

SHARPS PROCEDURE

SAFE WORKING PROCEDURE FOR THE REMOVAL OF HYPODERMIC SYRINGES

The aim of this procedure is to enable discarded syringes to be disposed of in a safe controlled way and to protect staff and the public from injury.

Before picking up a hypodermic syringe or needle the following protective equipment must be available and used:

Suitable gloves and approved sharps box.

- Always treat all hypodermics as **used** and **dirty**
- Never handle a discarded syringe with bare hands
- Never handle the needle, always use the plastic body
- Place the hypodermic in the sharps box
- The sharps box must be kept in a secure place between usage
- When the sharps box is ready for disposal, arrange collection via an authorised waste carrier.
- Gloves used to handle the hypodermic should be disposed of immediately.

Needlestick injuries are extremely rare, but if you do suffer an injury from a hypodermic, you must seek immediate medical attention, either from the hospital Accident and Emergency or your GP. Contact your line manager as soon as possible to report the incident and complete an accident report form.