Adapted with thanks to NHS Grampian and NHS Fife

BACKGROUND

In April 2014 NHS Tayside implemented a new prescribed sharps disposal service through Tayside 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 homes and disposal of used sharps containers returned to community pharmacies by patients. This standard operating procedure outlines the process for the supply of sharps containers and the management of those containers when they are returned containing contaminated sharps to Community Pharmacies for safe disposal. The service was initially set up to deal with orange stream waste. The service is being extended from April 2016 to include the purple waste stream for contaminated cytotoxic sharps waste.

1. FUNCTION
   To ensure that all staff know about and have the capability to deliver the Sharps Waste Scheme safely and effectively.
   To ensure the safe and appropriate supply of sharps containers to patients in domiciliary settings in Tayside and the management of returned contaminated sharps in Community Pharmacies.

2. LOCATION
   All NHS Tayside Community Pharmacies where the Prescribed Sharps Service is operated.

3. RESPONSIBILITY
   - All NHS Tayside Community Pharmacies must either follow this procedure, an adaptation of this procedure or have in place a suitable alternative Standard Operating Procedure (SOP).
   - It is the responsibility of the Pharmacy Manager/contractor to ensure that all
NHS Tayside Community Services

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/contractor to ensure that staff involved in this service are suitably immunised.
- It is the responsibility of the pharmacy manager/contractor to ensure that staff have appropriate training to provide this service. A yearly update will be provided once a year by NHS Tayside if requested by the contractors.

4. OPERATIONAL SYSTEM

4.1 NHS TAYSIDE TRANSPORT - Delivery and Uplift of Prescribed Sharps Containers (PSC) and Pharmacy Sharps Containers (PSC)

4.1.1 NHS Tayside Transport Services will provide (via post or email yearly or when changes made) a 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 Tayside Transport Services by emailing transporthub.tayside@nhs.net telephoning 01382 632991. A minimum of three days notice is required before uplift due to SEPA regulations.

4.1.2 On arrival at the pharmacy the driver will:
- Uplift the medicines and sharps waste
- Prompt pharmacy staff to complete the appropriate paperwork.
- Make an immediate delivery of new PATIENT and PHARMACY sharps containers and medicines waste containers to the pharmacy from stock in the transport vehicle whenever possible.
- Where immediate delivery is not possible, the driver will take a note of any requests 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 should enquire about the way in which they currently dispose of their prescribed sharps.

4.2.2 Where appropriate a member of the pharmacy team should explain the service to the patient and issue them with a leaflet. These can be obtained via the normal route for stationary supplies via GP30B form (it will be added to it shortly)

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. Orange lidded bins are available in 1L, 2.5L and 5L sizes. The purple lidded bin is 5L in size.
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 and signed when it 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 and Medicines Waste in Community Pharmacies

4.3.1 Sharps waste must be divided into 2 streams.
- The orange-lidded stream is for normal sharps waste.
- The purple-lidded stream is for cytotoxic waste

4.3.2 Storage of empty and full storage bins (add specific detail of your pharmacy process)

Returned orange and purple lidded bins should be stored in an empty yellow bin ready to be collected by the drivers – do not seal the bin – the driver will remove the bins and leave the yellow bin behind.

Needle exchange pharmacies will also be operating yellow stream waste for the disposal of sharps involved in the needle exchange service.

Replacement bins can be obtained from the transport team at the time of waste collection or by email request to transport.tayside@nhs.net using the order form (attached – appendix 1). If you are experiencing IT issues then please contact the transport department on 01382 632991.

Community Pharmacies can accept sharps waste providing it is presented in any approved sharps container. Needle exchange patients should be directed to a needle exchange pharmacy.

4.3.3 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 PSC and the PSC has been fully closed, the label completed and signed.

4.3.4 Wherever possible the patient returning the PSC to the pharmacy should be asked to place their container directly into the appropriate 60L yellow container in the pharmacy. This will not always be possible.

4.3.5 Receiving:

The outside section of the Pharmacy Sharps Container must be completed before uplift by NHS Tayside transport.
This should be done by the patient where ever possible.

The sealed retuned sharps container should then be fitted with a clinical waste seal and placed in the appropriate yellow bin. The clinical waste seals all have specific numbers relating to your pharmacy – do not transfer seals between pharmacies.

**Uplift:**

Retain the copy of the signed SEPA receipt – legal requirement.

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

4.3.6 Dealing with disputed sharps bins e.g. unsealed or not closed properly, concern regarding the external state. (All bins should be properly sealed, comply with the guidance in the leaflet, dated and signed by the patient or carer before accepting them.)

Patient or carer present:

1. Advise patient that bins will only be accepted if they comply with the guidance issued when they received the bin.
2. Not sealed - Inform patient or carer that they must seal the lid properly and sign and date the label on the container.
3. Concern regarding the contents, external state, seal broken – ask the patient to deposit the bin in a larger container – either a larger sharps bin or if necessary the large yellow pharmacy waste bin which can then be sealed without the need for staff to handle the original.
4. Store the container in an appropriate place until it is uplifted.
5. Contact Michelle Watts – 01382 424179 or michelle.watts@nhs.net if you have major concerns who will give any additional advice along with collection arrangements if required.

Patient or carer not on premises:

1. Using protective equipment e.g. safety gloves place the sharps bin in a larger container – either a larger sharps bin or if necessary the large yellow pharmacy waste bin which can then be sealed.
2. If using the yellow pharmacy bin – please mark on the label and the lid in marker pen that it is either orange or purple stream waste and ensure the driver is aware of this when uplifted.
3. Store the container in an appropriate place until it is uplifted.
4. Contact Michelle Watts – 01382 424179 or michelle.watts@nhs.net if you have major concerns who will give any additional advice along with collection arrangements if required.

4.3.7 It is the responsibility of the Community Pharmacy to ensure that they have all sharps and medicines waste ready for uplift by NHS Tayside transport on their scheduled date.
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 your superior or line-manager
- Contact NHS Tayside Occupational Health Department on 01382 346030 or A&E AS SOON AS POSSIBLE for a risk assessment and advice.

Hep B vaccination is required for individuals involved with at risk services eg sharps disposal, vaccination services, needle exchange, IVD users on opiate replacement therapy plus any other risk category.

Many pharmacies already operate private vaccination clinics and are involved in the needle exchange service and will already be covered by Hep B vaccination.

A PGD for Hepatitis B vaccine has been developed and trained community pharmacy vaccinators are encouraged to use this to immunise their staff where they do not wish to use NHS Tayside Occupational Health (OHSAS) for the vaccinations.

It is the responsibility of the community pharmacy contractor to manage requirements for hep B vaccination.
5. CONTACT DETAILS

Contact details for

Transport department – 01382 632991

Michelle Watts – NHS Tayside, Associate Medical Director – 01382 424179
michelle.watts@nhs.net

Diane Robertson – NHS Tayside, Community Pharmacy Development – 01382 835151
dianerobertson3@nhs.net

Philip Wilde - NHS Tayside – Head of Environmental Management
Telephone - 01382 423026 philip.wilde@nhs.net
TRANSPORT & LOGISTICS

Stock Re-order form
Pharmacy

<table>
<thead>
<tr>
<th>Organisation Name</th>
<th>Address to be delivered to</th>
<th>Name of Requisitioner</th>
<th>Contact telephone number</th>
<th>Date Ordered</th>
</tr>
</thead>
</table>

Please ensure you have sufficient stock to cover your requirements between ordering and delivery of replacement goods

<table>
<thead>
<tr>
<th>Product code</th>
<th>Item</th>
<th>Unit of Issue</th>
<th>Qty Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>TAGNHSTAY</td>
<td>Clinical Waste Tags - traceable</td>
<td>1 Bag x 100</td>
<td></td>
</tr>
<tr>
<td>148325</td>
<td>CYTO 5 Litre (Purple Lid)</td>
<td>Each</td>
<td></td>
</tr>
<tr>
<td>155200</td>
<td>1 Litre Bin (Orange Lid)</td>
<td>Each</td>
<td></td>
</tr>
<tr>
<td>136674</td>
<td>2.5 Litre Bin (Orange Lid)</td>
<td>Each</td>
<td></td>
</tr>
<tr>
<td>136667</td>
<td>5 Litre Bin (Orange Lid)</td>
<td>Each</td>
<td></td>
</tr>
<tr>
<td>206667</td>
<td>60 Litre Pharmacy Bin (Yellow Lid)</td>
<td>Each</td>
<td></td>
</tr>
</tbody>
</table>

Please complete this form in full and email to: transpthub.tayside@nhs.net

Transport Hub, Level 5 Ninewells Hospital, Dundee 01382 632991