

THE GOWRIE (QLD) INC

SHARPS AND FOREIGN OBJECTS POLICY

CONSIDERATIONS:

QIAS	Principle 5.3 & 5.5
REGS	Child Care Regulation 2003 Section 57 Child Care Act 2002 Section 76

POLICY STATEMENT:

To safeguard the health and well being of children, staff, students and visitors by ensuring appropriate disposal of biological hazards such as syringes or 'sharps' and other similar and potentially dangerous items.

RELEVANT FORMS/MATERIAL:

- *Work Place Health & Safety Incident Sheet – Potential Hazard*

SOURCES:

- Queensland Health Infection Control Guidelines June 1999, Queensland Government.
- QUIVAA, Fortitude Valley Queensland
- AIDS Hotline

REVIEWED: May 2010

Date to be Reviewed: May 2011

IMPLEMENTATION:

<p>BACKGROUND INFORMATION</p>	<p>Any needles/syringes found must be discarded into an impermeable container designated for the disposal of 'sharps' which complies with AS/NZS 4031 Non-reusable containers for the collection of sharp medical items used in health care areas.</p> <p>Management will ensure that adequate numbers of sharps containers will be provided and disposed of regularly.</p>
<p>WHAT YOU SHOULD DO</p> <p>S H A R P S</p>	<ul style="list-style-type: none"> - Warn children of the dangers of foreign objects such as syringes and glass. - Staff and children are to wear shoes in all 'unsecured' areas such as car park, adjacent streets and parking areas. - At the beginning of the day, prior to the arrival of children inspect the playground and sandpit for foreign objects i.e. syringe, glass etc. Pay particular attention to secluded places by fences, behind plants and bushes and all garden beds. <p>IF A SHARP OR OTHER ITEM IS FOUND:</p> <ul style="list-style-type: none"> - Note location of sharps item. - Ask a staff member to stay with the item and keep children clear of the area. - Put on double gloves. - Take the yellow 'Sharps' container to the object. - Pick up the sharps item from the non-needle end and put it carefully 'sharp end' into the container. - Securely place the lid on the container, holding the container at the top. - Replace sharps container in a locked child proof storage cupboard. - Remove gloves and dispose of into a bin. - Wash your hands with running water and liquid soap. - Record the incident on an 'Hazards Report Form' stating the type of object and the location.
<p>NEVER</p>	<ul style="list-style-type: none"> • Pick up any foreign object with bare hands • Touch the sharp end of the needle • Try to replace the cap on the needle • Put the needles down the toilet or drains or place the 'sharps container' in regular waste bins.

<p style="text-align: center;">WHAT YOU SHOULD DO IF THERE IS AN INJURY</p>	<p>IF A STAFF MEMBER SUSTAINS A NEEDLE STICK INJURY: <i>(Another staff member should attend to the correct disposal of the sharp)</i> Immediately after exposure, the staff member should:</p> <ul style="list-style-type: none"> • Encourage bleeding and wash the affected area vigorously with running water and soap. • Apply antiseptic and a waterproof band aid. • Report the incident to the Director who must then inform the President/Executive Committee. • Refer staff member to own doctor or local hospital for testing, confidential advice and counseling. • An 'Incident Form and Hazard Report Form must also be completed as soon as possible and forwarded to President/Executive Committee. • Complete Workers Compensation Forms. • Follow up incident with debriefing session. <p>The above procedure also applies to any child who may be injured by a sharp. The President/Executive Committee must be contacted immediately and parents will be called. The Office of ECEC must also be contacted and the relevant forms are to be completed as per the Accident/Incident Policy.</p>
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