

Reducing the Risk of Needle Stick Injuries

Policy & Procedure

DOCUMENT CONTROL	
Managed by: Gillian Sterritt	Approved by: David Orr
Contact: Gillian Sterritt/David Orr	Date of approval: 20 March 14
Contact branch: Health & Safety	Version: 1
Contact phone: 37512429/37410101	Filing location:

CONTENTS

	Page No
1. PURPOSE	3
2. SCOPE	3
3. OBJECTIVE	3
4. LEGISLATION	3
5. PROCEDURE DETAILS	3
6. ROLES AND RESPONSIBILITIES	5
7. GLOSSARY OF TERMS AND ACRONYMS	5
8. ASSOCIATED DOCUMENTS	5

1. PURPOSE

The purpose of this policy is to outline the EA Southern Region's position regarding the prevention and management of needle stick injuries and provide guidance and procedure for staff. Needle stick or sharps injuries are wounds caused by an object or device with a sharp point, protuberance or cutting edge that are capable of puncturing or piercing the skin. This presents a potential exposure to blood borne viruses (BBV). Those blood borne viruses of most concern are HIV, Hepatitis B and Hepatitis C. Whilst the risk of acquiring a needle stick injury within the school environment is low, it is vitally important that all needles are disposed of safely thereby ensuring that staff and pupils are not harmed.

2. SCOPE

This document explains the procedural arrangements for the control of sharps and will ensure that staff are aware of the appropriate action to take in the event of the inoculation of blood or bodily fluids by a needle or other sharp. It applies mainly in schools but has application in all EA Southern Region premises. This document should ensure consistency across the organisation.

3. OBJECTIVE

The objective of this policy is to ensure that schools and EA Southern Region staff adopt practices which minimise the risk of needle stick exposure.

4. LEGISLATION

The relevant legislation in respect of risks from sharp injuries includes:-

- The Health and Safety at Work (Northern Ireland) Order 1978
- The Control of Substances Hazardous to Health Regulations (Northern Ireland) 2003
- The Management of Health and Safety Regulations (Northern Ireland) 2000

- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (Northern Ireland) 1997

5. PROCEDURE DETAILS

Where staff are required to assist in the administration of medication with particularly young or disabled children they should receive training from a member of the medical profession.

In relation to the storage and disposal of used sharps:

- All sharps bins/containers used should be BS7320: 1990 and UN3921 approved.
- Sharps bins/containers should be sealed when the sharps reach their fill line and replaced.
- Sharps bins/containers should be located in safe and secure position.
- Needles should not be re sheathed after use.
- Sharps should be disposed of immediately after use and not left lying around. Pupils must be advised on the safe disposal of sharps, in their own personal care. Needles are only to be disposed of in the sharps bin/container.
- Never carry sharps in hands or pockets, take the sharps bin/container to the syringe, do not walk with the needle or syringe.
- Contents of the sharps bins/containers should not be decanted into another container.

Cleaning Staff, Grounds Maintenance or Building Supervisory staff should be instructed not to place their hands into any area or object where they cannot see as there may be concealed sharps. Visual inspections should be carried out prior to work commencing to check for the presence of any sharps. Risk Assessments will identify the requirement for suitable PPE such as gloves, thick soled footwear and litter pickers.

In the case of a spillage from a sharps container, the following procedure should be followed:-

- Wear protective clothing, e.g. gloves
- Gather up spilled sharps using a dustpan and a brush and put them into the appropriate sharps container.
- Dispose of protective clothing, e.g. gloves
- Wash and dry hands thoroughly.

In the case of a needle stick injury occurring

- Encourage the wound to bleed by gently squeezing the site (Do not suck).
- Wash the area with running water and soap.
- Dry area and apply waterproof dressing.
- Report the incident to your manager/supervisor, who is required to report the incident to the EA Southern Region using the accident injury report form.
- Seek urgent medical attention through your Doctor or A&E Department.
- Staff can access the EA Southern Region's Welfare Services free confidential counselling service (Carecall) at 0800 800 000 2. if they have any concerns after a needle stick injury.

See Appendix 1

6. ROLES AND RESPONSIBILITIES

The EA Southern Region Senior Management Team and Boards of Governors in Schools are responsible for ensuring this policy and procedure is adopted as part of the overarching safety policy and promulgated appropriately throughout their area of control.

School Principals and EA Southern Region Line Managers are responsible for implementing this procedure and ensuring that it is adhered to by staff and pupils for whom they are responsible.

EA Southern Region Health and Safety Staff will manage this procedure and ensure its relevance and consistent application across the organisation. They will amend and update its requirements in light of changes in legislation and good practice.

All EA Southern Region employees are obliged to comply with the procedure.

7. GLOSSARY OF TERMS AND ACRONYMS

BBV Blood Borne Viruses

Sharps an object or device with a sharp point or protuberance or cutting edge which is capable of cutting or piercing the skin

8. ASSOCIATED DOCUMENTS

www.hse.gov.uk/healthservices/needlesticks/actions.htm

Sperrinview Special School

Procedure following a Sharps/Needlestick Injury



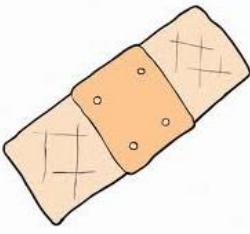
BLEED IT

squeeze wound to encourage bleeding.



WASH IT

with soap, under running water



COVER IT

with a waterproof dressing



REPORT IT

to the Principal or Vice Principal

Signed: _____ Date: _____