



# ADMINISTRATIVE PROCEDURES

**SUBJECT: Sharps Program**

The Lambton Kent District School Board (LKDSB) strives to ensure a safe and healthy work environment for all staff, students, and visitors. Unfortunately, used needles and other sharps materials, can sometimes be found on LKDSB property. These differ from known sharps, such as those referred to in the Supporting Students with Prevalent Medical Conditions Administrative Procedure. These materials include items such as needles, syringes, scalpels, razors, lancets, and any other sharps materials, which have the potential to be contaminated with bodily fluids. These guidelines were developed to reduce the risk of a someone being accidentally pricked by a needle or sharps material, found on LKDSB property, which is often referred to as a needle stick injury.

## **Roles and Responsibilities:**

The LKDSB is responsible to ensure that a program is in place to address used needles and other sharps materials that may be found on LKDSB property. In addition, the LKDSB shall ensure that all necessary equipment, materials, and devices are provided to protect staff and students as necessary.

School Principals and Supervisors are responsible to ensure that staff are aware of the Sharps Program and the measures to be taken when sharps materials are found on LKDSB property. As per the Occupational Health & Safety Act and the LKDSB Health & Safety Policy and Regulation, Principals/Supervisors are responsible to take every precaution reasonable under the circumstance to protect staff and students.

All Staff are required to comply with the Occupational Health & Safety Act and LKDSB policies and procedures. All staff must follow the safe work practices outlined in this procedure, complete any required training, and wear any personal protective equipment as directed. All staff are required to report any safety concerns/deficiencies related to this procedure and/or equipment provided in relation to this procedure to their School Principal/Supervisor.

## **LKDSB Sharps Program**

1. This procedure relates to sharps materials that are found on LKDSB property, both indoors and out, where the user/source of the material is typically unknown. The sharps materials referred to in these procedures are separate from sharps materials referred to in the Prevalent Medical Conditions Administrative Procedure, where the user of the sharps is known, and the user/parent of

the student, would be responsible for providing a container for the collection of those sharps and working with the School Principal to find a safe/secure area for said container.

2. The LKDSB Health & Safety Department will be responsible for ensuring that all LKDSB secondary and elementary schools, the John N. Given Learning Centre, the Chatham Regional and Sarnia Educations Centres, and the LKDSB maintenance shops are registered with the Ministry of Environment and have a current Ministry of Environment (MOE) Generator Number with an added waste stream of 312P to allow for sharps removal. This includes ensuring all annual renewal fees and manifest fees are paid in accordance with MOE requirements. Schools and buildings with existing generator numbers (i.e., Secondary Schools, Maintenance Shops, etc.) will have the 312P waste stream added to their existing MOE Generator number.
3. The LKDSB Health & Safety Department is responsible for providing each school with a sharps container and arranging for two opportunities for sharps disposal in January/February and June/July of each calendar year. The H&S Department will ensure that replacement containers are provided by the removal company when containers are removed. If a container becomes full in between scheduled removal opportunities, the School Principal/Building Manager should contact the H&S Department. Only approved containers, provided by the LKDSB, that are labeled with a biohazardous symbol and a line showing when the container has reached its maximum fill capacity should be used for the collection of sharps.
4. Principals, the Building Services Supervisor for the site and the School Custodian should work together to determine the best location of where the container will be kept at their site. The location should be a secure location, out of reach of students, such as the school office, the custodial office, or a custodial closet. The Building Services Supervisor will share the exact location of the container with the H&S Department, who will maintain a spreadsheet shared with the Manager of Facility Operations. This sheet will also list when a container becomes full and is removed from the site. This will help identify which schools/sites may need an increased number of containers and/or pickups and vice-versa.
5. All needles found on LKDSB property should be reported immediately to the School Principal/Building Manager. Do not leave the sharps material unattended. The School Principal, with the assistance of the School Custodian, should secure the area where the sharps material was found.
6. An attempt to retrieve a needle or sharp should never be made without the proper equipment. School custodians will be provided with gloves and grabbers to use in the retrieval of sharps. Please contact the Building Services Supervisor if you are missing or are low on any equipment required for retrieving sharps materials.
7. The following procedure should be followed for retrieving the sharps material:
  - a. Locate the approved sharps waste container and using the integrated container handle on the container bring it to the area, along with the appropriate materials to retrieve the sharp material (i.e., gloves, grabber, etc.) Never carry the container by the lid. Always make sure that

the container is placed on a stable surface and won't tip over. Only wear LKDSB provided powder free nitrile gloves with a minimum thickness of 5 mil. See Appendix 1 for how to don and remove gloves.

- b. While wearing gloves, rotate the lid of the container to the open position. Please note the lid on the container should never be removed. Containers have lids that rotate to provide a large opening and a positive locking system with audible clicks to confirm when the lid is closed.
  - c. Spray the sharps material with the LKDSB's standard disinfectant. Carefully pick-up the sharps material with a grabber and place it in the sharp's container. Where the material involves a needle, the needle should be facing down during the retrieval process. Where a grabber will not work, such as in a smaller and /or confined area, or due to the type of sharps material, hand pliers, tongs or a hand broom with dustpan can be used as an alternative. Never touch a sharps material with your bare hands.
  - d. Once the sharps material has been placed in the container, the lid should be rotated to the closed position, and returned to the secure location designated in the school.
  - e. Gloves should be removed following the glove removal procedure outlined in Appendix 1. Wash hands with soap water immediately following glove removal.
  - f. The grabber, pliers and any other equipment should be rinsed and disinfected, with the LKDSB's standard disinfectant product, while donning a new pair of powder free nitrile gloves with a minimum thickness of 5 mil. It is also recommended, where practical, that the area where the sharps material was found be disinfected using the LKDSB's standard disinfectant. Once disinfection is complete, remove gloves following the procedures outlined in Appendix 1. Wash hands with soap and water immediately following glove removal.
  - g. All disposable materials used in the retrieval process (i.e., gloves, paper towels, etc.) should be disposed in a receptacle lined with a bag. The top of the bag should be tied and disposed to outside garbage.
  - h. Where a needle/sharp cannot be safely retrieved following this procedure, the Custodian should discuss the situation with their Building Services Supervisor. The local police may need to be contacted by the School Principal/Building Manager using their non-emergency number for assistance.
8. The custodian should complete a Sharps Materials log in eBASE that lists the date, time, location, and type of sharps for all sharps materials retrieved at their site. The log should include any additional information that may be significant such as the number of needles found. A picture can also be attached to the log.
  9. Any needle stick injuries must be reported immediately to the Employee's Supervisor in the case of a staff member or the School Principal in the case of a student/visitor. In the event of a needle stick injury, the following steps should be taken:

- a. Allow the wound to bleed freely. Do not squeeze the wound. This may damage the tissues and increase risk of infection.
- b. Wash the wound with soap and water immediately. Do not apply bleach or alcohol to the wound.
- c. It is recommended that the injured person seek immediate medical attention where an assessment can be done to determine if there is a need for follow-up care by appropriate qualified medical professionals.
- d. Injuries involving staff should be reported in the LKDSB Employee Injury Electronic reporting system via the staff web. An OSBIE report should be completed for any needles stick injuries involving students or visitors.

**Additional Precautions:**

1. Do not overfill the sharp's container. The container should not be more than three-quarters full as indicated by the "full" line marked on the container. If your container becomes full prior to a scheduled pick-up, contact the LKDSB H&S Department. Always make sure the container is placed on a stable surface so that it will not tip over.
2. Always keep containers in an upright position. Never hold or carry containers by the lid. Use the integrated handle on the container. Always ensure lid openings are kept in the closed position when stored or being transported to an area for sharps retrieval.
3. Containers should only be used for the collection of actual sharps as described in this procedure. Other waste such as tissues, paper towels, etc. should not be placed in the container.
4. Never try to re-cap a found needle or syringe. Never touch a sharps material with your bare hands.
5. Educate students to never touch sharps materials but to instead tell their teacher or another LKDSB staff member.

Implementation Date: November 25, 2021

## Appendix 1 – Glove Donning & Doffing Procedures

### How to Wear/Don Gloves

1. Wash hands with soap and water.
2. Remove rings and other jewelry that could cause accidental rips or tears in the glove.
3. Put the first glove on your dominant hand, while touching it as little as possible to preserve cleanliness.
4. Then, put the other glove on your non-dominant hand, using your gloved dominant hand to pull it on.
5. Once both gloves are on your hands you can adjust your fingers and the fit of the glove.
6. Avoid touching your face while wearing gloves. Gloves are not a replacement for hand hygiene and can give a false sense of security.



### How to Remove/Doff Gloves

1. Pinch and hold the outside of the glove near the wrist area.
2. Peel downwards, away from the wrist, turning the glove inside out.
3. Pull the glove away until it is removed from the hand, holding the inside-out glove with the gloved hand.
4. With your un-gloved hand, slide your fingers under the wrist of the remaining glove. Do not touch the outer surface of the glove.
5. Peel downwards, away from the wrist, turning the glove inside out.
6. Continue to pull the glove down and over the inside out glove being held in your gloved hand.
7. Dispose immediately in a lined waste receptacle.
8. Wash hands with soap and water.
9. Gloves should never be re-worn.

