

Hounsome Fields Primary School

Needle Stick Injury Policy

2025



Date of Approval:	Summer 2025
Date of Next Review:	Autumn 2026

Hounsome Fields Primary School
Treetop Avenue. Basingstoke
Hampshire RG23 7GJ

Needle Stick Injury Policy

As a needle is capable of penetrating the skin, there is a potential health risk that such an injury can result in staff being exposed to blood borne viral infections, such as Hepatitis B or HIV.

It is highly recommended that any staff expecting to come into contact with used sharps have a Hepatitis B inoculation. All relevant staff will be made aware of this service.

Needle stick injury procedures

Administering of injections will be risk assessed. Where there is a risk of staff coming into contact with discarded needles, they will be supplied with an appropriate sharps container.

- Staff must avoid personal contact with sharps and avoid 'needle stick injury' where the skin is punctured.
- The sharp should be placed in the approved small sharps container.
- Staff must not re-sheath, cut or bend the needle or carry it in their hands or pockets.
- The Headteacher and designated school medical needs officer will be aware of the location and disposal of any needles.

Action to be taken following a needle stick injury

- Do not suck the wound.
- Encourage bleeding from the puncture wound.
- Wash the area thoroughly under running water and cover it with a dressing.
- Do not scrub the wound while you're washing it.
- Dry the wound and cover it with a waterproof plaster or dressing.
- Immediate medical advice should be sought.

Report the injury to the Headteacher as soon as reasonably practicable

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