

	Procedures for handling syringes, needles and catheters	Effective	29/11/2005
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1. Purpose:

To outline the procedures for the safe handling and disposal of syringes, needles, and catheters

2. Scope:

Applies to all authorized personnel including Technical staff, faculty and students. It is the responsibility of all program staff and faculty to contribute and comply with these procedures

It is the responsibility of the facility manger to provide and maintain a sufficient number of properly labeled sharps containers in surgical and procedural areas throughout the animal facility or lab and as described in this procedure.

3. Purpose

This procedure outlines methods for safe handling and disposal of all discarded syringes, needles, or catheters used by the animal care and research staff in the care and use of animals.

4. Instruction

4.1 To remove syringe from case:

4.1.1 Grasp the casing top with the fingers of one hand and the case with fingers of other hand; push the top in toward the case and twist in opposite directions; or, hold the case perpendicular with the top facing downward and with one brisk tap, hit the top of the case against a counter top, then twist off the cap.

4.2.1 For soft packaging, open by pulling in opposite directions the 2 sheets constituting the case. The opening area is situated at the plunger side of the syringe, not the open end.

Slip the syringe out of the case and hold by the barrel (do not touch the open end where the needle will be attached).

4.2.2 To Remove a Needle from Sterile Plastic Packaging:

4.3 For hard plastic casing:

- Hold the small end (hub end) of the plastic packaging with fingers of one hand and the larger end with fingers of the other hand; then rotate the two pieces in opposite directions to break the seal.
 - Remove smaller plastic cap from the hub end of the needle, leaving the needle (sharp end) covered and protected.
- 4.4 For soft casing:
- open by pulling in opposite directions the 2 sheets constituting the case. The opening area is situated at the hub end of the needle. Leave the needle (sharp end) covered and protected.
- 4.5.1 To attach a needle to a syringe:
- 4.5.2 Holding the capped needle in one hand and syringe in the other, insert the small end of the syringe into the hub of the needle. Slightly rotate the syringe as you push it into the hub of the needle. This also helps break the cap seal on the needle.
- 4.5.3 To remove a needle cap:
- 4.5.4 Hold the syringe with one hand and grasp and push the needle cap toward the syringe with the other hand while rotating the cap just slightly (about 1/4 turn) to break the seal (do not try to pull the cap off the needle as you may inadvertently stick yourself when the cap comes off suddenly).
- 4.5.5 **Never** leave an uncovered needle on the counter. Always rest needle in its cap while waiting to use the assembled needle and syringe; it is not necessary to place the cap securely onto the needle at this point.
- 4.6 To remove catheter form casing:
- 4.6.1 Hold the small end (hub end) of the plastic packaging with fingers of one hand and the larger end with fingers of the other hand; then rotate the two pieces in opposite directions to break the seal.
- 4.6.2 Remove smaller plastic cap from the hub end of the needle, leaving the needle (sharp end) covered and protected.
- 4.7.1 To insert a catheter in a patient:
- 4.7.2 Hold the catheter with one hand and grasp and rotate slightly the cap with the other hand to break the seal (do not try to pull the cap off the catheter as you may inadvertently stick yourself when the cap comes off suddenly).
- 4.7.3 Do not touch catheter end as it is sharp but also as it is sterile and will enter the patient's vascular system.
- 4.7.4 To place a catheter, follow instructions given during lab for appropriate species.
- 4.7.5 Never leave uncovered unused/used catheter on the counter. Always rest the sharp end in its cap while waiting to use the catheter.
- 4.7.6 After catheter placement, the guide needle of the catheter should be disposed in puncture resistant (hard-walled) containers (red sharp if it contains medical waste).
- 4.8 Needle, syringe and catheter disposal instructions:

- 4.8.1 Dispose of needles, syringes and catheters in puncture-resistant (hard-walled) containers (red sharps container if it contains medical waste).
- 4.8.2 A sharps container should be placed close to where the needles, syringes and catheters are being used.
- 4.8.3 New sharps containers will have a label placed on them that states: “CAUTION: DO NOT RECAP NEEDLES PRIOR TO DISPOSAL” when they are received and before placement within the facility.
- 4.8.4 Do not bend the needle.
- 4.8.5 Do not break the needle.
- 4.8.6 Needles should not be manipulated by hand.
- 4.8.7 Do not remove the needle from the disposable syringe.
- 4.8.8 Do not walk around the room with an uncapped needle, needle and syringe or catheter.
- 4.8.9 Place the needle and the syringe or the catheter, without cap, directly into a disposable sharps container. Do not recap the needle.
- 4.8.10 If you need to replace the cap, do not hold the cap while attempting to reinsert the needle. Place the cap on a surface (e.g. counter top) and insert needle into cap. Carefully elevate the needle and cap, while applying slight forward pressure against the counter to set the needle in the cap. After securing the cap on the needle, dispose of materials into sharps disposable container.
- 4.8.11 When a sharps container is **three-fourth’s full**, don gloves, seal container, and place in the designated area for collection and disposal.
- 4.8.12 If a needle stick should occur, wash area with soap and water, report incident to your supervisor, and seek attention as soon as possible.