



CORRECTIONS MEDICINE
Sharps Inventory
ACA Standard: 4 ALDF – 2D – 03

Effective: August 2012
Revised: June 2015, April 2016, August 2019
Reviewed: Aug 2013, Apr 2017, July 2018, May 2019

Policy Number:
CM – 28.4

- I. **PURPOSE:** Safety and security in the Buzz Westfall Justice Center is the responsibility of every staff member and is to be achieved and maintained through adherence and compliance to preset standards related to all sharp instruments.

- II. **POLICY:** Corrections Medicine staff shall work in collaboration with the Department of Justice Services (DJS) staff to maintain the safety and accountability for medical and dental equipment and supplies. Medical and dental instruments, equipment and supplies are controlled and inventoried.

- III. **RESPONSIBILITY:** All staff working in the Corrections Medicine program are responsible for the content of this policy and procedure as well as adherence to the policy.

- IV. **PROCEDURES:**
 - 1. Access to the needles, syringes and other sharps is restricted to Corrections Medicine staff only. All doors to cabinets and the storage room shall be locked at all times except when in use. All sharp objects, needles, and instruments are stored in a locked area.

 - 2. Sharps items that have been received into stock shall be inventoried. Total counts are verified when items are received or removed from stock.

 - 3. The Corrections Medicine management team shall conduct random inventory checks on all sharp instruments.

- V. **REFERENCE:**
Standard 4-ALDF-2D-03; Performance Based Standards for Adult Local Detention Facilities; 4th Edition; American Correctional Association; June 2004.