

**University of Prince Edward Island
Animal Care Committee
Standard Operating Procedure**

SOP #: ACC - AD03

SOP Title: Animal-related Injury

SOP Section: Administrative

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Issued by: Dr. Glenda Wright

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1.0 Introduction

- 1.1 This SOP describes how to deal with minor animal-related injuries. Animal-related injuries implies a bite, kick, scratch, crush, or break in the skin or mucous membrane and/or direct contact with animal tissues, fluids, or excretions.

2.0 Materials

- First-Aid Kits must be located in an obvious and readily available location. Contents must include:
 - Antiseptic wipe
 - Sterile gauze pads
 - Adhesive tape
 - Bandages
 - Examination gloves
- Eye wash
- Emergency contact numbers

3.0 Procedures

3.1 During working hours:

- i. Cease the handling of research animals, tissues, fluids or wastes.
- ii. Leave everything in the research area as is (lights, locks, temperature, etc.). but make sure that the area and animals are secure.
- iii. For major injuries (e.g. broken bones, fall or kick injury, cardiac arrest, etc.), immediately call 911 and follow instructions from emergency personnel.
- iv. For wounds and exposures:

Wounds

Apply basic first aid. Wash wound with running water and soap for 15 minutes and assure that visible dirt / debris are cleaned away. Pat dry and apply an adhesive bandage or dry clean cloth.

Exposure to animal tissues, fluids, or excretions

Mucous membranes:

Thoroughly rinse exposed mucous membrane under running water or by using the eye wash for 15 minutes.

Non-mucous membrane exposure:

Wash affected areas with soap and clean water.

- v. Immediately report the incident to your Supervisor or Principal Investigator and to the Facility Manager.
- vi. If medical assistance is required go to the QEH Emergency Department. If the animal was exposed to a pathogen, the PSDS for that microorganism should be taken to the QEH.
- vii. If bitten by an animal, check on rabies and tetanus vaccination history.
- viii. Within 24 hours, fill out the Incident Report and Investigation Form (online for UPEI) <http://www.upei.ca/research/health-and-safety/incident-reporting>. Send the report form (with both victim and supervisor sections completed) to UPEI Human Resources. All employees should also fill out Workers Compensation Board of PEI form.