Policy Rationale
Sharps such as used or discarded hypodermic needles present a potential health and safety risk to everybody, particularly students. CCAE therefore needs well understood practices for managing sharps effectively and safely.

Policy Aims
- To develop and implement safe and effective practices for managing sharps.
- To provide a CCAE environment safe from the potential hazards created by sharps.

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.
- Curriculum will include identification of sharps, dangers associated with sharps, and the correct protocols for storing and disposing of sharps within the context of OHS units.
- Students or staff members who use sharps for proper purposes (such as diabetics) must have an individual sharps management plan, agreed to by the manager.
- The CCAE will make available safe and practical storage facilities for sharps of clients who need such for medicinal purposes.
- Fixed sharps disposal container and collection/disposal instructions will be located in the manager’s office.
- CCAE will provide non-porous gloves and tongs for removal of sharps found on CCAE property.

Procedure – Protocol for Disposal of Discarded Sharps/Syringes
All sharps will be managed in the following manner:

1. Children are not to touch unsafely disposed of needles/syringes.
2. Any person finding a discarded sharp must stand beside it, and send for a staff member.
3. A staff member will place a portable sharps container on the ground next to the needle/syringe.
4. Wearing non-porous gloves and using long handled tongs, the staff member will place the needle/syringe into the sharps container point down, taking care to avoid the sharp end.
5. Securely fasten the lid of the sharps container.
6. Take sealed container to principal.
7. Remove gloves and wash hands well with soap and water.
8. Complete Sharps Collection Record on ‘S’ drive.
10. Repetitive incidents of discarded sharps found on CCAE property will be referred to police.

Evaluation
This policy will be reviewed bi-annually.