



Single Use Items Procedure

Procedure Number

WCDHB-IC-0033

Version Nos:

7

1. Purpose

This Procedure outlines the process for the management of Single Use Items by West Coast District Board (WCDHB) staff members.

2. Application

This Procedure is to be followed by all clinical staff throughout the WCDHB.

3. Definitions

For the purposes of this Procedure:

Single Use Items are taken to mean a device intended by the manufacturer to be used on one patient during one procedure. This device is not intended for reprocessing and or use on another patient or on the same patient at another time. Device labeling may or may not identify as single use or disposable, **but** manufacturing instructions for reprocessing are absent. This includes those items identified by the manufacturer as being unsuitable to be re-sterilised, as its safe function may be compromised by the re-sterilisation process.

Reprocessing is taken to mean the repackaging and sterilisation of an item that was not used on a patient but whose package is not intact. Reprocessing is not routinely done as it may not be safe to process due to material breakdown

Re-sterilisation is taken to mean sterilisation of an unopened and unused sterile item

4. Responsibilities

For the purposes of this Procedure:

The **Infection Control Committee** is required to:

- Oversee all aspects of this Procedure

All Staff Members are required to:

- Ensure they abide by the requirements of this Procedure

5. Resources Required

This Procedure requires:

- i) Storage areas

6. Process

- 1.00 Single use items that are reused by the same patient e.g. Insulin/syringes, blood glucose monitoring cartridges are acceptable to be reused as long as they are used and stored in a safe manner that does not compromise the patient or Health Care Worker, and the item is not re-sterilised..
- 1.01 Any single use item that has penetrated the skin, mucous membrane or other tissue must be discarded immediately after use or at the end of the procedure
- 1.02 All injecting equipment, including hypodermic syringes and needles, dental local anaesthetic cartridges, dental needles, IV lines and connections, giving sets, blood filters, IV cannulas, Butterfly needles must be single use only. A new cannula must be used for each attempt. Syringes used to hold single use anaesthetic cartridges should be steam sterilised (autoclaved) between cases. Incompletely used cartridges must be discarded after each patient use.



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- 1.03 Dressings, suture materials, suture needles, scalpel blades, intra cranial probes, Fetal monitoring probes, pins, needles for neurosensory testing, spatulas, disposable razors, including razors blades on electric or battery operated clippers, endotracheal tubes, airways and filters are all single use.
- 1.04 Peak flow meters and Spiro meter mouthpieces are all single use (i. one patient use only). New patients are to be issued with a peak flow meter if there condition requires one.
- 1.05 Careful disposal of single use items is very important
- i) All sharps are to be discarded into the appropriate sharps container, including razor blades
 - ii) All airways, tubing and any other item that has come in contact with a patient are disposed of in the yellow (clinical) waste bag.
 - iii) Contaminated or infectious disposable items are double bagged and labeled accordingly.

7. Precautions And Considerations

- ➔ Items or devices marked for “single use only” are not to be re-processed or re-sterilised unless formally approved by the WCDHB Infection Control Committee or by the Manufacturer with written authorisation
- ➔ Any single use item that has penetrated the skin, mucous membrane or other tissue must be discarded immediately after use.
- ➔ Careful disposal of single use items is very important

8. References

- Australia / New Zealand Standard AS/NZS 4187:2003
- New Zealand Standards NZS 8142:2008 Health and Disability Services (Infection Control)

9. Related Documents

- WCDHB Health and Safety Procedure Manual
- WCDHB Infection Control Procedure Manual

Revision History	Version:	7
	Developed By:	Infection Control Coordinator
	Authorised By:	GM – Operations
	Date Authorised:	March 2004
	Date Last Reviewed:	October 2011
	Date Of Next Review:	October 2013