



Saint John of God
Community Services clg.

Kerry Services Policy 26

Safe Use and Disposal of Sharps Policy and Procedure

Completed July 2025

THIS DOCUMENT OUTLINES ST JOHN OF GOD COMMUNITY SERVICES CLG.
Kerry Services

Document Reference	26
Revision Number	4 Version
Approval Date	July 2025
Due for Revision	July 2028
Document drafted by	PPPG Committee
Document approved by	PPPG Committee
Responsibility for implementation	Example Director of Human Resources, HR Manager and HR Officers All employees of Saint John of God
Responsibility for evaluation and audit	Supervisor/Manager
Pages, incl. cover and signature	5



Safe Use and Disposal of Sharps 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 i.e. assembled, and used in accordance with manufacturer's instructions (use temporary safety closure mechanism when sharps bin is not in use)
11. It is recommended that Sharps bins will be disposed of once $\frac{3}{4}$ full or in accordance with manufacture's instructions.
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 University Hospital Kerry.
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. needleless 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 people supported.
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
Policy and Procedure:

[illegible]