

<b>River Valley Therapeutic Residence Policy and Procedure</b>		
<b>Sharps and Keys</b>		
Effective: 4/25/2023	Revised:	Due to Review: 4/25/2025

## **POLICY**

All Sharps shall be locked and only accessible by staff in a locked cabinet in the break room.

## **DEFINITIONS**

Sharps: knives, needles, keys, razors, or any other items with a pointed edge that could cause harm.


## **PROCEDURE**

A Sharps checklist shall be completed at the beginning of each shift. The area on the Unit Report by Shift form shall be used by staff to confirm this checklist has been completed.

As soon as a Sharp is noticed missing, the following procedure shall take be implemented as soon as possible:

- A facility and room search shall be conducted.
- Residents shall be scanned with a metal detector wand.
- An Environmental of Care Variance Reporting form shall be completed.
- The Program Director or designee shall be notified.

Note that all resident keys must be locked up upon admission. Keys shall be returned only upon discharge.

<b>Approved by</b>	<b>Signature</b>	<b>Date</b>
Emily Hawes Commissioner Vermont Department of Mental Health	 <p>DocuSigned by: Emily Hawes C50275615A62462...</p>	4/25/2023