DEPARTMENT OF CORRECTIONS

Policy Number:	**500.122**
Title:	**Needle, Syringe, and Instrument Control**
Effective Date:	**8/21/18**

PURPOSE: To provide for control, accountability, and safety when needles, syringes with needles, syringes without needles, and instruments are introduced into a correctional facility for use in a health services area.

APPLICABILITY: All facilities

DEFINITIONS:
Instrument – any piece of equipment that is used in the medical and dental areas that could be used as a weapon or could present a security threat.

PROCEDURES:

A. Offenders/residents must not possess needles, syringes with or without needles, or instruments unless under direct supervision of staff, except for individually-issued medical wire cutters for an offender/resident with a wired jaw (for emergency use in case of vomiting or other distress).

B. Health services staff must maintain a count log showing when the following items were received, when they were used, and the intended purpose. Health services staff must:

1. Check in all arriving needles, syringes with needles, and instruments and place them in a secured area;

2. Count and log each unsealed box;

3. Count each item in unsealed boxes;

4. Record on the log with offender's/resident's name and OID number each time an item is withdrawn from the inventory;

5. Provide the officers in the minimum security units with syringes and a sign-out log for any offenders/residents who require these for medication administration. Both the nurse and the officer must sign off on the total number received on the syringe log. Completed logs must be returned to health services staff.

6. Conduct counts at least at the end of every shift for each operational area (e.g., dental, nursing, optometry, physical therapy) when the specific department area is operational;

7. Initial and date all entries;

8. Notify the facility watch commander and registered nurse (RN) administrative supervisor/designee if a count of an item cannot be reconciled. The health services staff person discovering the miscount must complete an incident report prior to leaving health services for the day;

9. Remain on duty (all health services staff) when a miscount is discovered, until released by the watch commander; and

10. In consultation with the facility warden or designee, develop an individual plan for accountability and provide medical authorization for any individually-issued medical wire cutters.

C. The registered nurse supervisor must review completed count logs and retain them for three months.

D. Instruments and medical equipment must be checked and tested periodically and secured from offender/resident access.

E. Security staff in minimum security units must:
   1. Record on the log with the offender's/resident's name and OID each time an item is withdrawn from the inventory; and

   2. Provide direct supervision of all use and disposal of syringes.

INTERNAL CONTROLS:

A. Count logs are retained in the registered nurse supervisor's office for three months.

B. Incident reports are retained at the facility according to the record retention schedule.

ACA STANDARDS: 4-4196, 4-4378, 4-4421, 4-4427, 1-ABC-3A-21, 1-ABC-4E-16

REFERENCES: Minn. Stat. §§ 241.01
Policy 105.118, "Proper Management of Sharps and Sharp Containers"
Policy 500.121, "Diabetic Lancet Control"
Policy 301.040, "Tool Control"

REPLACES: Division Directive 500.122, "Needle, Syringe and Instrument Control," 1/17/17. All facility policies, memos, or other communications whether verbal, written, or transmitted by electronic means regarding this topic.

ATTACHMENTS: None

APPROVALS:
Deputy Commissioner, Facility Services
Deputy Commissioner, Community Services
Assistant Commissioner, Facility Services
Assistant Commissioner, Operations Support