

Chapter: Health Promotion and Safety	Effective Date: 11/15/14
Title: Medical and Dental Instrument Control	Page: 1 of 1
ACA: 4-JCF-4C-61(M), 4C-28, 2A-25(M)	Replaces: HSP.08.04, 7/15/11

(a) **Standard.**

Medical and dental instruments and supplies (i.e., syringes, needles, scalpel blades, and other sharps) are securely stored, controlled, and perpetually inventoried.

(b) **Procedures.**

- (1) **Healthcare staff** stores all medical and dental syringes, needles, sutures, and medical/dental instruments in locked cabinets when not in use. Access to these items is limited to medical and dental staff only.
 - (2) The **nurse**:
 - (A) counts and/or verifies all medical sharps each shift;
 - (B) seals and marks all containers with a numbered plastic lock;
 - (C) ensures each container includes a list of all contents; and
 - (D) stores items in small groups for easier counting.
 - (3) If the seal is unbroken, **one nurse** verifies the current lock number and documents the verification on the Needle, Syringe, and Sharps Control Record, [HLS-840](#).
 - (4) If the container has been opened (*i.e., the seal is broken*), **two nurses** count all contents before re-sealing. **Each nurse** verifies the new count and lock number and documents the verification on the HLS-840 form.
 - (5) **Two dental staff** count all dental sharps at the end of each shift during which dental services are provided. A **dental staff member** documents the count on the Dental Sharps Utilization Log, HSD-8.
 - (6) In the event of a discrepancy, the **health services administrator (HSA)** immediately notifies the superintendent. Every effort is made to resolve the discrepancy prior to the end of the shift in which the discrepancy was identified. If the discrepancy is not resolved by the end of the shift, the **HSA** notifies the TJJD medical and/or nursing director.
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