



**Department of Juvenile Justice
Health Services Operating Procedure**

HSOP VOL IV – 4.3 – 3.04	Statutory Authority: Title 66 of the <u>Code of Virginia</u>
Subject: Inventory of Sharps and Syringes	Regulations: 6VAC35-71-1070
	Board Policy: None.
	ACA # 4-JCF-4C-61; 4-JCF-4C-62 NCCHC # Y-B-01; Y-B-03; Y-D-03

3.04-1.0 PURPOSE

To ensure daily perpetual inventories are maintained on items subject to abuse (e.g., syringes, needles, scissors, and other sharp instruments).

3.04 -2.0 SCOPE

These procedures apply to all Juvenile Correctional Center (JCC) employees and staff assigned to the JCCs by other units, agencies, or departments.

3.04-3.0 DEFINITIONS

Health Services Staff – The staff at the JCC consisting of Licensed Practical Nurses, Registered Nurses, dental assistants, and providers who provide health services to residents.

Local Health Authority – The designated Registered Nurse (RN) (e.g., head nurse) who has been delegated the responsibility: for the management of all health services in the facility; including medical nursing, and dental; and for ensuring the quality and accessibility of all health care services provided to residents. Final medical judgments shall be the sole province of the Chief Physician.

Medical Department – The location at which the health services staff are located in the JCCs to provide health services to residents. The medical department may include nursing stations, examination rooms, infirmary, and dental office.

Perpetual Inventory – An inventory that begins with a known total quantity of sharps, where the number of remaining sharps is decreased each time the sharps are used.

Sharp – Any object that can penetrate the skin, including but not limited to, hypodermic needles, scalpels, blades, scissors, suture removal kits, broken glass, broken capillary tubes, breakable culture dish, and exposed ends of dental wires.

3.04-4.0 PROCEDURES

3.04-4.1 Inventory of Sharps and Syringes

1. Any medical equipment classified as a sharp shall be stored in a secured location (e.g., box, cabinet, closet).

2. Only the necessary number of syringes and needles for a month's use, or less, shall be maintained at each facility within the medical department.
3. Each box of sharps shall be inventoried upon arrival at the facility. The syringes and needles shall be removed from the box, bundled in groups of ten (10), and then returned to the box. The box shall be resealed with the total count and date documented on the box. The nurse shall sign his/her name across the tape and onto the box to indicate the seal is not broken.
4. Sharps shall be inventoried using a routine perpetual inventory with a descending count as each sharp is used and subsequently disposed of in an approved sharps container.
5. A count of all currently in-use sharps and syringes shall be conducted at each shift change with an off-going and on-coming nurse and documented on the Inventory Sheet for Sharps.
6. The off-going nurse shall notify the nurse supervisor and Local Health Authority of any discrepancies.
7. The Chief Physician, Chief Nurse, and Health Services Administrator shall be notified when any discrepancies cannot be resolved. Any discrepancy that cannot be resolved shall be documented on the Institutional Incident Report in accordance with SOP VOL IV-4.1-1.01 (Incident Report).
8. The Inventory Sheet for Sharps shall be maintained for a period of three (3) years.

3.04-4.2 Disposal of Sharps and Syringes

1. Used disposable sharps shall be discarded in the sharps container. Used non-disposable sharps shall be cleaned and properly returned to the inventory in accordance with the infection control plan.
2. The sharps containers with discarded sharps shall be secured either on the wall or within a locked cabinet. The portable sharps containers may be transported within the secure perimeter, as needed, as long as the container is in the nurse's possession at all times. The nurse shall return the sharps container to the locked cabinet immediately upon return to the medical department.
3. The sharps containers with discarded sharps shall be sealed and disposed of via a certified medical waste company when three-quarters full or at least monthly in accordance with the exposure control plan.

3.04-5.0 RESPONSIBILITY




The Local Health Authority shall be responsible for implementing this procedure.

3.04-6.0 INTERPRETATION

The Health Services Administrator shall be responsible for the interpretation and the exception approval to this procedure.

3.04-7.0 REVIEW DATE

This procedure shall remain in effect until rescinded or otherwise modified by the appropriate authority.

Approved by Director: 	Date: 9/10/2014
Approved by Health Administrator: 	Date: 9/15/14
Approved by Chief Physician: 	Date: 9/15/14
Effective Date: October 13, 2014	Office of Primary Responsibility: Health Services Forms: Inventory Sheet for Sharps
Supersedes: July 8, 2013	