Sharps injury procedure

SOP TEMPLATE

Check this template against your local regulations and your own policies before you use it.

SOP no.		Version		Effective date	
Owner		Approver		Review date	

Purpose

To make sure anyone injured by a used sharp gets first aid and medical advice straight away, and that the injury is recorded and followed up.

Scope

Every needlestick, cut, splash to the eyes or mouth, or bite involving blood or saliva.

Responsibilities

Role	Responsibility
Injured person	Gives first aid at once and reports the injury.
Dentist or practice manager	Arranges medical assessment, speaks with the source patient and records the incident.

Procedure

1. **Give first aid**

   Let the wound bleed freely, wash it with soap and running water, and cover it. Rinse eyes or mouth with plenty of water.

   > **Caution:** Don’t scrub the wound or suck it.

2. **Report it straight away**

   Tell the dentist or practice manager, even if the injury seems minor.

3. **Identify the source patient**

   Record who the instrument was used on. With their consent, ask about their health and arrange blood tests if advised.

4. **Get medical advice the same day**

   Go to a doctor or emergency department within hours, so they can decide whether preventive treatment is needed.

5. **Record the incident**

   Record what happened, the first aid given, and the medical advice.

6. **Follow up**

   Attend the follow-up tests the doctor recommends, and review how the injury happened.

Records

- The sharps injury report.
- Staff vaccination records.

Related documents

- Instrument reprocessing procedure

Revision history

Version	Date	What changed	Approved by