

# Risk Management Guideline

## Medications & SHARPS Disposal

### Background:

The disposal of SHARPS and expired medications is common in most school sites today. School sites must be diligent in ensuring proper disposal of both types of items. In order to assist members in the compliant disposal of these medically related items, members may contact the CRSIG office to schedule the pick of items.

### Recommendation:

Until a scheduled pick up is occurs, all sites are recommended to closely follow the guidelines listed below.

### Guidelines:

- 1) Be sure to place all sharps, needles, syringes, lancets, blades, caps, etc. into the sharps container. Do not allow any sharps to be placed into plastic bags, paper bags, or be collected loose into paper cups or cartons.
- 2) Do not place any medications into sharps containers.
  - a. All Over-the-Counter Meds (OTC), including Tylenol, Advil, Mylanta, Midol, Aspirin, Benadryl, Calamine Lotion, etc. **should NOT be placed** into the she sharps containers. OTC meds may be disposed of into regular trash. They should be bagged and disposed of as regular trash.
  - b. Prescription medications (Rx) should be placed into a bag/box and retained for pick up by a CRSIG representative. **Do not place any Rx medications into the sharps containers.** This means that all Rx meds – including Prescription level Ibuprofen, Vicodin, Risperdol, Albuterol, Imitrex, etc. should be collected for disposal in a bag or box.
  - c. Please remove inhaler canisters from the mouthpieces. The mouthpieces, spacers, and holders can all be placed in regular trash. Place the canister in the bag/box and retain for pick up by a CRSIG representative.
  - d. Please remove any student information from the medication containers. All forms and other confidential information should be removed and destroyed. You may leave the pills in their original containers with names on them – but, please do not include student forms, permission slips, and doctor’s notes.
- 3) Epi-pens should be capped and kept in a bag or box for pick-up. Do not place Epi-Pens into the sharps containers. If the Epi-pen has been used and the cap cannot be located, place the Epi-pen into the sharps container.



- 4) All unused glucose or insulin syringe kits can be taped shut and placed into the Rx bag/box for pick up. Empty liquid Rx bottles may be disposed in the trash. If there is any residue or left over medication, be sure to place the bottle into the Rx bag/box for pick-up.
- 5) All unused full or partially full bottles of tuberculin suspension, Novalog, Humalog, or other injectable should be placed into the Rx bag/box for pick up. Do not place these bottles into the sharps containers.
- 6) Tubing, wipes, gauze or other material contaminated by blood or other potentially infectious body fluids should be placed into the sharps containers.
- 7) When the sharps containers are full, or if you have collected an amount of meds that you do not feel comfortable storing, please contact Angela Jacobson at CRSIG. (209) 579-7535 phone or email [angela@crsig.com](mailto:angela@crsig.com)
  - a. Please call when the containers are full or very near full. Do not call if the containers are less than 3/4 full or near empty.
  - b. Angela will make arrangements for the pick-up. Be sure to provide Angela with the school address and exact location within the school of the Rx meds bag/box and or sharp containers to be picked up. Please provide a name and phone number for a person to contact, if needed.
  - c. If you need replacement sharps containers, be sure to indicate the number of container(s) and size (quart or gallon) of container(s) that you require. If there is a special style container that you would like, please indicate the type (rotor, flip top, screw top, or slide lid). Every effort will be made to provide you with the type of sharps containers to best fit your needs.