ACCIDENTAL BLOOD AND BODY FLUID EXPOSURE RECORDING FORM Facility Name/Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Date of Incident**(dd/mm/yyyy) | **Exposed Person*** First and last name
* Address
* Phone number
 | **Details of the Accidental Exposure*** Item involved with injury (e.g., scissors, nail file, etc.)
* Site of injury on the body
* Explanation of how the injury occurred
 | **Action Taken** | **Name of Staff Involved with Exposure*** First and last name
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Source: Ministry of Health and Long-Term Care, “Infection Prevention and Control Best Practices for Personal Services Settings,” Jan. 2009

This record must be kept on-site for a minimum of one year and on file for a minimum of 5 years.

For instructions on proper cleaning and disinfection, refer to [*All About Cleaning*](https://www.york.ca/resource/cleaning-and-disinfection-personal-service-settings) and [*Instrument Disinfection Chart*](https://www.york.ca/resource/instrument-disinfection-chart-personal-service-settings)on york.ca

YORK-#6382433-V1-Accidental\_Exposure\_Recording\_Form