



Saint John of God Kerry Services

Hospitality - Compassion - Respect

26

Safe Use and Disposal of Sharps Policy and Procedure

Saint John of God Kerry Services

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Policy and Procedure

Saint John of God Kerry Services is committed to the safe storage, disposal and transportation of Sharps in conjunction with the Order's Risk Assessment Policy.

The purpose of this Policy and Procedure is to ensure a safe, consistent and traceable approach in the handling of Sharps within the Service. Please also refer to Policy and Procedure on Percutaneous Injuries.

This Policy and Procedure applies to all staff of Saint John of God Kerry Services who use Sharps Boxes whether sourced locally from a Community Facility or from the Healthcare Nurse.

1. Upon receipt of the Sharps container the staff member will complete the appropriate sections of the Identification Record Section, in clear legible writing.
2. Sharps trays with integral sharps bins must be used for carrying sharps to and from the place of use. The bin size will correspond to the tray.
3. The staff member using the equipment will ensure the bin size and aperture is of appropriate size for disposal of sharps in use.
4. Needles and syringes will be discarded as a single unit immediately after use.
5. Sharps must not be passed directly from hand to hand and handling will be kept to a minimum.
6. Needles will not be recapped, bent, broken or disassembled before disposal.
7. When not in use Sharps containers will be stored under lock and key and have the opening in the closed position.
8. At all times Sharps containers will be held in an upright position that avoids spillages
9. When a Sharps container is in use it will be placed at a height that enables safe disposal of sharps, is away from public areas and is out of reach of service users, visitors.



10. Sharps containers must be sealed when $\frac{3}{4}$'s full - Do not overfill.
11. It is recommended that Sharps bins will be disposed of every 3 months irrespective of being full or not.
12. Prior to disposal of the Sharps container the staff member will complete the remaining sections of the Identification Record Section, in clear legible writing.
13. Sharps containers will only be removed for disposal when the above information is present.
14. Sharps containers used by residential and community day services located in Tralee are disposed of by staff transporting the sealed container to the HSE Community Department, Rathass located on the grounds of Kerry General Hospital.
15. Sharps containers used by St. Mary's of the Angels and Childrens' Services are disposed of by collection of the sealed container at St. Mary of the Angels.
16. A Sharps safety device e.g. needlesless or retractable, is recommended for use if a risk assessment has indicated that it will provide safer systems of work practices for all e.g. health care worker, carers and service users.
17. Where safety devices are introduced they must be accompanied by appropriate training and education for the users.
18. Sharps tray will be emptied and cleaned after each use.



SIGNATURE PAGE

I have read, understand and agree to adhere to the attached Policy and Procedure and Procedure:

Print Name	Signature	Area of Work	Date