



**UNIVERSITY OF NATAL**

**MANAGEMENT OF SEXUAL ASSAULT:  
POLICY, PROCEDURES AND PROTOCOLS**

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# UNIVERSITY OF NATAL MANAGEMENT OF SEXUAL ASSAULT: POLICY

The University of Natal perceives any form of sexual assault as a serious violation and is committed to providing, to the best of its capability, an effective and efficient preventative and Post-exposure Prophylaxis programme based on sound scientific principles, where any staff member or student makes an allegation of sexual assault to Risk Management Services.

## 1. DEFINITIONS

In this Policy any expression to which a meaning has been assigned, shall have that meaning, unless the context otherwise indicates:

- 1.1 The Policy means the University of Natal Management of Sexual Assault: Policy.
- 1.2 Sexual assault is a crime of violence. It is any form of unwanted sexual contact obtained without consent and / or obtained through the use of force, threat of force, intimidation, or coercion. Sexual assault includes, but is not limited to, rape, sodomy, indecent assault and incest.
- 1.3 The University means the University of Natal.
- 1.4 Risk Management Services (RMS) is a division within the University responsible for the safety and security of staff, students, buildings and the general environment of the University of Natal.
- 1.5 HIV means the Human Immunodeficiency Virus.
- 1.6 AIDS means the Acquired Immunodeficiency Syndrome that is the final phase of HIV infection.
- 1.7 Post-exposure Prophylaxis (PEP) is the administration of antiretroviral medicine to a person who has been exposed to HIV to prevent transmission of the disease. The provision of Post-exposure Prophylaxis is without prejudice to the University of Natal, and simply a service to assist a person who has been sexually assaulted.
- 1.8 Post-exposure Prophylaxis Starter Pack means emergency quantities of antiretroviral medication, which is prescribed and dispensed by the Campus Health Clinics or identified preferred service providers.
- 1.9 Office-hours means between 08h00 and 15h30 Monday to Friday.
- 1.10 After-hours means after 15h30 and before 08h00 Monday to Friday and any time on Saturday, Sunday and / or national public holidays.
- 1.11 Antiretrovirals (also known as antivirals) are drugs that fight against retroviruses, such as HIV.
- 1.12 Stat dose / dosage means the medication dispensed and taken immediately.
- 1.13 Professional nurse means a registered nurse employed by the University of Natal to perform in such capacity.

- 1.14 Staff member or student means a staff member employed by the University of Natal as at the date of the sexual assault and student means a person registered at the University for the purpose of studying. The possession of a valid University identity card is essential.
- 1.15 Identified preferred provider means a hospital or medical practitioner identified by the University as meeting predetermined minimum standards of care, to provide specialized emergency after-hours assessment and treatment of a staff member or student, who has been sexually assaulted (as defined in 1.2 above).

## **UNIVERSITY OF NATAL MANAGEMENT OF SEXUAL ASSAULT: PROCEDURES**

1. Report the incident to the nearest Risk Management Services.
2. Access to the Post-exposure Prophylaxis Starter Pack.
3. Provision of counselling.
4. Laying of a criminal charge.
5. Access and monitoring of the 28-Day PEP regimen.
6. Documentation of the sexual assault.

## **UNIVERSITY OF NATAL MANAGEMENT OF SEXUAL ASSAULT: PROTOCOLS**

- 1. REPORT THE INCIDENT TO THE NEAREST RISK MANAGEMENT SERVICES**

Risk Management Services (RMS) must be informed as soon after the alleged sexual assault as possible. A report to Risk Management Services is an absolute prerequisite for the operation of this Policy and the provision of Post-exposure Prophylaxis, if required.
- 1.1 Where the sexual assault has occurred on campus, the survivor should make his/her way to RMS as soon as possible. If the survivor is unable to go directly to RMS, he/she should contact RMS telephonically. RMS will go to where the person is, collect him/her and take him/her to RMS offices. Where a person has been sexually assaulted off campus, s/he should make his/her own way to RMS.
- 1.2 RMS will ensure that general first-aid guidelines are adhered to and will contact the Campus Health Clinic (during office-hours) or emergency medical transport service providers (after-hours), if the staff member or student requires immediate medical attention.
- 1.3 If the staff member or student contacts the Campus Health Clinic, the Student Counselling Centre, or any other resource, then the point of contact should immediately contact RMS, in order to initiate the implementation of this Policy.

## **2. ACCESS TO THE POST-EXPOSURE PROPHYLAXIS STARTER PACK**

Risk Management Services (RMS) will facilitate the process of ensuring that the person receives appropriate access to the Post-exposure Prophylaxis Starter Pack.

2.1 If the staff member or student decides, after receiving appropriate counselling, to make a statement to the South African Police Services and consents to the District Surgeon's forensic investigation, the latter may facilitate the availability of Post-exposure Prophylaxis.

2.2 If the staff member or student decides, after receiving appropriate counselling, not to make a statement to the South African Police Services and / or does not consent to the District Surgeon's forensic investigation, the following procedure should be followed:

2.2.1 If the staff member or student has reported the incident during Campus Health Clinic office-hours, RMS will arrange for a professional nurse from the Campus Health Clinic<sup>1</sup> to consult with the staff member or student and administer the Post-exposure Prophylaxis Starter Pack, emergency contraception and prophylactic treatment for sexually transmitted diseases, if deemed appropriate.

2.2.2 If the staff member or student has reported the incident after Campus Health Clinic office-hours, i.e. after-hours, RMS will contact the preferred emergency medical transport provider (such as Medical Rescue International) and arrange for the staff member or student to be transported to the identified preferred provider (such as McCord Hospital). The identified preferred service provider will, after assessing the staff member or student, prescribe and dispense the Starter Pack if appropriate. The staff member or student will be advised that s/he must report to the Campus Health Clinic on the next working day.

The University will cover the costs of the assessment, prescription and dispensing of the Starter Pack, provided the staff member or student has reported the incident to Risk Management Services. The staff member or student will be liable for the costs of any additional treatment.

2.2.3 The Campus Health Clinic will consult with identified doctors at the Virology Department, Nelson R Mandela School of Medicine, should they require further medical advice. Importantly, the staff member or student must be advised to take the stat dosage of the Post-exposure Prophylaxis while medical decisions are being made.

2.3 If the staff member or student decides to utilize external sources to access Post-exposure Prophylaxis, they may approach public or private providers at their own expense.

## **3. PROVISION OF COUNSELLING**

The survivor of the sexual assault should receive appropriate crisis/ trauma counselling and advice on options available to him/her.

3.1 If the staff member or student has reported the incident during Student Counselling Centre office-hours, RMS will arrange for a registered or intern psychologist (or appropriate

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<sup>1</sup> Campus Health Clinics are situated on the Durban, Pietermaritzburg, and Medical School Campuses. Staff members and students on the Edgewood (Pinetown) Campus will be transported, by RMS, to the Durban Campus Health Clinic.

counsellor) from the Student Counselling Centre, to counsel the staff member or student and to provide emotional support as required by the staff member or student.

- 3.2 If the staff member or student has reported the incident after Student Counselling Centre office-hours, i.e. after-hours, RMS will contact a preferred service provider (such as Lifeline) telephonically and arrange for a trained counsellor to counsel the staff member or student and to provide emotional support as required by the staff member or student. The preferred service provider will advise the staff member or student to consult with the Student Counselling Centre on the next working day.
- 3.3 The counsellor should advise the staff member or student regarding his/her legal and medical options, and s/he should be advised to consider allowing the District Surgeon to collect forensic evidence, in order that s/he may exercise their legal options should s/he choose to do so, at a future time.
- 3.4 The staff member or student should be advised that the counsellor will accompany him/her to the nearest hospital, the South African Police Services and / or to the offices of the District Surgeon, if s/he so wishes.
- 3.5 A friend or family member should be contacted, with the staff member or student's consent, in order to offer further support to the survivor.
- 3.6 The Student Counselling Centre will, at the request of the staff member or student, provide ongoing supportive counselling, including:
  - 3.6.1 Pre- and post- test HIV counselling.
  - 3.6.2 Liaison with key identified persons at the University.

#### **4. LAYING OF A CRIMINAL CHARGE**

If the survivor wishes to lay a criminal charge against the alleged perpetrator, RMS and whomever the survivor wishes to have accompany him/her, should assist in this process.

- 4.1 RMS should accompany the survivor to the South African Police Services, District Surgeon and / or the hospital, or medical practitioner chosen by the survivor. The University is not liable for any medical costs incurred.
- 4.2 The counsellor should accompany the survivor if so requested by the survivor.
- 4.3 If the staff member or student chooses to make his/her own way to the South African Police Services, a hospital, or to the District Surgeon, this should be noted by RMS in their file, and where possible, the friend or family member accompanying the staff member or student should sign this annotation.
- 4.4 RMS will facilitate and assist the South African Police Services in their investigation and facilitate and assist the staff member or student being kept up-to-date with the investigation.
- 4.5 RMS will conduct their own internal investigations according to University policies and procedures.

## **5. ACCESS AND MONITORING OF THE 28-DAY PEP REGIMEN**

Any staff member or student receiving the PEP Starter Pack from identified preferred service providers must be advised to report to his/her nearest Campus Health Clinic the next working day. Failure to do this may result in the staff member or student not having access to the full 28 day PEP regimen.

- 5.1 The Campus Health Clinic will treat any injuries and provide the staff member or student with emergency contraception and / or prophylactic treatment of sexually transmitted diseases if appropriate.
- 5.2 The Campus Health Clinic will assess the risk of exposure to the staff member or student following the assault and decide on the appropriateness of PEP.
- 5.3 An assessment, including counselling, must be made to clarify the HIV status of the staff member or student.
- 5.4 With the staff member or student's consent, blood in a gel tube must be taken.
- 5.5 The blood must be marked with:
  - 5.5.1 An appropriate confidential number. No details of the staff member or student are to appear on the tube or request form.
  - 5.5.2 Clear details that it is from a staff member or student who has been sexually assaulted.
  - 5.5.3 Clear contact details of the attending doctor or professional nurse to facilitate the issuing of results.
- 5.6 The blood sample must be sent to the Department of Virology, University of Natal, for HIV testing as well as other baseline studies, to ensure the safety of the medication.
- 5.7 The Campus Health Clinic will consult with identified doctors at the Virology Department, Nelson R Mandela School of Medicine, should they require further medical advice.
- 5.8 If the staff member or student is HIV antibody negative, the PEP will be administered for 28 days.
- 5.9 In addition to the supportive counselling provided by the Student Counselling Centre, adequate medical counselling of the staff member or student must be initiated and maintained by the Campus Health Clinic and will include:
  - 5.9.1 Pre- and post-test counselling.
  - 5.9.2 Information on risk of transmission of HIV from the alleged perpetrator.
  - 5.9.3 Information on the risk reduction due to the PEP drugs.
  - 5.9.4 Adverse effects of the PEP drugs and how to alleviate these effects.

- 5.9.5 Precautions in pregnant and breastfeeding mothers (if appropriate).
- 5.9.6 Use of barrier contraception for 12 weeks from the time of the sexual assault.
- 5.9.7 Avoidance of blood donation until staff member or student is shown on follow up to be seronegative for HIV.
- 5.9.8 Adherence to the PEP programme.
- 5.10 The Campus Health Clinic must maintain appropriate follow up of the staff member or student. Appointments for 2 weeks, one, three, six, nine, twelve and eighteen months follow up must be scheduled. It is the responsibility of the staff member or student to adhere to the PEP follow up programme.
- 5.11 No further PEP will be administered if:
  - 5.11.1 The staff member or student is HIV positive. Appropriate counselling and referral of the staff member or student must be instituted.
  - 5.11.2 After appropriate counselling, the staff member or student does not consent to the taking of a blood sample for use in the determination of his/her HIV status.
  - 5.11.3 The staff member or student is not compliant with the medication.
  - 5.11.4 The staff member or student elects, after adequate counselling, to discontinue the use of the medication.

## **6. DOCUMENTATION OF THE SEXUAL ASSAULT**

The Campus Health Clinic, the Student Counselling Centre, Risk Management Services and, where appropriate, the identified preferred service provider must maintain comprehensive documentation of the sexual assault.

## **ADMINISTRATION OF THE UNIVERSITY OF NATAL MANAGEMENT OF SEXUAL ASSAULT: POLICY, PROCEDURES AND PROTOCOLS**

To facilitate effective and efficient execution of this document, each of the following role players will have the assigned responsibilities as indicated.

- 1. University Executive** will be responsible for:
  - 1.1 Arranging administratively and/or financially for the availability of Post-exposure Prophylaxis and other related treatments and investigations.
  - 1.2 Arranging administratively and/or financially with appropriate laboratory services to perform all blood testing of the staff member or student who has been sexually assaulted.
  - 1.3 Arranging administratively and / or financially with the identified preferred service provider to assess and treat staff members or students who have been sexually assaulted after-hours.

**2. Risk Management Services** will be responsible for:

- 2.1 Ensuring the staff at Risk Management Services are trained with the knowledge and skills required for the implementation of the applicable procedures and protocols outlined in this Policy.
- 2.2 Ensuring that staff at Risk Management Services have the information relating to the Campus Health Clinics (who can assist during office-hours), emergency medical transport providers, (such as Medical Rescue International), and identified preferred service providers, (such as McCord Hospital), who can assist after-hours.
- 2.3 Establishing a procedure for contacting the Student Counselling Centre and emergency counselling service providers, (such as Lifeline) who can assist after-hours.
- 2.4 Compiling a list of the appropriate South African Police Services.
- 2.5 Compiling a list of the offices the District Surgeon, nearest to each of the four campuses.
- 2.6 Maintaining a record of all sexual assault incidents.
- 2.7 Accompanying and / or transporting of the staff member or student to the South African Police Services, District Surgeon, hospital and / or doctor if required.
- 2.8 Notifying and keeping key identified persons at the University informed of events.

**3. Campus Health Clinic** will be responsible for:

- 3.1 Ordering and dispensing of the antiretroviral medication, emergency contraception and prophylactic treatment of sexually transmitted diseases.
- 3.2 Maintaining confidential medical documentation.
- 3.3 Counselling of sexual assault survivors.
- 3.4 Follow up of a staff member or student who has incurred a sexual assault.
- 3.5 Facilitating, together with the Student Counselling Centre, Risk Management Services and other key divisions, a preventative programme with the goal of minimizing sexual assault.
- 3.5 Ensuring the staff at the Campus Health Clinics are trained with the knowledge and skills required for the implementation of the applicable procedures and protocols outlined in this Policy.

**4. Student Counselling Centre** will be responsible for:

- 4.1 Ensuring that the staff at the Student Counselling Centre are trained the specific knowledge and skills required for the implementation of the applicable procedures and protocols outlined in this Policy.
- 4.2 Ensuring that counselling and supportive services are available to a sexual assault survivor. This includes the provision of information on the procedures to be followed, the facilitation of



realistic decision-making, and the securing of a friend or family member to assist the survivor, if so requested, and consented to by the survivor.

- 4.3 Offering ongoing counselling and support to the sexual assault survivor.
- 4.4 The Student Counselling Centre shall either establish a roster for responding to after-hours emergency incidents, or shall establish and maintain links with appropriate resources (such as Lifeline) who will provide after-hours services where such services are required. Where an external agency assists after-hours, the Student Counselling Centre shall assume responsibility for ensuring the quality of the service provided, and shall develop referral procedures.
- 5. Emergency counselling service provider**, such as Lifeline, will be responsible for:
  - 5.1 The provision of emergency counselling services to a staff member or student who is sexually assaulted.
  - 5.2 Informing the Student Counselling Centre, with the staff member or student's consent, of the sexual assault and arranging an appointment between the Student Counselling Centre and the staff member or student.
- 6. During after-hours, the identified preferred service provider** will be responsible for:
  - 6.1 Assessing the staff member or student's risk of exposure to HIV/AIDS.
  - 6.2 Prescribing and dispensing the PEP Starter Pack if appropriate.
  - 6.3 Maintaining confidential documentation.
  - 6.4 Collaboration with the Campus Health Clinics.
- 7. Department of Virology, Nelson R Mandela School of Medicine**, will be responsible for:
  - 7.1 Providing a consultation service to the Campus Health Clinics.
  - 7.2 Facilitating and reviewing any medical and scientific changes.
- 8. Finance Division** will facilitate the availability of appropriate funds in specific university codes to facilitate the purchase of:
  - 8.1 Antiretroviral medication and the symptomatic treatment of side effects.
  - 8.2 Consumables, both stationery and medical.
  - 8.3 The payment of all blood testing of staff members or students, who have been sexually assaulted.
  - 8.4 Payment for emergency, after-hours services of preferred service providers as specified in this Policy.
- 9. University staff and students** will be responsible for:
  - 9.1 Reporting sexual assault incidents to RMS.
  - 9.2 Attendance and follow up at the Campus Health Clinics and the Student

Counselling Centres (or alternative counselling service providers).

9.3 Becoming familiar with this document to facilitate the PEP programme.

**10. International Student Support Services** will be responsible for:

10.1 Assisting in the establishment and maintenance of appropriate networks to support an international student who has been sexually assaulted.

10.2 Ensuring that medical aid and other insurance requirements for international students are met where appropriate.

10.3 Rendering any administrative, or other support as may be required to assist the sexual assault survivor.

**11. Media and Publications** will be responsible for:

11.1 Management of all media enquiries relating to the sexual assault, and shall be kept informed by RMS when an allegation is made.

11.2 Discouraging press releases until the University has had an opportunity to investigate the incident, where it involves a sexual assault that took place on campus.

**12. The AIDS Programme** will be responsible for:

12.1 Monitoring and evaluating the operationalisation of the Management of Sexual Assault: Policy, Procedure and Protocol.

12.2 Annually reviewing the Policy to accommodate developments within the medical, scientific and related fields.

12.3 Reporting to the University of Natal AIDS Task Force on the application and implementation of the Policy.

12.4 Monitoring of the fulfillment of the staff members and students' responsibilities in terms of the Policy as detailed in point 9 above.