

NHS Fife Community Services

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| Subject | Clinical Pharmacy Standard Operating Procedure | | |
| Title | MANAGEMENT of PRESCRIBED SHARPS in FIFE COMMUNITY PHARMACIES | | |
| Manual | Pharmacy P/P Manual | Procedure No: | |
| Authors | Pharmacy Technician Team Leader, Community Services | | |
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| Community Pharmacy Manager | | | |

BACKGROUND

In January 2015 NHS Fife implemented a new prescribed sharps disposal service through Fife community pharmacies. This service is for the supply of sharps containers to a range of patients in the community who produce sharps waste in their own home and disposal of used sharps containers returned to community pharmacies by patients. This standard operating procedure outlines the process both for the supply of prescribed sharps containers and the management of those containers when they are returned containing contaminated sharps to a community pharmacy for safe disposal.

1. Function

To ensure the safe and appropriate supply of prescribed sharps containers to patients in domiciliary settings in Fife and the management of returned contaminated sharps in community pharmacies.

2 Location

All Fife community pharmacies where the 'Prescribed Sharps Service' is operated and NHS Fife Transport Department

3. Responsibility

- All Fife community pharmacies must either follow this procedure or have in place a suitable alternative Standard Operating Procedure (SOP).
- It is the responsibility of the Pharmacy Manager/ Pharmacist to ensure that all staff handling prescribed sharps waste are fully trained in the safe handling of contaminated sharps and work in accordance with this SOP.
- It is the responsibility of the Pharmacy Manager / Pharmacist to ensure that staff are offered and have access to Hep B Vaccination.
- It is the responsibility of the pharmacy manager to ensure that staff attend training provided annually by NHS Fife Pharmacy Services as detailed in the Service Level Agreement.
- It is the responsibility of NHS Fife Transport Manager to ensure that staff understand their responsibilities as outlined in this SOP.

| | | |
|---|-------------|-----------------------------|
| Sharps Service Standard Operating Procedure | June 2016 | Version 2 |
| | Page 1 of 9 | Pharmacy Services, NHS Fife |

4. OPERATIONAL SYSTEM

4.1 NHS FIFE TRANSPORT - DELIVERY AND UPLIFT OF SHARPS CONTAINERS

4.1.1 NHS Fife Transport Services will provide a 5-weekly scheduled service for the uplift of medicines and sharps waste and the delivery of replacement sharps containers for both patients and the pharmacy. Should any pharmacy require a more frequent uplift or have any issues regarding this part of the service please contact NHS Fife Transport Services by telephoning 01592 647167 Monday to Friday 8am to 4pm.

4.1.2 Ordering Patient Sharps Containers

NHS Fife Transport will email those pharmacies due for a collection the week prior to the collection date, notifying them of the day for their collection.

The email will include a prompt to send the 'Pre-Delivery Order' form for patient sharps containers to Transport (appendix 1)

Large pharmacy sharps containers will be replaced on a one-for-one basis by Transport Services on the day of uplift.

4.1.3 On arrival at the pharmacy the driver will:

- Uplift sharps waste in suitable containers.
- Prompt pharmacy staff to complete the appropriate paperwork.
- Deliver new PATIENT sharps' containers as requested on the 'Pre-delivery Order form' from the pharmacy
- Carry out a one-for-one exchange of PHARMACY sharps containers to the pharmacy from stock in the transport vehicle whenever possible.
- Where immediate delivery is not possible, the driver will record the order 'to follow' and it will be delivered by the Transport Department at the earliest available opportunity- usually within 7 working days.

4.2 COMMUNITY PHARMACY

Initiating Patients into the Prescribed Sharps Disposal Service

4.2.1 When a patient presents a prescription at the pharmacy for a medicine or product from which contaminated sharps will be produced e.g. diabetic syringes, methotrexate auto-injectors, a member of the pharmacy team must enquire about the way in which they currently dispose of their prescribed sharps.

4.2.2 If the patient is not currently using the medicines sharps service a member of the pharmacy team should explain the service to the patient and issue them with a leaflet (see appendix 2).

4.2.3 The requirements of the patient should be discussed and the patient must be supplied with a sufficient quantity of patient sharps containers (PCS) to last at least until their next prescription is due. For the majority of patients this will be a 1Litre yellow or 1Litre purple-lidded sharps container. However, there may be some patients for whom the 13Litre purple-lidded sharps container is more suitable and this

| | | |
|---|-------------|-----------------------------|
| Sharps Service Standard Operating Procedure | June 2016 | Version 2 |
| | Page 2 of 9 | Pharmacy Services, NHS Fife |

NHS Fife Community Services

container should be supplied directly to the patient from the pharmacy.

4.2.4 A member of the pharmacy team must explain to the patient:

- What should and should not be placed in the sharps container
- How to use the sharps container, explaining temporary closure
- How to finally seal it when it is full.
- How to sign and date the front of the container when it is started and closed
- Remind them to return the full / used containers fully sealed at a time that suits them or when they come to collect their next sharps related prescription

4.2.5 At each subsequent visit a member of the pharmacy team, should check that the patient still understands the system and is able to access and use it effectively.

4.3 Safe Management of Sharps Waste in Community Pharmacies

4.3.1 Sharps waste must be divided into 2 streams.

- The yellow-lidded stream is for normal sharps waste
- The purple-lidded stream is for cytotoxic waste

Should a patient purple-lidded cytotoxic sharps container accidentally be placed in a yellow-lidded container in the community pharmacy the whole container must be marked 'Contains Cytotoxic Sharps Waste' to ensure that it is disposed of in the correct waste stream

If a patient has placed cytotoxic waste in a yellow-lidded patient sharps container the whole container must be placed in the 30L purple-lidded cytotoxic container in the Community Pharmacy.

4.3.2 Community Pharmacies can accept any sharps waste providing it is presented in any approved sharps container; this includes patient sharps containers from Injection Equipment Provision (IEP) Service clients or sharps containers that are larger than those provided through this service.

If the Community Pharmacy does not provide IEP the waste should still be accepted and the client should be re-directed to an IEP Pharmacy to obtain further supplies – see appendix 3 for IEP pharmacies in Fife.

Where the sharps container returned by the patient does not fit into a closed appropriate 30L sharps container in the pharmacy it should be placed into the appropriate pharmacy sharps container before the lid is fixed to the top. The container can then continue to be used until it is filled by smaller ones in the normal way.

4.3.3 Ordering Sharps Containers

NHS Fife Transport will email those pharmacies due for a collection the week prior to the collection date, notifying them of the day for their collection.

The email will include a prompt to send the 'Pre-Delivery Order' form for **patient sharps containers** to Transport (appendix 1).

Pharmacy Sharps Containers will be supplied on a one-for one basis on the day of uplift.

| | | |
|---|-------------|-----------------------------|
| Sharps Service Standard Operating Procedure | June 2016 | Version 2 |
| | Page 3 of 9 | Pharmacy Services, NHS Fife |

NHS Fife Community Services

Wherever possible please use email to return this form. Completed forms should be emailed to fife-uhb.nhsfifetransport@nhs.net
Alternatively the forms may be faxed to Transport on 01592 648150.

All orders must be emailed or faxed by 10am on the Monday of the pharmacy uplift week in order to allow Transport Services time to assemble the orders. Orders emailed or faxed after this time will not be assembled and supplied.

4.3.4 Assembling Sharps Containers:

- Ensure that correct lid is placed with the matching bin part of the container e.g. the colour of the label border must match the colour of the lid
- Place the lid on the container with the opening on the same side of the bin as the container label.
- Make sure all 4 corners have been pressed down until they click.
- **Sign and date the container with assembly information.**

4.3.5 If sharps waste is presented by a patient that is not in an approved sharps container e.g. in a plastic tub or glass jar, the patient must be provided with sufficient approved containers and asked to return the waste to the pharmacy once it is in the patient sharps container which has been fully closed.

4.3.6 Wherever possible the patient returning the sharps container to the pharmacy should be asked to place their container directly into the appropriate 30L yellow or purple lidded sharps container in the pharmacy: this is to minimise handling and risk to community pharmacy staff.

4.3.7 1Litre yellow-lidded patient sharps containers must be put into the 30L pharmacy container long-ways e.g. not lid or bottom first.

4.3.8 The temporary closure must be used on the Pharmacy Sharps Container when not in use, and the full closure must be used when it is filled to the mark on the container.

4.3.9 STAFF MUST WASH THEIR HANDS AFTER EVERY CONTACT WITH SHARPS CONTAINERS

4.3.10 Preparing Pharmacy Containers for Uplift

All containers must be closed and label completed ready for uplift on notified day. Transport will accept all containers filled to the fill line and any containers that are more than half-filled on day of collection.

The outside label of the Pharmacy Sharps Container must be completed with the following information before it can be uplifted by NHS Fife transport:

- **Name of person assembling and closing container**
- **Date of opening**
- **Date of closure**
- **Pharmacy Contractor Code (unique identifier)**

| | | |
|---|-------------|-----------------------------|
| Sharps Service Standard Operating Procedure | June 2016 | Version 2 |
| | Page 4 of 9 | Pharmacy Services, NHS Fife |

NHS Fife Community Services

4.3.11 The sharps waste must be stored in an appropriate place within the community pharmacy.

4.3.12 It is the responsibility of the community pharmacy to ensure that they have all sharps and medicines waste ready for uplift by NHS Fife transport on their scheduled date, and that a 'Pharmacy Sharps Container Order Form' has been completed for the driver to supply new sharps containers at each visit.

4.3.13 Needle Stick Injury

As long as sharps are accepted only in approved sharps containers and as far as possible, the patients place them directly into the pharmacy sharps collection container there is very little risk of needle stick injury to staff. However in the very rare event that this occurs the following process must be followed:

Perform the following First Aid

- **KEEP CALM**
- If the skin is punctured, gently encourage the wound to bleed
- Do not suck the wound
- Thoroughly wash the wound with soap and warm water
- Do not scrub the wound
- If eyes or mouth are involved, irrigate with copious amounts of water.
DO NOT swallow
- Cover the wound with waterproof dressing

Next Actions

- Take note from where or whom the blood or body fluid came (the source) and in what exact circumstances you were exposed
- Inform the pharmacist or line-manager
- Contact NHS Fife Occupational Health Department on 01382 346032 or A&E on 01592 729002 AS SOON AS POSSIBLE for a risk assessment and advice.

4.3.14 NHS Fife offers immunisation to Community Pharmacy Staff against Hepatitis B as part of an on-going programme through NHS Fife Occupational Health (OHSAS). OHSAS will offer Hep B screening and a course of immunisation to community pharmacy staff in a rolling programme each year. Should staff wish to be immunised against Hep B, the pharmacy manager must triage staff in order of risk and include them on the form distributed from Pharmacy Services.

It is important that staff who have commenced the immunisation programme complete the course, which usually consists of 3 doses of vaccine spaced over 6-12months. Even if staff leave their current post they will remain eligible to complete their Hep B immunisation course.

5. RELEVANT DOCUMENTS /APPENDICES

- 5.1 Appendix 1 - Pre-Delivery Order Form
- 5.2 Appendix 2 - Patient Sharps Leaflet
- 5.3 Appendix 3 - List of Fife Community Pharmacies providing Injectable Equipment Service (IEP)

| | | |
|---|-------------|-----------------------------|
| Sharps Service Standard Operating Procedure | June 2016 | Version 2 |
| | Page 5 of 9 | Pharmacy Services, NHS Fife |

APPENDIX 1

Patient Sharps Waste Container Pre-Delivery Order Form

- Transport will automatically supply pharmacy sharps containers (30L Yellow / 30L Purple) and replacement pharmacy waste medicine containers on a one-for-one basis at the routine waste collection.
- **A pre-delivery order must be placed for patient sharps containers (1L yellow/1L & 13L purple bins). Transport will deliver them at the routine collection of waste.**

Please complete and email this form to: fife-uhb.nhsfifetransport@nhs.net or fax it to 01592 648150 by 10.00am on the Monday before your notified waste uplift day to allow transport time to assemble orders.

Please note this is for patient sharps containers only

| Type of container | Number of Individual Containers Required |
|---|--|
| 1L Yellow sharps bin | |
| 1L Purple sharps bin | |
| 13L Purple sharps bin | |
| Pharmacy contact details. (Pharmacy name, Address, Phone number) | |
| Date | |

**If you have any issues please contact Transport on 01592 647167
Monday to Friday 8am to 4pm.**

Appendix 2



Managing Prescribed Sharps Safely

Important information for people who -

- Take medication using a needle
- Self test, e.g. blood sugar



What can I put into the Sharps bin?

- Lancets
- Needles and syringes
- Full needle clippers
- Needles from insulin pen devices

What should not go into the Sharps bin?

- Injection needles removed
- Insulin pen devices with the needles removed
- Batteries
- Aerosols
- Tablets
- Razors
- Dressings



Useful Advice

- If you have diabetes, any used pens and cartridges (with the needles clipped off), vials and used test strips can be disposed of in your normal bin.
- Ask your Pharmacist which Sharps bin is best for you.
- NEVER share syringes or finger pricking devices.
- NEVER re-cap needles.
- Do not store your Sharps bin on the floor, or above shoulder height.



| | | | |
|---|-------------|-----------------------------|-----------|
| Sharps Service Standard Operating Procedure | | June 2016 | Version 2 |
| | Page 7 of 9 | Pharmacy Services, NHS Fife | |

Appendix 2 continued

If you use a needle to inject prescribed medication or for testing your blood, it is your responsibility to dispose of the needles safely.



Needles should only be disposed of in a Sharps bin which is specially designed for this purpose.

How do I get a Sharps bin?

Your family doctor (GP) can give you a prescription for a sharps bin. You can also collect one from your **local pharmacy**.

Why do I need a sharps bin?

A Sharps bin is the safest way to dispose of used Sharps.

You can use your Sharps bin to dispose of medical supplies such as:

- **Used syringes and devices which have a needle attached**
- **Used finger pricking devices**
- **Used insulin pump sharps**
- **Full needle clipping devices**

Using the Sharps bin

- Make sure the lid is securely attached.
- After you have used needles or other similar medical supplies, put them into the Sharps bin immediately. Do not take them out again.
- Bins must only be filled to the black line marked on the bin.
- While your Sharps bin is in use or waiting to be collected, keep it in a safe place so that it is not a risk to others, and out of the reach of children.
- Close the temporary closure on the lid when not in use, but be careful not to fully close the bin.

What should I do when the Sharps bin is full?

- When the container is filled up to the line, close the lid until you hear it "click" - this means it is locked.
- Lock the bin and write your name and the date on the label.
- Take care when moving the Sharps bin. You can only exchange the full bin if it is properly closed and the label completed.
- You can take the full bin to your **local pharmacy** and exchange it for a new one.



NHS Fife Community Services

Appendix 3

List of Injecting Equipment Provision (IEP) Pharmacies

| Name | Address | Town |
|---------------------------|---------------------------|-------------|
| T&K Brown | 31-32 Shore Street | Anstruther |
| Boots the Chemist Ltd | High Street | Cowdenbeath |
| Gordon's Chemists | 20 Broad Street | Cowdenbeath |
| Rowlands Pharmacy | 45-47 Bonnygate | Cupar |
| Alderston Pharmacy | 6 Alderston Drive | Dunfermline |
| JBB Dick Ltd | 28 East Port | Dunfermline |
| Well Pharmacy | Elliot Street | Dunfermline |
| Boots the Chemist Ltd | 14 Lyon Square | Glenrothes |
| Dears Pharmacy | 3 Glamis Centre | Glenrothes |
| Dears Pharmacy | 60 Main Street | Kelty |
| Boots the Chemist Ltd | 116-120 High Street | Kirkcaldy |
| Boots the Chemist Ltd | Unit 11, Fife Retail Park | Kirkcaldy |
| Lloyds Pharmacy | 2 Viceroy Street | Kirkcaldy |
| St Clair Pharmacy | 233 St Clair Street | Kirkcaldy |
| Well Pharmacy | 66 Bank Street | Lochgelly |
| Your Local Boots Pharmacy | Ajax Way | Methil |
| Boots the Chemist Ltd | 113-119 Market Street | St Andrews |
| Rosewell Pharmacy | 12 Benarty Square | Ballingry |
| Boots the Chemist Ltd | 47 High Street | Leven |