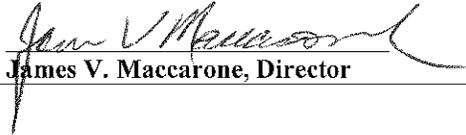


**MISSISSIPPI DEPARTMENT OF HUMAN SERVICES  
DIVISION OF YOUTH SERVICES  
OAKLEY YOUTH DEVELOPMENT CENTER**

<b>Subject:</b> <b>Medical and Dental Instruments and Sharps Management</b>		<b>Policy Number: 7</b>
<b>Number of Pages: 4</b>		<b>Section: XI</b>
<b>Attachments</b>	<b>Related Standards &amp; References</b>	
Sharps Inventory Control Form XI.7.A (25) count Sharps Inventory Control Form XI.7.B (50) count Medical Instrument/Sharps Inventory Daily Count Form XI.7.C Dental Instrument/Sharps Inventory Count Form XI.7.D Medical Instrument Sign-Out Form XI.7.E Dental Instrument Sign-Out Form XI.7.F	ACA Juvenile Healthcare Performance Based standards 2009: 4-JCF-4C-61	
Effective Date: 06/09/06 Revision Date: 03/01/07, 04/22/08, 06/26/09, 05/01/11 , 11/01/13 Review Date: 11/1/14, 11/12/15	Approved:  <b>James V. Maccarone, Director</b>	

**I. POLICY**

It is the policy of the Mississippi Department of Human Services, Division of Youth Services, that guidelines shall be established to address staff responsibilities for the secure storage, control and perpetual inventory of medical and dental instruments, supplies (syringes, needles, scalpel blades and other sharps) and other medical/dental materials that may pose a threat to the security of the facility. (4-JCF-4C-61)

**II. DEFINITIONS**

As used in this policy and procedure, the following definitions apply:

Health Care Personnel – an individual, whose primary duty is to provide health, dental or mental health services to youth in keeping with their respective levels of education, training, and experience. The individual is licensed in the State of Mississippi without restriction to practice nursing, medicine, dentistry, or psychiatry.

Closed Stock Inventory- inventory that is sealed, not in current use, and counted at least monthly.

Medical or Dental Instruments- durable equipment or instruments used for clinical procedures or medical and dental purposes. These instruments are the most secure class of tools and can only be used by health care personnel.

Medical or Dental Sharps- disposable equipment or instruments (i.e., needles, syringes with needles, scalpels) used for clinical procedures or medical and dental purposes. These sharps are the most secure class of tools and can only be used by health care personnel.

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Open Stock Inventory- inventory that is opened, available for current use and is counted each shift or as indicated.

### III. PROCEDURE

A. Medical and Dental Sharps Management: Health care personnel shall adhere to the following: (4-JCF-4C-61)

1. All medical and dental sharps shall be securely stored in locked cabinets located in the medical and dental areas. Only health care personnel shall have key access to these storage areas.
  - a. All medical and dental sharps shall be counted through a continuous inventory listing.
  - b. Upon receipt of medical and dental sharps, health care personnel shall count and verify all items. Medical and dental sharps are then repackaged and sealed in lots of twenty-five (25) or fifty (50) count. The item name and number counted is placed on the Sharps Inventory Control Form XI.7.A for twenty-five (25) count or XI.7.B for fifty (50) count.
  - c. When a sharp is removed from open stock, the health care personnel shall sign out each sharp on the Sharps Inventory Control Form XI.7.A for twenty-five (25) count or XI.7.B for fifty (50) count. Discrepancy in any inventory count shall be reported immediately to the Director of Medical Services/designee.
  - d. Nursing personnel shall count open stock inventory of medical sharps each shift. The nurse shall document on the Medical Instrument and Sharps Inventory Daily Count Form XI.7.C.
  - e. Dental personnel shall count open stock inventory of dental sharps before and at the end of each dental clinic. Dental personnel shall document on the Dental Instrument and Sharps Inventory Count Form XI.7.D.
  - f. The assigned nursing personnel shall inventory closed stock inventory using form XI.6.B Supply control monitoring form monthly to verify that the count on hand is correct. This form shall be forwarded to the Director of Medical Services/designee for review and signature.
  
2. Medical and dental sharps are considered potentially infectious and are handled with precautions. Refer to policy, XI.4, Medical Facilities, Equipment and Environmental Monitoring and XI.38, Exposure Control and Standard Precautions.
  - a. Disposable sharps shall be placed in a puncture-resistant biohazardous container that shall be readily available and securely maintained.
  - b. Needles, syringes with needles, or scale blades shall not be recapped, purposely bent, broken, removed from disposable syringes or otherwise hand manipulated.

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- c. When the puncture resistant container is full, the container shall be sealed and placed in a biohazardous storage box. The bio-hazardous storage box shall remain in a locked area until removed by an approved waste handler.

B. Medical Instrument(s) Management: Health care personnel shall adhere to the following: (4-JCF-4C-61)

1. All medical instruments shall be securely stored in locked cabinets located in the medical area. Only health care personnel shall have key access to storage areas.
2. Medical instruments shall be inventoried to verify count on each shift by nursing personnel. The assigned nursing personnel shall sign and date the Medical Instrument and Sharps Inventory Daily Count Form XI.7.C indicating accurate count.
3. Medical instruments used during the shift shall be signed-out by health care personnel. Medical Instrument Sign-Out Form XI.7.E shall be utilized when an instrument is removed from the locked cabinet.
4. An instrument that has been used that requires sterilization is placed in a covered container until re-sterilized. The container shall be placed in a locked area. Once re-sterilized, the health care personnel shall note on the Medical Instrument Sign-Out Form XI.7.E that the instrument is returned to inventory. Medical instrument not requiring sterilization shall be placed back in inventory and noted on this form.
5. Any discrepancy in medical instrument count shall be reported immediately to the Director of Medical Services/ designee. If the discrepancy is not resolved immediately, the Director of Medical Services/designee shall notify the Facility Administrator/designee.

C. Dental Instrument(s) Management: Dental personnel shall adhere to the following: (4-JCF-4C-61)

1. All dental instruments shall be securely stored in locked cabinets located in the dental area. Only health care personnel shall have key access to storage areas.
2. Dental instruments shall be inventoried on the Dental Instrument and Sharps Inventory Daily Count Form XI.7.D.
3. The Dentist shall be responsible to verify counts of all dental instruments at the beginning and end of each dental clinic. The dentist shall sign and date the Dental Instrument and Sharps Inventory Daily Count Form XI.7.D indicating accurate count.
4. Any dental instrument(s) removed from the dental clinic area shall be signed out on the Dental Instrument Sign-Out Form XI.7.F.
5. An instrument that has been used is placed in a covered container until re-sterilized. The container shall be placed in a locked area. Once re-sterilized, the dental personnel shall document that the instrument has been returned to inventory.

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6. Any discrepancy in dental instrument count shall be reported immediately to the Director of Medical Services/designee. If the discrepancy is not resolved immediately, the Director of Medical Services/designee shall notify the Facility Administrator /designee.

D. Lost Medical or Dental Tools

1. When a medical or dental instrument is lost the Director of Medical Services/designee shall be immediately notified. The Director of Medical Services/designee shall notify the Facility Administrator /designee.
2. The staff discovering a broken medical or dental instrument shall notify the Director of Medical Services/designee. The broken medical or dental instruments shall be secured in the clinic until appropriate and secure disposal is made.

- E. The Director of Medical Services shall revise this policy as necessary.