

**JUVENILE COURT HEALTH SERVICES DENTAL PROCEDURES**

Subject: <b>SHARPS INVENTORY</b>		Original Issue Date:	Procedure # <b>025</b>
		Supersedes:	Effective Date: 1/25/13
Departments Consulted:	Approved By: (Signature on File) Head Dentist  (Signature on File) Medical Director	Approved by: (Signature on File) Health Services Administrator	

**PURPOSE**

To maintain security and control of needles and sharp instruments used by dental staff.

**PROCEDURE:**

1. All needles and sharp instruments are to be stored in a locked cabinet in the dental suite at all times. The key must be kept in secured location available only to dental staff.
2. All needles and sharp instruments will be kept in an inventory. Sharp instruments are:
  - a. Explorers
  - b. Surgical Set-Up Kit (Two Elevators, Scalpel, Curved Kelly, Retractor, Suture Scissors, Periosteal Elevator, Needle Holder, and Curette).
  - c. Scalers
  - d. Root Canal Spreaders in the endodontic instrument set.
3. Only one box of each needle size will be opened at a time. When opening new boxes, put "date opened and initial" on the box. Only when all needles in the opened box are used should a new box be opened.
4. A needles and sharp instruments inventory will be done daily by dental assistant (see attached inventory log).

**REFERENCE**

JCHS Policy # C-110, "Sharps Disposal"