



## **St Kilda Primary School Syringe Safety Procedure**



### **Help for non-English speakers**

If you need help to understand the information in this policy please contact the school on 03 9534 3993

Sadly syringes are occasionally found by children/community members in our schoolyard. Unfortunately some users of intravenous drugs discard their used syringes on our school site. This is something we need to be aware of and to know what action to take.

In the event that a syringe is found, the school organises for an adult to do a complete clean of the school grounds in the event that there are other discarded syringes.

Teachers need to inform children at the commencement of each year, as to what action to take if they find a syringe in the school yard.

### **PROCEDURE**

- St Kilda Primary School has an approved disposal container for discarded needles stored in the Principal's office out of reach of students, visitors and staff.
- The required disposal equipment (tongs, single use gloves, sealable plastic bags) will be stored in a labeled box in the Administration Area with the approved disposal container.
- The Principal will ensure that the School Nurse will talk to staff at the beginning of each year about the school's disposal procedures for used needles.
- The School Nurse will talk to all students about the correct procedure when a syringe or sharp is found and actively discourage them picking up needles or syringes.

### **Action to take if a child encounters a syringe at SKPS:**

- The child is to stand astride, or close by the syringe.
- Send a friend to find the teacher on yard duty.
- The yard duty teacher will ascertain if it is a syringe and will then send for the School Nurse or someone in the Administration Area to collect the syringe.
- The syringe will be disposed of in the correct specific syringe container (see below for details).

### **The following action will be taken to dispose of needles or syringes:**

- Single use gloves to be used
- Disposal container placed on the ground next to the syringe/needle
- Using the tongs, the syringe will be picked up from the middle keeping the sharp end away from the body and placed needle point down into the disposal container. On no account must anyone try to recap the needle/syringe. Long

- handled tongs will be used in more awkward situations
- The lid will be securely replaced onto the disposal container
- Gloves will be placed into a plastic bag, the bag sealed and placed in the rubbish bin
- The disposal container will be disposed of using the Syringe Disposal Service
- In the event of a needle stick injury the Department of Education and Early Childhood recommended procedure would be followed. Follow the link for more details:

<https://www2.education.vic.gov.au/pal/syringe-disposal/resources>

## **COMMUNICATION**

This policy will be communicated to our school community in the following ways:

- Available publicly on our school's website
- Discussed at annual staff briefings or meetings
- Hard copy available from school administration upon request

## **REVIEW PERIOD**

This policy was last updated in July 2022 and is scheduled for review July 2024