITIES:

- 4.1. A direct supervisor is responsible for introducing employees to the procedure and its application.
- 4.2. A teacher conducting practical classes/coordinator/clerkship supervisor is responsible for introducing students to the procedure and its proper application.
- 4.3. Each employee/student/doctoral student who deals with potentially infectious material is obliged to follow the procedure.

5. DESCRIPTION OF POST-EXPOSURE CONDUCT:

5.1. Obligatory procedure in case of skin and mucous membranes contamination:

- 5.1.1. Undamaged skin – remove any contamination safely, wash the exposed skin with water and soap and then disinfect it.
- 5.1.2. Damaged skin – wash with luke warm water with soap, do not staunch blood flow – let the blood to flow freely, do not squeeze a wound (putting pressure leads to contaminated material being absorbed into a wound), for disinfection do not use disinfectants containing alcohol, put a sterile waterproof dressing on a wound.
- 5.1.3. Contaminated conjunctivals – rinse the eye area gently but thoroughly with physiological saline, keeping the eyelids open, after removing contact lenses (if used by an exposed person),
- 5.1.4. Mouth – in case blood gets into your mouth – rinse your oral cavity with water multiple times. For rinsing do not use disinfectants containing alcohol.
- 5.1.5. Mucous membranes – strictly rinse abundantly with sterile distilled water for injections.

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5.2. Exposure ought to be reported to:

- a) students during classes and during exercises in SUM practical skills workshops - teacher/supervisor carrying out practical teaching of subjects,
- b) students during professional internships (classes and internships at the hospital) - ward nurse/on-duty doctor/coordinator/internship supervisor,
- c) doctoral students – doctoral supervisor.

5.2.1. Persons submitting applications referred to in point 5.2. a), c) and d), should disclose this fact to OHS Department employee of Medical University of Silesia (Zabrze – phone +32 275 51 45, Sosnowiec - phone +32 364 12 22, Katowice – phone +32-208 86-50 or +32- 208 35 67) – by phone or by email to bhp@sum.edu.pl.

5.2.2. Persons accepting the notification referred to in point 5.2. a), c) and d), should prepare a note with detailed information about the circumstances of the incident and send it to the OHS Section, where further documentation is prepared and a "Register of needlestick injuries" is kept.

5.3. Post-exposure prophylaxis should be implemented as soon as possible, but no later than 48 hours after exposure.

5.4. Unit carrying out the post-exposure procedure: Specialist Hospital in Chorzów at 10 Zjednoczenia str., the Centre of HIV - Diagnostics and Therapy - registration: (32) 34 63 619, (32) 34 63 620. The clinic is open from Monday to Friday from 8:00 a.m. to 4:00 p.m.

5.5. Conducting a post-exposure procedure for an exposed person, is only possible after submitting a referral to the HIV Diagnostics and Therapy Clinic, constituting Appendix 1 to this procedure, completed correctly and signed by the employee of OHS Department of SUM.

5.6. If during the employee's performance of related official duties contact with a biological agent results in a puncture or injury with a sharp instrument - SUM provides post-exposure treatment in accordance with the guidelines included in section 5.2.

5.7. If the incident occurred during student internships - a hospital/unit is obliged to ensure appropriate post-exposure procedures in force at the hospital/unit, related to the exposure of the student/doctoral student to contact with potentially infectious material.

5.8. Cost of post-exposure testing and treatment:

5.8.1. SUM employees – total cost is covered by the employer.

5.8.2. If this is not classified as an incident at work, cost of diagnostics and possible therapy is covered by the sufferer.

5.8.3. In the scope of the student's professional internship - the cost is covered by the student.

5.8.4. A student who has an accident insurance contract, should apply to an insurer for reimbursement.

5.8.5. The cost of preventive post-exposure treatment is reimbursed after submitting the invoice issued by the hospital or unit to the insurer, which includes the cost of

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treatment of the student covered by the insurance policy along with full medical documentation.

5.8.6. An invoice should contain the data of the student (name, surname, personal identity number) to which it relates and then an invoice should be forwarded to an insurer when an insured student reports the damage.

5.8.7. In the case of a student (during classes and during practical exercises) or a doctoral student - cost is covered by SUM.

6. Closing remarks:

6.1. The documentation and invoice constituting the basis for payment for services resulting from the procedure (see point 5.8) should be confirmed by the OHS Department.

6.2. Matters related to the reimbursement of cost for proceedings following occupational exposure in an exposed person, runs the Finance and Accounting Department. Invoices should be delivered electronically, in person or by post to the SUM office in Katowice, 15 Poniatowskiego str.

Rector of Medical University of Silesia, Katowice, Poland

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