



Albemarle County Public Schools

**Subject: Medical Waste & Unclaimed Drug Management SOP**

Document No.: SOP-MED-01	Issue Date: 2/8/2011	Last Revised: 2/8/2011	Page: 1 of 3	Prepared By: LCS	Approved By: BB,JPL,GS,JL
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## 1.0 PURPOSE

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The purpose of this procedure is to provide instructions for the management of medical waste and sharps containers in the school clinics in Albemarle County Public Schools. This procedure also covers the disposal of unwanted or unclaimed drug disposal from school clinics.

## 2.0 DEFINITIONS

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- A. *Medical waste* consists of any solid waste generated in the diagnosis, treatment, or immunization of human beings or animals. Regulated Medical Waste (RMW) is also known as biohazardous waste or infectious waste. This is a specific type of waste which is contaminated by blood, body fluids or other potentially infectious materials. This includes infectious agents such as human pathological wastes, human blood and blood products, used or unused sharps (syringes, needles and blades), certain animals waste, and certain isolation waste.
- B. *Sharps* include all needles, syringes with attached needles, suture needles, EpiPens, and scalpels and are regulated medical wastes.

## 3.0 PROCEDURES

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### A. Medical Waste in School Clinics

Regulated medical wastes in clinics must be disposed of in the designated sharps or medical waste containers.


### B. Ordering Containers & Container Pickup

**Nurses:** When a new container or container pickup is required, a work order should be submitted through your lead custodian, emailing [wthomas@k12albemarle.org](mailto:wthomas@k12albemarle.org) or by calling Building Services at (434) 975-9340. The work order must include the precise location of the materials, as the custodial supervisors will be picking up the containers after normal office hours. Containers must be in proper condition and packed appropriately before requesting a pickup.

**Custodial Supervisors:** Custodial supervisors should collect and deliver used and new medical waste and sharps containers as work orders are received. Once gathered, the waste must be stored in the locked custodial inventory area under the medical waste signage.

### C. Requesting a SteriCycle Pickup

When a medical waste pickup is required, SteriCycle will be contacted by **only the Assistant Director of Custodial Services or the Environmental Compliance Manager** at (866) 783-7422. The account number for Albemarle County Public Schools is 8027303-001.

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#### D. Unclaimed Drug Disposal

Always encourage parents/guardians to take unused prescriptions home at the end of each school year to minimize the amount of unclaimed prescriptions.

**Option 1 (preferred):** An unused prescription drug collection will occur annually to be included in the Martha Jefferson Unwanted Medication Collection Day which is typically held in the beginning of May. The Environmental Compliance Manager will contact all school nurses to arrange for drug pickup and sign over any controlled substances that require disposal.

**Option 2:** In the event that unwanted medication cannot be saved for the annual collection event, follow the Office of National Drug Control Federal Guidelines for Proper Disposal of Prescription Drugs (October 2009<sup>1</sup>):

- Take unused, unneeded, or expired prescription drugs out of their original containers and throw them in the trash.
- Mixing prescription drugs with an undesirable substance, such as used coffee grounds or kitty litter, and putting them in impermeable, non-descript containers, such as empty cans or sealable bags, will further ensure the drugs are not diverted.
- Flush prescription drugs down the toilet only if the label or accompanying patient information specifically instructs doing so. The Federal Drug Administration (FDA) advises that the following drugs be flushed down the toilet instead of thrown in the trash. This is good guidance, but always refer to the printed material accompanying medication for specific instructions.
  - i. Actiq (fentanyl citrate)
  - ii. Avinza (morphine sulfate)
  - iii. Daytrana Transdermal Patch (methylphenidate)
  - iv. Demerol (meperidine hydrochloride)
  - v. Diastat/Diastate AcuDial (Diazepam)
  - vi. Dilaudid (Hydromorphone hydrochloride)
  - vii. Dolophine Hydrochloride (Methadone hydrochloride)
  - viii. Duragesic (fentanyl)
  - ix. Embeda (morphine sulfate; naltrexone hydrochloride)
  - x. Exalgo (hydromorphone hydrochloride)
  - xi. Fentora (fentanyl buccal tablet)
  - xii. Kadian (morphine sulfate)
  - xiii. Methadose (methadone hydrochloride)
  - xiv. Morphine sulfate (morphine sulfate)

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<sup>1</sup><http://www.fda.gov/Drugs/ResourcesForYou/Consumers/BuyingUsingMedicineSafely/EnsuringSafeUseofMedicine/SafeDisposalofMedicines/ucm186187.htm>



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- xv. MS Contin (morphine sulfate)
- xvi. Onsolis (Fentanyl citrate)
- xvii. Opana (Oxymorphone hydrochloride)
- xviii. Oxymorph (Morphine sulfate)
- xix. Oxycontin Tablets (oxycodone hydrochloride)
- xx. Percocet (Oxycodone and Acetaminophen)
- xxi. Percodan (aspirin; oxycodone hydrochloride)
- xxii. Xyrem (Sodium oxybate)