

2.40 NEEDLES & SYRINGES PROCEDURE

INTRODUCTION

In the event of finding discarded needles and syringes, staff must know how to protect themselves and the children from risks of harm and follow a safety procedure.

PURPOSE

Lindfield Montessori School aims to protect the wellbeing and safety of staff, children and other persons at the preschool.

STRATEGIES

Lindfield Montessori School endorses the following procedure be followed in the event of inappropriately discarded needles and syringes.

- Collect the following cleaning materials:
 - Gloves
 - Tongs
 - Double plastic bags
 - Yellow 'sharps bin' or if unavailable, a screw top, puncture proof plastic container (for example, a fruit juice or detergent container) for needles and syringes
- Always wear gloves when doing a 'needle stick check'
- Have the 'sharps bin' in a readily accessible location
- Never pick up any foreign object with bare hands
- Never touch the sharp end of the needle
- Never try to replace the cap on the needle
- Never put needles down toilet or drains or place the 'sharps bin' with regular waste
- Put the needle and syringe in the 'yellow sharps bin' or another suitable container
- Tell the children to never pick up needles and syringes, and to call an adult if they find one
- Dispose of gloves appropriately (remove at wrist)
- Ensure the sharps bin or other container is securely located and arrange for its removal

If you injure yourself:

- Wash the affected area vigorously with warm soapy water
- Apply antiseptic and a waterproof band aid
- Contact your doctor or community health centre and/or the HIV Information Line to arrange for testing, confidential advice and counselling
- Notify the Director and complete an incident form

Note: HIV Information Line 9332 9700 (Monday to Friday 8am to 6:30pm)

POLICY REVIEWED	MODIFICATIONS	NEXT REVIEW DATE
January 2022	Updated copy	2024