



Document Name:

Policy for Sharps Safety Policy

Document Number:

DUHS / WM / SOP / 01

## DOW UNIVERSITY OF HEALTH SCIENCES



### STANDARD OPERATING PROCEDURE

### Policy for Sharps Safety Policy

(CLAUSE 1.1 OF ISO 9001:2008)

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### Sharps Safety Policy

Approved by Dr Shobha Luxmi	Approved by Medical suppridentent
Approved by infection control committee	Approved by infection control team

**AIM** To reduce the number of Sharps injuries by adhering to the Safe Handling of Sharps Policy

#### 1: Introduction

Sharps like syringe needles, scalpel blades and many other sharp devices are routinely used as part of healthcare practice in acute and primary care setting. Every year numerous staff sustained injuries from contaminated sharps. This policy provides a clear, evidence-based framework to ensure safe practice when sharps are used, thereby minimizing injuries caused by contaminated sharps. It is applicable to all staff who handles sharp items during the clinical work of their employment, and applies at all times, in all situations.

#### 2: Purpose

The objectives of this policy are

- 1: Suitable sharps containers are readily available and located in agreed areas i.e. bins and trays which can be taken to point of care, all bins positioned 'waist height' using appropriate fixation wall or trolley brackets.
- 2: All staff are informed of the correct and safe procedures for the management of sharps both at induction and during refresher training.
- 3: All staff are made aware of the action to take, should a sharps injury or sharps spillage occur, including appropriate reporting of the incident.

#### 3: Definition of sharps

Includes items such as a needle, sharp edged instruments, broken glassware, and razors, sutures, brokem ampoules, bone fragments.

#### 4: Sharp injury

Defined as an injury where a needle or other sharp object, contaminated with blood or other body fluid, penetrates the skin. This also includes human bites and scratches that break the skin.

#### 5: Safe Handling

The use of sharps should be avoided where possible. When their use is essential, a safer sharp device should be used where it is reasonably practicable to do so. Safer sharps do not necessarily remove all risks associated with the use of sharps and therefore sharps must be handled with care, in accordance with the following principles

- 1: Use needleless intravenous devices and safer needle systems whenever possible and wherever available.
- 2: Keep your fingers away from the tip of the object
- 3: Do not re-cap used needles.



Document Name:	Policy for Sharps Safety Policy
Document Number:	DUHS / WM / SOP / 01

- 3: In exceptional circumstances, if re-cap CANNOT be avoided, use a specific needle re-sheathing/removing device.
- 4: Always get help when using sharps with a confused or agitated patient. Never pass sharps from person to person by hand; use a receptacle or a 'clear field' to place them in.
- 5: Never walk around with sharps in your hand.
- 6: Never leave sharps lying around, dispose them quickly.
- 7: Dispose of sharps at the point of use; take a sharps container with you. Dispose of syringes and needles as a single unit; do not remove the needle first.
- 8: Needles or other sharps must not be bent.
- 9: When transporting a blood gas syringe, remove the needle using a removal device and attach a blind hub prior to transport.
- 10: dispose of a **sharps container** when the bucket is **3/4 full**, rather than waiting to be completely filled.

### 6: Use of Sharps Containers

Sharps containers must be utilized appropriately, in accordance with the following principles

- Sharps must only be disposed of in designated sharps containers into a FDA-approved sharps container or into a heavy-duty plastic container.
- Always assemble a sharps container correctly ensuring that the:
  - o Lid is on properly.
  - o Label is completed.
  - o Container is placed in a suitable, safe location.
- Ensure sharps containers are of an appropriate size for the clinical activity; do not select excessively large sharps containers, or those that are too small for the size of needle/syringes you use.
- Sharps containers should be available at the point of use of the sharp; they should be taken to the bedside, placed on drug and cardiac arrest trolleys, and be carried by all staff who use sharps as part of their work
- Sharps containers must be located at approximately waist height, and never placed on the floor, on top of high surfaces, or where children or confused adults can tamper with them.
- Should be used as appropriate to avoid spillages.



Document Name:

Policy for Sharps Safety Policy

Document Number:

DUHS / WM / SOP / 01

- Always carry a sharps container by the handle, or use the carry tray provided for smaller containers. Never place it against your body. Do not carry more than one container in each hand
- Ensure sharps containers are closed and locked before disposal, and complete the closure label on the container.
- Do not place sharps containers in waste bags for disposal.
- Used sharps containers must be stored in a locked segregated cupboard, sluice or a clinical waste bin provided for the purpose and these must be located away from patients and the public.
- Sharps bins containing sharps that have been, or may have been, contaminated with radioactive material must be labeled as such by using 'radioactive' warning tape and disposed of in accordance with the requirements for radioactive waste.

## 7: TRAINING

Training is a key element in medical devices safety. It is the responsibility of Senior Managers to ensure that all staff are trained and competent to safely carry out their job with regards to medical devices safety. All staff have a responsibility to undertake the required training to ensure that they can safely carry out their role.

### References and Additional Reading

Reference A: Health and Safety at Work etc Act 1974.

Reference B: Health and Safety (Sharp Instruments in Healthcare) Regulations 2013.

Reference C: Control of Substances Hazardous to Health (COSHH) Regulations 2002.

Loveday, H., et al (2014) EPIC 3: National evidence-based guidelines for preventing healthcare associated infections in NHS hospitals in England. *Journal of Hospital Infection* 86 supp

Scottish Executive (2001) Needlestick injuries: Sharpen your awareness: Report on the short life working group on needlestick injuries in the NHS Scotland. Scottish Executive.

### Flow Chart – If a sharps injury does occur

If a sharps injury does occur, the following action must be taken IMMEDIATELY

#### **Bleed It**

Encourage bleeding – but do not massage the site (DO NOT squeeze to



Document Name:

Policy for Sharps Safety Policy

Document Number:

DUHS / WM / SOP / 01



**Wash it**  
Wash injury with soap and running water

**Cover it**  
Apply a waterproof dressing

**Safe Practice Guide**

**Complete an Incident form**  
Record Patient name and Medical record No If patient identified  
Record time and date of incidence

**Report to**  
Inform your manager and Contact the Infection Control practitioner Ext: 3414

When sharp container is full, closer appropriate to permanent clouser and dispose of imegatielly



Document Name:

Policy for Sharps Safety Policy

Document Number:

DUHS / WM / SOP / 01



Make sure sharpe container should be place on proper place

When sharp container



Never over flow the sharp con



Never dispose of sharpes with general west or clinical west