



## Selsdon Primary School Sharps Policy.

Created 2025.

Next review. 2027.

This policy covers the use of and management of all `sharps' on the school site and during school activities. Sharps include any implement that has a blade (e.g.. scissors, knives and pencil sharpeners), it also includes compasses, needles and syringes.

All sharps present a potential health and Safety risk to members of the school community and the school will make every effort to manage sharps safely.

### **Aims:**

- To manage sharps safely in order to minimise the risk of injury or misuse.
- To understand first aid procedures in the event of injury or discovery of unidentified sharp objects.

### **The management of sharps.**

#### **School equipment.**

When sharps are distributed to students for their use, they should be reminded as appropriate of the risks and correct ways to use the equipment. Any misuse will be dealt with according to the school's Behaviour Policy.

When sharps are distributed, a check should be made for any faulty equipment and students should be reminded that any faults that become apparent while they are using the equipment should be reported directly to the teacher.

If sharps are to be returned at the end of the lesson, sufficient time should be given to ensure that all sharps have been returned.

#### **Sharps found on school site.**

If any sharps are found by pupils, staff or visitors on school site, for example a blade, needle or syringe, they should leave the item where it is and inform a member of staff at the earliest possible opportunity. The member of staff should inform the Site Manager who will remove the item after the location and any other relevant information had been recorded.

The member of the site team will use protective gloves and a litter picker/tongs to handle the item. A secure container will be brought to the location for the item to be placed in and not visa-versa. The container will be moved to a safe place. If the item may have drug or other welfare related use, a member of the Senior Leadership Team (SLT) will be informed.

#### **Use of sharps by staff.**

# Selsdon Primary School and Nursery

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When staff use 'sharps', they must take due precautions to avoid injury to themselves, others or property. Such items must be stored with an appropriate degree of security and, when in use, they must not be left unattended to avoid any risk that they might be taken by, or create a danger to a student. Syringes must be disposed of in an appropriate container provided at the point of use. Sharps containers are collected once a month by Diamond hygiene for incineration.

## Injuries arising from sharps.

Where an injury results from an accident involving the appropriate use of a sharp item, the school's normal first aid procedure will be followed

If an injury results from an accident involving a sharp item found on the school site, then the first aid procedures will be followed. The first aider must be made aware that the injury was made by an item that may cause an infection so that appropriate steps can be taken. Consideration should be given to contacting the child's parents/carers immediately and suggesting that the child be taken to hospital or, if the parents are not available, taking the child to a hospital or a suitable medical facility.