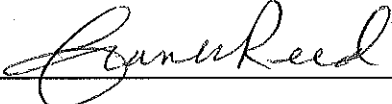


Facility Name: Middlesex Therapeutic Community Residence (MTCR)	
Policy: Sharps and Keys	
Replaces Version Dated: 4-17-14	Effective Date: 4-6-15

- A. Sharps constitute e.g. knives, needles, key etc.
- B. All "Sharps" will be locked in a drawer in the Med Room.
 - a. No "Sharps" will be removed from the Med Room unless signed out.
 - b. All "Sharps" will be locked up separately in a "Sharps" drawer in the Med Room.
 - c. An inventory of the "Sharps" will be done by the Med Staff assigned to Meds. The lead tech will check at the end of the shift to assure that this has been done and documented on the sharps check list. There is an area on the daybook to document that the lead tech has affirmed the check has been completed.
 - d. If a "Sharp" is noticed missing during an inventory check a facility search will be conducted and wand will be used on residents. A variance report will be filed and the Program Director notified.
- C. **Keys-** All resident keys will be locked up upon admission and returned upon discharge.

Approved by DMH Commissioner	Approval Date:
	10/11/16