**PRESCRIBED SHARPS DISPOSAL**

**ADDITIONAL SERVICES**

1. **Introduction**

This service level agreement forms the basis for community pharmacies to provide a Prescribed Sharps Disposal Service to patients in Forth Valley. It will be carried out in accordance with General Pharmaceutical Council Professional Standards and Guidance in Good Pharmacy Practice.

Contractors have a Duty of Care for waste as laid out by the Scottish Environment Protection Agency. **https://www.sepa.org.uk/regulations/waste/activities-exempt-from-waste-management-licensing.**

1. **Background to the Service.**

Pharmacy contractors are required to accept medicine waste and sharps

(in appropriate **containers**) from patients being treated at or in a homely setting for uplift and disposal by NHS Forth Valley.

1. **Service aims**

3.1To provide patients with a robust route for safe disposal of prescribed medicines and sharps into approved sharps containers

3.2 To ensure that patients requiring prescribed sharps can return them in approved sharps containers to a community pharmacy for the safe disposal and resupply of empty sharps containers when returning full ones.

* 1. To create a network of community pharmacies to provide information

and advice to patients on the safe disposal of prescribed sharps

generated by patients in their own home.

3.4 To ensure that the healthcare professionals and patients in NHS Forth

Valley requiring such a service are aware of and know how to access it.

* 1. To work within the health and safety requirements and infection control

guidance for handling, segregating and storing of used medicines and sharps

boxes.

* + 1. Ensure the safe and appropriate storage and segregation of empty and full prescribed medicines and sharps boxes.
  1. Ensure the appropriate Standard Operating Procedures are provided

to all pharmacy staff and they fully understand their duty of care responsibilities.

1. **Service outline and standard**

Responsibilities of Forth Valley Pharmacy Services:

4.1 To liaise with Forth Valley Waste Management on a six monthly basis, to ensure health care waste procedures and segregation best practices are updated and maintained.

4.2 To provide, directly or indirectly, initial, and ongoing training in

waste and sharps management for community pharmacists and support staff.

4.3 To provide support and advice eg, on safe storage to pharmacists and support staff.

4.4 To facilitate liaison between community pharmacists, patients and health care professionals.

4.5 Deal with any complaints or issues raised.

1. **Service Outline – Responsibilities of NHS Forth Valley Waste Management (FVWM) and Forth valley Waste Collection Contractor (FVWCC).**
   1. FVWM to liaise with Forth Valley Pharmacy services on a six monthly basis, to ensure health care waste procedures and segregation best practices are updated and maintained.
   2. FVWCC ensure the appropriate levels of stock, of health care waste containers (e.g. pharmaceutical bins, sharp boxes) are provided to all pharmacy sites to enable the safe disposal and segregation of waste medicines and sharps.

5.3 FVWCC to provide a schedule of routine uplifts for prescribed sharps and medicine waste in agreement with NHS Forth Valley Pharmacy.

5.4 FVWCC to uplift returned prescribed sharps presented in sealed and signed approved sharps containers.

5.5 FVWCC can refuse to collect any health care waste that does not comply with NHS Scotland Waste Management Guidance The Scottish Health Technical Note 03-01 V7 October 2023.

1. **Service Outline- Responsibility of Pharmacy Contractor.**

Adhere to health care waste disposal best practice at all times. To assist pharmacy sites please comply with guidance diagram (Appendix 1)

|  |  |  |
| --- | --- | --- |
| Blue pharmaceutical waste bins | Pharmaceutical waste medicine/ non-Cytotoxic | Waste contractor will replace “like for like” on collection of waste |
| 22L Blue Sharp box | Infectious pharmaceutical (non-cytotoxic) sharps. | Waste contractor will replace “like for like” on collection of waste |
| Purple sharps box | Cytotoxic medicines and cytotoxic sharps | Waste contractor will replace “like for like” on collection of waste.  Note pharmacy must email contractor when a purple box requires to be uplifted (this is due to the van not carrying purple lid boxes as standard) |
| Sharps box for patient own medicine | Patient own medication | Replacement required to be ordered by Pharmacy |

The contractor provides all bins and boxes **except the 0.6L & 1.0L sharp boxes** for community patients. Order the 0.6L and 1.0L sharp boxes from Forth Valley use order form (appendix 2).

Note if the pharmacy is a needle exchange site they should ensure they have a sufficiency of 22L blue lidded sharp boxes to enable them to put quantities of the 0.6L and 1.0L returned patient sharp boxes into them for uplift by waste contractor.

**No sharp boxes are to be placed into pharmaceutical bins**

6.1 Ensure safe and appropriate storage of “in use” prescribed Sharps containers.

And any sharps boxes are annotated with the patient CHI number or if CHI

or if CHI number unknown the contractor code should be used.

6.2 Provide and complete all necessary waste transfer documentation.

6.3 Each patient should be supplied with an empty box (s) when returning a full

Box.

6.4 Maintain knowledge relevant to providing the service to

patients.

6.5 Participate/attend initial training and undertake update training and further training if required.

6.6 Participate in annual audit co-ordinated by NHS Forth Valley Pharmacy Services.

6.7 To ensure that all pharmacy staff understand and work within the health and safety requirements and infection control guidance for handling used sharps.

6.8 A named pharmacist will take overall responsibility for ensuring the service is provide to the standard required.

6.9 All pharmacists providing this service are registered with the General Pharmaceutical Council.

6.10 To ensure that the pharmacist and staff involved in the provision of the service have relevant knowledge and are appropriately trained in the operation of the service.

6.11 To notify NHS Forth Valley Contracts Officer of any changes in contracted opening hours, regular pharmacists or any other changes.

6.12 Ensure that Standard Operating Procedure(s) are in place.

1. **Training Requirements.**

7.1 All staff members involved in the delivery of pharmaceutical services

should have undertaken appropriate training.

7.2 NHS Forth Valley will provide guidance in waste and sharps

management for community pharmacist and their support to staff

undertaking their duty of care. It is the responsibility of the contractor to

ensure staff involved in the delivery of the service read and understand

the guidance.

7.3 Contractors should ensure that all staff involved in the delivery

Of this service are aware of their company procedure on

managing a needle stick injury.

1. **Claims and Payment**

8.1 Fees will be paid for Safe Disposal of Prescribed Sharps Service as

defined by NHS Forth Valley.

8.2 Payment for service provision shall be made on the submission

of a fully completed NHS Forth Valley contract. Information for audit and evaluation purposes may also be gathered and must be completed before any payment is made by NHS Forth Valley. An annual claim form will be sent out to contractors each year in April to claim the £250 annual service fee.

1. **Monitoring and evaluation**

9.1 Standard Operating Procedures should be available for all staff to access.

* 1. Pharmacists, pharmacy technicians, and support staff involved in the provision

of the service should undertake and retain evidence of relevant CPD/training.

1. **Pharmacy premises criteria**

10.1 Community pharmacies providing a Prescribed Sharps Disposal Service

must have a private, enclosed consultation are suitable within the

community pharmacy.

Key requirements are: Safe storage of sharps.

**Acknowledgement**

This updated guidance has been produced by Forth Valley Waste Management, Forth Valley Pharmacy services in consultation with NHS Scotland Waste contractor Tradebe. (Dec 2024)

**Appendix 1: Waste disposal guidance**

|  |  |
| --- | --- |
|  | This is a blue lidded 60L pharmaceutical bin this bin can come with a grey or blue base and is used for disposal of:  **Returned medicines and out of date medicines only**  **No sharp boxes**  **No Cytotoxic medicines** |
|  | This is a 22L Blue lidded sharp box again it can come with a grey base, it is used for the disposal of:  **Infectious medicinal sharps only**  Note pharmacies can place 0.6L sharp boxes returned by patients into this for collection.  **No Cytotoxic sharps**  **No Cytotoxic medicines** |
|  | This is a 2.5L purple lidded sharp box, it can come with a grey base it is used for the disposal of:  **Cytotoxic sharps**  Note pharmacies can place **out of date** **cytotoxic medicines** **or returned cytotoxic medicines** into this purple sharp box |
|  | **Methadone disposal**  National guidance - Dispose of empty plastic or glass methadone bottles and dispensing cups directly into the 60L pharmaceutical bin.  **Do not rinse out bottles or cups down the sink** |

**Appendix 2**



Community Pharmacy Sharps Request form

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of Community Pharmacy | Address | Sharps /box requested | Amount required | **CSD**  **for our use only** - |
|  |  | Code-279722  0.6L yellow lid sharps box |  |  |
|  |  | Code-276455-  0.6L Grey bin/purple lid |  |  |
|  |  | Code-276813  1L Grey bin/Blue lid |  |  |
|  |  | Code-276660  13L grey bin/purple lid |  |  |

Email order form to: [fv.orders-suppliesdept@nhs.scot](mailto:fv.orders-suppliesdept@nhs.scot)

Contact Telephone Number:01786 433855/433858

Tradebe support contact:[NHSScotland-customerservices@tradebe.com](mailto:NHSScotland-customerservices@tradebe.com)

**Order Processed by Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**