

Chapter: Pharmaceutical and Medical Supplies	Effective Date: 4/15/17
Title/Rule: Sharps Storage, Inventory, and Disposal	Page: 1 of 1
	Replaces: HHS.30.35, 07/15/11

(a) **Standard.**

All syringes, needles, lancets, and medical instruments are maintained in locked cabinets or rooms. Access is limited to authorized staff only. Syringes, needles, and other medical sharps are maintained on-site only if required for current youth treatment; in such cases, a sharps inventory is required. Unused supplies of syringes, needles, and/or lancets are not maintained on-site.

All staff members receive on-the-job training regarding facility security procedures. Training includes procedures to ensure a safe and secure environment for the youth and staff and is provided during orientation and annually by Texas Juvenile Justice Department staff.

(b) **Procedures.**

- (1) The **human services specialist (HSS)** and **juvenile correctional officers (JCOs)** are responsible for maintaining an accurate needle, syringe, and sharps count.
 - (2) A needle, syringe, and sharps count is conducted by **two staff members** at each change of shift, and the results are documented on the [Needle, Syringe, and Sharps Control Record for Halfway Houses form, HLS-840hwh](#), which is kept on file for three years.
 - (3) The **HSS** sends unused supplies of needles and syringes with diabetic youth upon transfer or returns them to the assigned institution infirmary upon the youth's release.
 - (4) The **institution nurse** verifies the needle, syringe, and sharps count and documents this verification on the [Non-Institutional Facility Nurse Visit Report, HLS-909](#), during routine visits.
 - (5) The **institution nurse** ensures that a sharps/biohazard container is on hand for appropriate and safe disposal of used needles, syringes, lancets, and other similar items.
 - (6) The **HSS** or a **JCO**:
 - (A) disposes of contaminated needles and lancets in the sharps biohazard container;
 - (B) when the biohazard container is full, places the container in a biohazard bag, secures it tightly, places the secured bag in a box, securely tapes the box on all sides, and labels the box "BIOHAZARD"; and
 - (C) delivers, or arranges for delivery of, the box to the assigned institution infirmary for pick up and disposal.
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