

Sharps Policy

Last update: 29 June 2018

This policy covers the use 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 and a range of tools and equipment used in practical subjects.

All sharps present a potential Health and Safety risk to members of the school community and the school has duty to ensure that every effort is made to manage sharps safely.

Aims:

- To manage sharps safely in order to minimise the risk of injury or misuse
- To work with other agencies as necessary to implement and develop this policy

The management of sharps

School equipment

Scissors and knives are used in a range of subject areas across the school. Where departments have their own stocks of such equipment, they should be stored in a way which makes it easy to see at a glance if any sharps are missing.

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

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

If sharps are to be collected in at the end of the lesson, sufficient time must be given for this to be completed in an orderly way and for a check to be carried out to ensure that all sharps have been returned.

Students' Personal Equipment

Students will often have their own equipment which is covered by this policy, for example a pair of scissors, a pair of compasses or a pencil sharpener. Students must use this equipment for its intended purpose only. If, at the end of a lesson, a student no longer has an item which is covered by this policy, they must inform the class teacher.

Sharp items found on the school site

If a student finds a 'Sharps' item on the 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 call for the assistance of a member of the site team who will remove the item after the location and any other relevant information has been recorded.

The member of site team will use protective gloves or a litter picker/tongs to handle the item. It should be placed in a secure container and removed to a safe place. If the item may have a drug or other welfare related use, a member of the senior management team will be informed.

Use of sharps by staff

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 danger for, a student.

Injuries arising from sharps

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

If an injury results from the misuse of a sharp item, for example removing the blade from a pencil sharpener, the first aid procedure will be followed and the most relevant middle or senior manager will be informed. As this will be a disciplinary matter, statements must be taken from those students involved and any other witnesses and then the school's Behaviour and Discipline Policy 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 caused by an item which may cause an infection so that appropriate steps can be taken. Consideration should be given to contacting the child's parents immediately and suggesting that the child is taken to a hospital or, if the parents are not available, taking the child to a hospital or suitable medical facility.

Raising awareness of this policy

This policy will be brought to the attention of all teaching staff on a regular basis.

When lessons are formally observed in which sharps are used, the report will include a consideration of the management of sharps according to this policy.

The policy will be published on the school website and it will also be included in the Staff Handbook.

Monitoring the Policy

A report will be provided annually to the Governors' Health and Safety Committee detailing any issues concerning the management of sharps and to confirm that sharps are being managed in accordance with the policy.

Reviewed by Health and Safety Committee: 29 June 2018

Approved by full governing body: 11 July 2018