



# CASTLE ACADEMY

## Reducing the Risk of Needle Stick Injuries: Policy and Procedure

Executive Head Teacher	Zoe McIntyre
Head of School	Dan Lugg
Operations Manager	Deborah Bell
Next Scheduled Review	July 2023

September 2021

## **1. PURPOSE**

The purpose of this policy is to outline the school'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.

## **3. OBJECTIVE**

The objective of this policy is to ensure that Castle Academy adopts 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 Act 1974
- The Control of Substances Hazardous to Health Regulations 2002
- The Management of Health and Safety Regulations (Northern Ireland) 2000
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 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, parents or relevant person should be informed and then 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 that 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 line manager, who is required to report the incident using the accident injury report form.
- Seek urgent medical attention through your doctor or A&E Department.

## **6. ROLES AND RESPONSIBILITIES**

The Senior Leadership Team and Governing Body are responsible for ensuring this policy and procedure is adopted as part of the overarching safety policy.

The Executive Headteacher and Head of School is responsible for implementing this procedure and ensuring that it is adhered to by staff and pupils for whom they are responsible.

## **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 AND GUIDANCE**

[www.hse.gov.uk/healthservices/needlesticks/actions.htm](http://www.hse.gov.uk/healthservices/needlesticks/actions.htm)  
<http://www.nhs.uk/chq/Pages/2557.aspx?CategoryID=72>