



Columbus City Schools
Blood and Body Fluid Exposure Incident Report (H.S. 101)

Instructions: To be completed by the exposed employee and submitted to his/her building administrator and school nurse as soon as possible following the exposure.

The Administrator or school nurse is to fax the report to the Health Services Department immediately, 365-6429. **A copy of this report, H.S. 102 and H.S. 103 should be taken by employee to the health care provider completing the evaluation.**

1. Employee Name: _____ SSN: _____
2. Date and time of incident: _____
3. Place of exposure incident: _____
4. Description of the employee's duties during the exposure incident: _____

5. The route of exposure was:
 - a) needle stick with contaminated needle to _____
 - b) piercing of skin with contaminated sharp to _____
 - c) splashing/spraying of blood or other potentially infectious material to _____

 - d) Other: _____
6. Describe the circumstances under which the exposure incident occurred: _____

7. Name of source individual: _____
Address: _____ Phone Number: _____
Source individual is a ___ student ___ employee ___ other, describe: _____

Signature of Person Completing Report

Date

NOTE: A copy of this report is to be filed in the employee's medical file and retained for duration of employment PLUS 30 YEARS.