

Nursing Laboratories – School of Nursing (NUR)

1. GENERAL GUIDELINES

- (a) All staff and students must know and practice the safety guidelines at all times while using the laboratories.
- (b) All laboratories are locked unless occupied by staff and/or students during class or practice.
- (c) Students should at all times practice safe and appropriate techniques while learning in the laboratories.
- (d) Students should be knowledgeable of the care, handling, and proper use of equipment prior to using it in the laboratories.
- (e) Students with special health conditions such as communicable diseases, injuries should inform course coordinators/teachers as soon as possible so that necessary precautions can be taken to protect the students and others.
- (f) All misconduct occurring in the laboratories should be reported to Lab Technician.
- (g) For emergency situations such as fire, water leakage, flooding, staff/students should immediately call FMO Helpdesk (KHC) or Security Officers at respective campuses.
- (h) Contact information

Tung Wah College Kwai Hing Campus (KHC)			
Contact Person	Tel. No	Location	Office Hour
Lab Technician	3725 6222/3725 6223	Rm 1614E	Monday to Friday: 0900 – 1800
FMO Helpdesk	3725 6200	Rm K1615	Monday to Friday: 0900 – 1800
Security Officer	---	RmK1615	Monday to Friday: 0900 – 1800
			Saturday: 0900-1400 (please contact Security Hotline of KPC at 31906610)

Tung Wah College Ma Kam Chan Memorial Building (KPC)			
Contact Person	Tel. No	Location	Office Hour
Lab Technician	3468 6865/3190 6753	Rm 1601	Monday to Friday: 0900 – 1800
	3468 6872	17/F Nursing Lab	
Security Officer	3190 6610	Security Control Room, G/F	24 Hours 7 days a week

2. LABORATORY SAFETY

2.1 Infection Control

Standard precautions will be followed at all times when there is exposure or potential exposure to blood or body fluids.

2.2 Medications/Fluids

- (a) All drugs including oral pills, IV fluids and injections are used for practice and demonstration only.
- (b) Spillage of any disinfectant in the laboratories should be immediately reported to Lab Technician regarding the nature of the incident, and the hazardous materials involved (product names(s) and quantity).

2.3 Needle Safety

- (a) Needles provided in the laboratories are used for practicing injection. Students must demonstrate safety precautions while utilizing needles during practice as instructed in class.
- (b) Needles must never be recapped after use. Needles should be placed in a sharp container after use.
- (c) A sharp container must be replaced when it is $\frac{3}{4}$ full.
- (d) Needles and other sharp objects must NOT be discarded in the trash or left unattended in the laboratories at any time.
- (e) For practicing injection skills, the injection pads attached to the manikin or injection trainer should be used in the laboratories.

2.4 Electrical Safety

- (a) Wet materials should not be placed around electrical outlets or equipment.
- (b) Staff and students must report immediately to Laboratory Technician any frayed electrical cords, cracked plugs, missing outlet covers, etc., as well as any problems encountered while using electrical equipment.
- (c) No electrical cords will be left on the walkway. Extension cords will be properly taped to the floor if used over a walkway.
- (d) Only three-prong plugs that contain a ground wire should be used to power equipment in the laboratories.

2.5 Ergonomics

- (a) Students should learn the principles of body mechanics prior to practicing the lifting and transferring skills.
- (b) Students and staff should be cautious when lifting. They should not lift heavy objects such as large equipment, manikins without assistance.
- (c) Wheels of all equipment (i.e. wheelchairs, stretchers and beds) should be locked for transfers during practice and return demonstration.
- (d) A hoist should only be used under teacher's supervision.
- (e) A transport cart must be used to transfer manikins from one bed to another.

3. INJURY

3.1 Reporting of an injury

- (a) All incidents occurring in laboratories during school hours must be reported immediately to

Lab Technician at respective campuses.

(b) After school hours, the incident should be reported to Security Officers at respective campuses.

3.2 First Aid

- (a) All incidents must be reported to FMO within 24 hours.
- (b) Call Lab Technician at respective campuses to request for first aid assistance in the laboratories.
- (c) Provide your name, lab room number, contact number, and the nature of your injury (including any hazardous materials involved).
- (d) Be prepared to provide the Security Officer with sufficient details of an incident.
- (e) For major incident - Do not move the injured person unless they are in imminent danger.
- (f) If you have received training, provide appropriate first aid until the Security Officer arrived.

4. CLEANING AND MAINTENANCE OF THE LABORATORY AND EQUIPMENT

- (a) All cabinet doors should remain closed when not in use.
- (b) The laboratory spaces, floors, beds and bench areas should be kept clean and tidy after use.
- (c) Laboratory doorways should be kept clear of obstacles at all times.
- (d) It is the responsibility of the staff/students to maintain the equipment and physical space clean and tidy after using the laboratory. Laboratory equipment should be tidied up by staff/students after class. Linen on beds should be changed and laundered when soiled, after extensive use, and at the end of each semester.
- (e) The lab equipment should be kept in good order. All broken/malfunctioned equipment should be reported immediately to Lab Technician.

5. EMERGENCIES

5.1 Fire

- (a) Alert people in the area to evacuate.
- (b) Stop all your practice immediately.
- (c) Activate nearest fire alarm or call FMO Helpdesk or Security Officer.
- (d) Evacuate to safe area or exit building through staircase. Do not use lift nor escalator.

5.2 Flood Space/ Water Leak

- (a) In case of flooding / water leakage, call Lab Technician, FMO Helpdesk or Security officer for assistance at respective campuses.
- (b) Security Officer will contact the required personnel to respond to the lab.
- (c) Attempt to stop the water flow or confine the flood area using whatever materials are available such as bed sheets if it is safe to do so.
- (d) Be prepared to provide Security Officer with sufficient details for an incident report.

6. ACCIDENT/INCIDENT REPORTING

- (i) Any incident occurring in laboratory during school hours must be reported immediately to School or Laboratory Technician.
- (j) After school hours, the incident should be reported to Security Control Room at Tel. 3190 6610 (emergency response)
- (k) All incidents must be reported to Security Control Room and School Executive Officer within 24 hours or the following working day.
- (l) Be prepared to provide the Security Guard with sufficient details for an incident report.