



Drapers' Pyrgo
Priory School

Sharps, Blades, Needles and Syringes Policy

Owner: J Murphy

Date: March 2017 Review Date: Mar 2018

We believe this policy relates to the following legislation:

- Health and Safety at Work Act 1974
- Workplace (Health Safety and Welfare) Regulations 1992
- Education (School Premises) Regulations 1999
- Equality Act 2010

We are required under the Workplace Health, Safety and Welfare Regulations 1992 (WHSWR) to manage the “workplace” in order to ensure the general health, safety and welfare of school personnel and others. The specific requirements of the WHSWR apply to all schools whatever their status.

However, the Education (School Premises) Regulations 1999 also apply to health, safety and welfare in schools. These Regulations set out standards which specifically apply to schools. We understand that these Regulations are not enforced by the Health and Safety Executive but the Department for Education expects schools to meet them.

We believe sharps, blades, needles and syringes present a potential health and safety risk to pupils, school personnel and to others who use the school site. We have a duty to ensure that every effort is made for the safe management of sharps, blades, needles and syringes and that a safe procedure is in place to assist in the prevention of needle stick injuries.

We have a duty to make all school personnel aware that there is a risk of affection should they receive an injury when attempting to handle certain hazardous items. All discovered sharps, blades, needles and syringes will be removed to a safe and secure place prior to disposal. We wish to work closely with the School Council and to hear their views and opinions as we acknowledge and support Article 12 of the United Nations Convention on the Rights of the Child that children should be encouraged to form and to express their views. We as a school community have a commitment to promote equality. Therefore, an equality impact assessment has been undertaken and we believe this policy is in line with the Equality Act 2010.

Aims

- To safely manage sharps, blades, needles and syringes and to minimise the possibility of needle stick injuries.
- To work with other schools to share good practice in order to improve this policy.

Responsibility for the Policy and Procedure Role of the Governing Body

The Governing Body has:

- appointed a member of staff to be responsible for Health and Safety;
- delegated powers and responsibilities to the Headteacher to ensure all school personnel and stakeholders are aware of and comply with this policy;
- responsibility for ensuring that the school complies with all equalities legislation;
- nominated a designated Equalities governor to ensure that appropriate action will be taken to deal with all prejudice related incidents or incidents which are a breach of this policy;
- responsibility for ensuring funding is in place to support this policy;
- responsibility for ensuring this policy and all policies are maintained and updated regularly;
- responsibility for ensuring all policies are made available to parents;
- the responsibility of involving the School Council in the development, approval, implementation and review of this policy;
- nominated a link governor to visit the school regularly, to liaise with the Headteacher and the coordinator and to report back to the Governing Body;
- responsibility for the effective implementation, monitoring and evaluation of this policy.

Role of the Headteacher

The Headteacher will:

- ensure all school personnel, pupils and parents are aware of and comply with this policy;
- work closely with the link governor and coordinator;
- provide leadership and vision in respect of equality;
- provide guidance, support and training to all staff;
- monitor the effectiveness of this policy;
- annually report to the Governing Body on the success and development of this policy.

Role of the Coordinator

The coordinator will:

- lead the development of this policy throughout the school;
- work closely with the Headteacher and the nominated governor;
- provide guidance and support to all staff;
- provide training for all staff on induction and when the need arises regarding:
 - the correct process for the collection and disposal of sharps, blades, needles and syringes
 - the correct response to needle stick injuries
- provide identification training for pupils of hazardous items such as sharps, blades, needles and syringes;
- ensure that safe and practical storage facilities for hazardous items are in place;
- arrange for the collection and disposal of all sharp boxes by the Local Authority or by a private contractor;
- keep up to date with new developments and resources;
- undertake risk assessments when required;
- review and monitor;
- annually report to the Governing Body on the success and development of this policy.

Role of the Nominated Governor

The Nominated Governor will:

- work closely with the Headteacher and the coordinator;
- ensure this policy and other linked policies are up to date;
- ensure that everyone connected with the school is aware of this policy;
- report to the Governing Body every term;
- annually report to the Governing Body on the success and development of this policy.

Role of School Personnel

- School personnel:
- will comply with all aspects of this policy;
- will undertake appropriate training in identifying, collecting and the disposal of any sharps, blades, needles and syringes;
- must be familiar with normal precautions for avoiding infection and follow basic hygiene procedures; ♣ who are diabetics must have in place their own individual sharps management plan;
- must follow the following procedures if either a sharp or a blade or a needle or a syringe is found:
 - cover the item with a suitable container
 - put on impenetrable gloves
 - use a litter picker or a tongs to pick up the item
 - dispose of the item in a sharp box

When managing needle injuries must inform a school First Aider who will:

- allow the wound to bleed
- wash the area with soap and water
- dry the wound
- apply a waterproof band aid
- contact the child's parents and suggest the child must be taken immediately to a hospital
- in the absence of the parents take the child immediately to a hospital
- dispose of the item as above
- complete the appropriate report forms
- implement the school's equalities policy and schemes;
- report and deal with all incidents of discrimination;
- attend appropriate training sessions on equality;
- report any concerns they have on any aspect of the school policy.

Role of Pupils

Pupils will:

- be made aware of and comply with this policy;
- be trained not to pick up from the ground or handle any item that looks like a sharp or a blade or a needle or a syringe but to inform a member of the school personnel who will deal with it;
- listen carefully to all instructions given by the teacher;
- ask for further help if they do not understand;

- treat others, their work and equipment with respect;
- support the school Code of Conduct and guidance necessary to ensure the smooth running of the school;

Role of Parents/Carers

Parents/carers will:

- be aware of and comply with this policy;
- support the school Code of Conduct and guidance necessary to ensure smooth running of the school Raising Awareness of this Policy We will raise awareness of this policy via:
- the School Handbook/Prospectus;
- the school website;
- the Staff Handbook;
- meetings with parents such as introductory, transition meetings and parents evening;
- school events;
- meetings with school personnel;
- communications with home such as year band and school newsletters:
- reports such annual report to parents and Headteacher reports to the Governing Body.

Training

We ensure all school personnel have equal chances of training, career development and promotion. Periodic training will be organised for all school personnel so that they are kept up to date with new information and guide lines concerning equal opportunities.

Equality Impact Assessment Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

Monitoring the Effectiveness of the Policy Annually (or when the need arises) the effectiveness of this policy will be reviewed by the coordinator, the Headteacher and the nominated governor and the necessary recommendations for improvement will be made to the Governors