# SAFE DISPOSAL OF SHARPS PROCEDURE

This procedure provides instructions for educators if they come across hazardous sharp materials such as syringes, needles, spoons, blades, water vials or other sharp material or items that have the potential to cause a penetrating injury if not handled in a safe manner.

This procedure provides detailed steps for educators to follow to ensure safe disposal of sharps at the Service.

*Education and Care Services National Law or Regulations (R.103) NQS QA 2 and 3: Element 2.2.1, 2.2.2, 3.1.1 and 3.1.2Health and Environment practices and procedures*
*Related Policy: Emergency Evacuation Policy and Lockdown Policy*

| SAFE DISPOSAL OF SHARPS PROCEDURE | | |
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| 1 | Educators are to conduct a thorough daily safety check of all areas before children arrive at the service, this check is to be recorded on the *Opening and closing Checklist* | |
| 2 | Ensure the area is safe, If the children are present then an educator should stay with the item to ensure that no child can touch it. If required implement the service lockdown procedure if children are required to be removed from the area | |
| 3 | A second educator (or if the children are not present, the educator) is to collect the sharps disposal kit or:<br>• an appropriate PET container or sharps container (non-breakable, no penetrable, sealed container)<br>• Personnel Protective Equipment (PPE): gloves<br>• long handled tongs | |
| 4 | The educator who is responsible for disposing of the item will:<br>• wear gloves and use tongs to pick up the item<br>• syringes must be picked up from the non-needle end only<br>• bring the container to the syringe and place next to the syringe<br>• never hold the container whilst inserting the syringe<br>• use the tongs to place the syringe (needle end first) into the container<br>• drop the item in rather than push<br>• cover the container with a lid and take it to a locked, childproof storage cupboard<br>• sterilise the tongs after use<br>• dispose of the gloves<br>• wash your hands. | |
| 5 | Management/ Nominated Supervisors will refer to the local council's Disposal Syringe Service for appropriate disposal of the sharps container | |
| 6 | The Nominated Supervisor/Responsible Person is to contact the local police station and inform them of the incident if required | |

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| 7 | The educator finding the syringe and disposing of it is to complete an Incident Report Form | |
| 8 | If a person incurs an injury at the Service from needle stick educators are to:<br>• administer immediate first aid<br>• thoroughly wash the affected area with soap and water<br>• go to a medical practitioner or emergency department as soon as possible | |

| REVIEW OF PROCEDURE | | | |
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| Date procedure created | 14/06/2023 | To be reviewed | December 2025 |
| Approved by | Krystle Hills | Signature |  |
| Procedure Reviewed Date | Modifications/Changes | | |
| December 2024 | Procedure Reviewed: minor spelling fixed | | |