

South View Community Primary School and
Preschool

Medical and Sharps Policy



Updated by: Carrie Henderson (DHT) and Adele Wyness (Medical Liaison Officer)

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1. Aims

This policy outlines the safe management, handling, storage, and disposal of medical sharp instruments (e.g., adrenaline auto-injectors/EpiPens, insulin needles, finger-prick blood lancets) within South View Community Primary and Preschool. It applies to all staff, pupils, contractors, and visitors to ensure compliance with the Health and Safety at Work Act 1974 and the Health and Safety (Sharp Instruments in Healthcare) Regulations 2013.

2. Roles and Responsibilities

- **Headteacher / Senior Leadership Team:** Ensure that adequate equipment, approved sharps bins, and staff training are provided.
- **Trained Staff Members:** Responsible for safely administering or supervising medication involving sharps according to a child's Individual Healthcare Plan (IHP).
- **Parents/Carers:** Must provide the school with up-to-date medical details, in-date medication in its original packaging, and cooperate in creating the child's IHP.
- **Pupils:** Must never handle sharps without supervision and must never touch a discarded sharp found on school grounds.

3. Storage of Medical Sharps & Medications

- All prescribed sharps medications must be supplied in their original pharmacy container, clearly labelled with the child's name, dose, and expiry date.
- Emergency medications, such as additional adrenaline auto-injectors (AAs), must never be locked away. They will be securely stored in the School Office medical storage cupboard out of reach of children but readily available to staff. Children's own AAs will be kept with them if they are able to do this or within a designated space shared with key staff.
- Controlled drugs (if applicable) will be stored securely in a non-portable locked container with limited staff access but remaining accessible in emergencies.

4. Safe Use and Handling of Sharps

- **No Recapping:** Staff must **never re-sheath, bend, or snap** needles after use.
- **Point-of-Care Disposal:** Always bring the portable sharps container directly to the pupil before initiating treatment. The sharp must go into the bin immediately after use.
- **"You Use It, You Bin It":** The individual who handles the sharp holds sole responsibility for putting it in the bin.

5. Management of Type 1 Diabetes

To ensure the safety, inclusion, and health of pupils living with Type 1 Diabetes, the school implements the following procedures alongside the pupil's **Individual Healthcare Plan (IHP)**:

- **Blood Glucose Monitoring & Finger-Prick Testing:** If using a single needle lancet, please dispose into sharps bin after each use, if using a multi-lancet device place in sharps bin when the drum is completely used.
- **Insulin Administration (Pens and Pumps):** Insulin pen needles must be unscrewed from the pen immediately after delivery using a designated removal device or dropped directly into the sharps bin. They must never be left attached to the pen. If using safety needle: remove and dispose into sharps bin. If using 4mm non-safety needle: remove using 'NovoFine remover' and dispose of needle in sharps bin. For pupils using insulin pumps, any introducer needles used during site changes on school grounds must be treated as sharps and disposed of immediately.
- **Continuous Glucose Monitors (CGM) and Flash Sensors:** Sensor applicators (used to insert devices like Dexcom or FreeStyle Libre) contain a sharp introducer needle. Once the sensor is applied to the child, the applicator must be treated as medical sharps waste and immediately placed into the sharps container.
- **Location of Care & Dignity:** Pupils will be supported to check blood glucose and administer insulin in a location where they feel most comfortable (e.g., the medical room or classroom), provided a portable sharps bin is brought to that location.
- **Hypoglycaemia (Low Blood Sugar) Kits:** Fast-acting glucose and emergency treatments (as specified in the IHCP) will be stored with the child or in an easily accessible, unlocked location, never away from where the child is learning or playing.

6. Management of Sharps Bins

- **Approved Containers:** Only yellow sharps bins complying with British Standard **BS EN ISO 23907** are permitted on site.
- **Location:** Bins are stored securely off the floor and away from public/pupil access in the medical room but can be moved to where the child is most comfortable to check levels and administer insulin.
- **Fill Limits:** Parent of child will be notified that bins need replacing, they will be locked shut and signed when they reach the **two-thirds full line**
- **Disposal:** Disposal of filled bins must be handled by the parent of the child assigned the sharps bin.

7. Discarded Sharps Found on School Grounds

If an unknown needle or syringe is discovered on school premises (e.g., in the playground):

1. **Isolate the area:** Move all children away from the object immediately.
2. **Secure the sharp:** A staff member must guard the item or place a temporary cone/box over it.
3. **Safe Retrieval:** Using a designated sharps retrieval kit (including a pincer tool and heavy-duty puncture-resistant gloves), the Site Manager will carefully collect the sharp and dispose of it following LA guidance. Bare hands must never be used.

8. Incident Protocol: Sharps and Needlestick Injuries

If any individual sustains a puncture injury from a used or unknown sharp, immediate first aid must be administered:

1. **Encourage Bleeding:** Hold the wound under running water and let it bleed naturally. **Do not squeeze hard or suck the wound.**
2. **Wash:** Clean the area thoroughly with soap and warm water (do not scrub or use antiseptics).
3. **Cover:** Dry the skin and apply a sterile, waterproof plaster.
4. **Immediate Medical Attention:** The injured individual must attend the nearest Accident & Emergency (A&E) department.
5. **Record and Report:** Record incident on medical tracker (School Internal medical tracking system).