

 <p style="text-align: center;">DIVISION OF ADULT INSTITUTIONS</p> <p style="text-align: center;">POLICY AND PROCEDURES</p>	DAI Policy #: 500.40.18	Page 1 of 5
	Original Effective Date: 08/15/02	New Effective Date: 11/01/17
	Supersedes: 500.40.18	Dated: 02/15/17
	Administrator's Approval: Jim Schwochert, Administrator	
Required Posting or Restricted:		
<input type="checkbox"/> Inmate <input checked="" type="checkbox"/> All Staff <input type="checkbox"/> Restricted		
Chapter: 500 Health Services		
Subject: Dental Tool/Sharps/Toxic Products Control and Count		

POLICY

Division of Adult Institution facility dental units shall maintain control of all tool, sharps and hazardous materials for security reasons.

REFERENCES

DAI Policy 306.00.37 – Control of Tools, Equipment, Chemicals and Hazardous Materials

DEFINITIONS, ACRONYMS AND FORMS

Class A or Hazardous Tools – Tools most likely to be used in an escape or to do bodily harm to staff or inmates.

Class B Tools – Tools of a less hazardous nature such as mops, rakes, etc.

DOC-1111 – Monthly Tool Report

DOC-2466 – Incident Report (WICS)

DSU – Dental Services Unit

HSM – Health Services Manager

HSU – Health Services Unit

Setups – A set of instruments that are packaged together for a specific type of dental procedure. For example, an amalgam setup includes the instruments necessary to place an amalgam.

Sharps – Any sharp item including needles, syringes, anesthetic carpules, sutures and scalpel blades.

TIM – Tool Identification Manual

Tool – Any instrument or tool used in the delivery of dental services.

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PROCEDURE

I. Tool Classification and Control

- A. Most dental instruments and equipment are considered Class A.
- B. All dental instruments/tools/sharps shall be stored in locked areas.
- C. Only the minimum number of sharps needed for proper operation of the unit shall be available for daily use.
 1. During daily use, these items are kept in a convenient and safe place under direct observation of dental staff.
 2. Extra stock remains locked in storage.
- D. Dental staff shall assure that inmate patients do not gain access to dental tool/sharps in use by providing direct supervision at all times.
- E. Dental lathes, model trimmers, instrument sharpeners and all other tools that can be used to cut, sharpen or grind materials, or ignite a flame must be stored under lock when not in use or under direct observation.

II. Perpetual Tool/Sharps/Toxic Products Inventory Documentation

- A. TIM (may be digital)
 1. Each DSU maintains a TIM which contains a photo and/or digital image of each dental instrument/sharp in the dental unit, the instrument name and storage location.
 2. The TIM is updated whenever replacements or other changes to instrumentation are made.
 3. A copy of the TIM is kept current with the facility's Security Director/designee.
- B. Daily Tool/Toxic Products and Sharps Logs
 1. Daily logs are performed by the dental staff.
 2. Daily logs document:
 - a. Instrument.
 - b. Storage location.
 - c. Number of each instrument or setup.
 - d. Date and initials of employee verifying accuracy of the count.
 - e. Shift, if applicable.
 3. Instruments in the sterilization bags are color coded.
- C. Monthly Tool and Sharps Logs
 1. Monthly report is completed on DOC-1111 – Monthly Tool Report, or as directed by facility Security.
 2. Security at some facilities has created their own format for the dental tool logs.

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D. Toxic Products

1. All toxic fluids such as wood alcohol, methyl alcohol, acetone, and butane shall be recorded on the Tool/Toxic Products log.
2. All flammable toxins shall be stored in a fireproof box.
3. Each dental unit shall have a lockable fireproof box.

III. Tool Count Method

- A. The method of performing tool count is determined by this policy, the facility tool procedure, and the direction of the facility's Tool Control Supervisor.
- B. Annually, the dental assistant shall review the tool/sharps count method with the Tool Control Supervisor to assure that it continues to meet Security requirements.

IV. Reporting of Counts

- A. Dental hygienists/assistants shall assure the daily and monthly count logs for their work areas are completed. Tool count reports for the hygiene work area are combined into the DSU's report.
- B. Monthly reports shall be reviewed by the dentist and sent to the HSM.
- C. After the dentist's and HSM's review, a copy is forwarded to the facility's Security Director/designee.

V. Reporting of Lost Tools or Sharps

- A. In the event a tool or sharp is missing and cannot be located in the DSU, dental staff shall immediately (within an hour) notify the HSM, Security Supervisor and Dental Supervisor.
- B. All treatment is discontinued until Security staff determines that care may proceed.
- C. Dental staff shall complete DOC-2466 – Incident Report (WICS).
- D. Security shall immediately initiate an investigation to determine the cause of the inventory discrepancy and attempt to recover the item.
- E. HSU and DSU shall follow directions given by Security.
- F. DSU shall notify the Dental Director of the loss as soon as possible.

VI. Additions or Deletions to the Tool/Sharps Count

- A. Newly purchased items shall be added to the count as soon as the item is received in the DSU.
- B. Tools and sharps that are one-time-use disposables shall be disposed of in the designated secured or biohazard container.

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C. Broken, worn out or excess tools or sharps that are not disposables shall be disposed of per the facility's tool control procedure.

VII. Control of Tools Brought In and Taken Out of the Facility

Refer to the facility's tool control procedure.

Bureau of Health Services: _____ **Date Signed:** _____

James Greer, Director

_____ **Date Signed:** _____

Medical Director

_____ **Date Signed:** _____

Mary Muse, Nursing Director

_____ **Date Signed:** _____

Dr. Man Lee, Dental Director

Administrator's Approval: _____ **Date Signed:** _____

Jim Schwochert, Administrator

DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES

Facility: Name		
Original Effective Date:	DAI Policy Number: 500.40.18	Page 5 of 5
New Effective Date: 00/00/00	Supersedes Number:	Dated:
Chapter: 500 Health Services		
Subject: Dental Tool/Sharps/Toxic Products Control and Count		
Will Implement <input type="checkbox"/> As written <input type="checkbox"/> With below procedures for facility implementation		
Warden's/Center Superintendent's Approval:		

REFERENCES**DEFINITIONS, ACRONYMS, AND FORMS****FACILITY PROCEDURE**

I.

A.

B.

1.

2.

a.

b.

c.

3.

C.

II.

III.

RESPONSIBILITY

I. Staff

II. Inmate

III. Other