Policy Rationale
Sharps such as used or discarded hypodermic needles present a potential health and safety risk to everybody, particularly students. CCAE will make every attempt to ensure sharps are safely managed and avoid needle stick injuries.

Policy Aims
- To eliminate needle stick injuries.
- To ensure needle stick injuries are managed correctly and confidently.

Procedure – CCAE Responsibility
- All staff will be provided with professional development as to the correct process for the collection and/or disposal of sharps/syringes, as well as how to respond to needle stick injuries.
- The curriculum for all students will include identification of sharps, dangers associated with sharps, and the correct protocols for storing and disposing of sharps.
- Students or staff members who use sharps for proper purposes (such as diabetics) must have an individual sharps management plan, agreed to by the principal.
- The CCAE will make available safe and practical storage facilities for sharps of clients who need such for medicinal purposes.
- Fixed sharps disposal containers and collection/disposal instructions will be located in the disability toilet at CCAE.
- CCAE will provide non-porous gloves and tongs for removal of sharps found on CCAE property.

Procedure – Protocol for Managing Needle Stick Injuries
Any and all needle stick injuries will be managed in the following manner:

1. Reassure the injured person.
2. Ensure the sharp is correctly disposed of (see Sharps policy).
3. Encourage the wound to bleed.
4. Wash the area with running water and soap.
5. Apply an antiseptic and a band-aid.
6. Contact the principal, who will contact the hospital for advice.
7. If the injured person is a student, contact parents immediately.
8. Complete all usual Injury Report forms etc.
9. Maintain confidentiality as required.

Evaluation
This policy will be reviewed bi-annually