



# **SUPERVISOR INSTRUCTIONS for Employees exposed to Blood or other potentially Infectious Materials**

**State Employee Injury Compensation Trust Fund  
SEICTF**



If an employee notifies you that he or she has been exposed to blood, body fluid or other potentially infectious materials, do the following:

1. Verify whether or not the injured employee (IE) has performed recommended first aid for the exposure site:
  - Immediately flood the exposed area with water and clean any wound with soap and water or a skin disinfectant if available.
2. Complete, sign and date the appropriate forms, including the SEICTF Blood/Body Fluid Exposure Report (supervisor completes Part 1 and the employee completes Part 2).
3. Refer the IE to the nearest SEICTF Gatekeeper for medical evaluation of the exposure. If the source is suspected to be high risk for HIV, then send the injured employee to the nearest SEICTF participating hospital emergency department. The IE should show the nurse the Authorization for Initial Treatment (Form 3-A) and tell the nurse that he or she is a State employee. Remind the employee to bring this completed form back to their supervisor.
4. TREATMENT MUST NOT BE DELAYED, however, every effort should be made to call ahead to the designated ED or gatekeeper to let the staff know that the employee is on the way. Telephone numbers for each gatekeeper and forms in the Employee Injury Packet are available on the Risk Management web site at <http://www.riskmgt.alabama.gov>.
5. If initial treatment is received in the ED, the IE must make a follow-up appointment for the next working day with one of SEICTF's network physician gatekeepers. At that time they should schedule their 6 week, 3 month, and 6 month follow-up appointments.
6. If the employee refuses medical treatment, have the employee sign the statement that they are declining treatment on Part B of the Blood/Body Fluid Exposure Report and have the supervisor witness that the employee is refusing treatment.