

University of Pittsburgh School of Nursing

Health Incident Report Form

This form should be completed by both the student and faculty member and should be submitted to the Office of the Dean by the end of the next business day following the incident. [See Policy #302.](#)

Today's Date: \_\_\_\_\_

Date & Time of Incident: \_\_\_\_\_

Location of Incident: \_\_\_\_\_

Name and status of individual who experienced the incident (student or faculty member):

\_\_\_\_\_

If Student, level (please check): \_\_\_ BSN 1<sup>st</sup> year \_\_\_ BSN 2<sup>nd</sup> year (sophomore)  
\_\_\_ BSN 3<sup>rd</sup> year (junior) \_\_\_ BSN 4<sup>th</sup> year (senior) \_\_\_ MSN \_\_\_ DNP \_\_\_ PhD

Instructor's Name: \_\_\_\_\_

1. Briefly describe the incident (who was involved, who was present, who was notified, what happened, when, where).
2. Was the student or faculty member wearing gloves at the time of the incident? Yes  No  N/A
3. Was the student or faculty member wearing goggles, a face shield, or a face shield mask at the time of the incident? Yes  No  N/A
4. List the name, address and phone number of all witnesses.
5. List any testing/treatment that was/has been provided.
6. Identify any follow-up which is planned or which was recommended.
7. How might this incident have been prevented?

Student's signature: \_\_\_\_\_ Date \_\_\_\_\_

Faculty signature: \_\_\_\_\_ Date \_\_\_\_\_

Date      Received by:

Received in Dean's Office		
Faxed to Environmental Health & Safety		
Forwarded to Student Services		
Copy to Student File		

*[Please use the back of this form if more space is needed.]*