 <p>BAY OF PLENTY DISTRICT HEALTH BOARD HAUORA A TOI</p> <p>HAZARD SUBSTANCES PROTOCOL</p>	<p>HAZARDOUS SUBSTANCES MANAGEMENT - CYTOTOXIC MEDICATIONS – TRANSPORT & DISPOSAL</p>	<p>Policy 5.1.11 Protocol 5</p>
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PURPOSE

To ensure standards of practice which support safety for patients and staff handling cytotoxics are in place and that cytotoxic medication will be transported and disposed of in accordance with standards set out in this document.

STANDARDS TO BE MET

1. Packaging and Handling

- 1.1 Packages are clearly labelled with purple telophase symbol and the statement
 - **“Caution Cytotoxic Drugs – Handle and administer with care”**
- 1.2 Cytotoxic products are supplied by Baxter Healthcare Ltd in two leak proof outer bags.
- 1.3 The first outer bag is to be removed by pharmacy on receipt of product.
- 1.4 The second outer bag should be removed immediately prior to administration.
- 1.5 Once removed from the second outer bag handling should be kept to a minimum and personal protective equipment should be worn (as defined in protocol CPM.M4.1)
- 1.6 Cytotoxic Drugs should be in a rigid impermeable container and sealed to prevent leaks.
- 1.7 Avoid using sharp instruments.

2. Transport

2.1 Within Hospital

- a) All cytotoxic material must be transported in a manner which minimises the risk of accidental exposure
- b) Cytotoxic medication should be transported in a sealed rigid impervious container with a lid (e.g. chilli bin or “click-clack” container) marked “Cytotoxic- Handle with care”
- c) It is to remain in second outer plastic bag
- d) Not to be transported with other drugs or medicines
- e) Not to be transported in Lampson system
- f) A spill kit must be available

2.2 Transport between hospitals

- a) Must be packaged in such a way to prevent breakage.
- b) Drivers must be informed of potential hazard and instructed in safe handling and spill procedure (as per OSH guidelines)
- c) Spill kit must be available

3. Delivery (via orderlies, pharmacy or oncology personnel) - Cytotoxic drugs sent by courier from Baxter Healthcare LTD


3.1 Tauranga

- a) During working hours - to be delivered, as per label to the Cancer Centre or Pharmacy
- b) Out of hours - to be delivered to Stores who will then deliver to the Cancer Centre on a trolley

3.2 Whakatane

- a) During working hours - to be delivered to Pharmacy for signature and then placed in clean store behind reception.
- b) Out of hours – to be delivered to ED where Pharmacy staff will collect and transport on a trolley to Pharmacy or Cancer Centre

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- c) Cytotoxic drugs will be stored in the Pharmacy or in the pharmacy dispensary in the Cancer Centre
- d) Cytotoxic drugs for paediatrics and outpatients will be dispensed in the pharmacy dispensary in the Cancer Centre or Pharmacy and will be stored in Pharmacy until collection or delivery
- e) Deliveries will be unpacked in the pharmacy dispensary in the Cancer Centre and dispensed straight away or put into designated storage areas
- f) A spill kit must be available at all times

4. Disposal (by staff and orderlies)

- 4.1 Chemotherapy and associated equipment including sharps are to be disposed of in appropriate waste containers i.e. purple sharps bin, purple bucket or purple bag with telophase symbol and sealed when full.
- 4.2 Cytotoxic waste is to be taken by orderlies from the source directly to locked storage ready for incineration by medical waste contractor.
- 4.3 All waste must be incinerated at not less than 1100°C.
- 4.4 Yellow bags may contain contaminated linen and this must be incinerated also.

5. Spill Kit Training

- 5.1 All personnel that are transporting cytotoxic drugs must be instructed in use of the spill kit. Personnel may be from Stores, Orderlies, Pharmacy, Cancer Centre and Paediatrics
- 5.2 This training is provided by trained oncology nurses and Pharmacy staff at regular intervals.
- 5.3 Personnel are taught to use protective equipment and the management and containment of a spill.
- 5.4 Tauranga Hospital
Spill kits are located in:
 - a) Pharmacy,
 - b) Cancer Centre treatment room,
 - c) Pharmacy dispensary in Cancer Centre and
 - d) Paediatric ward.
- 5.5 Whakatane Hospital;
Spill kits are located in:
 - a) Pharmacy,
 - b) Cancer Centre treatment room and
 - c) Pharmacy dispensary in Cancer Centre.
- 5.6 Patients discharged with chemotherapy in progress need to be given a spill kit to take home with instructions for use.


6. Accidental Exposure

- 6.1 Seek medical attention at the Emergency Department (ED).
- 6.2 Any spills or accidental exposure must be documented and reported.
- 6.3 Follow management of chemotherapy spills flow sheet

REFERENCES

- [Guidelines for Safe Handling of Cytotoxic Drugs and Related Waste, Occupational Safety and Health, Department of Labour, April 1997.](#)
- [Health and Safety at Work Act 2015](#) and [Regulations 2016](#)

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ASSOCIATED DOCUMENTS

- Bay of Plenty District Health Board policy 5.1.11 Hazardous Substances Management
- Bay of Plenty District Health Board policy 5.1.11 Protocol 1 Identification and Recording of Hazards
- Bay of Plenty District Health Board Clinical Practice Manual protocol CPM.M4.1 Cytotoxic Medications - Intravenous Administration (Adult)

Appendix 1: Management of Chemotherapy Spills (on person)

Process	Tasks / Standards	Responsibility
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Immediately</p> <p style="text-align: center;">Implement immediate decontamination process</p>	<p style="text-align: center;">DON'T PANIC</p> <ul style="list-style-type: none"> • If gloves are worn, these must be removed or changed first as they are contaminated. <p>Clothing:</p> <ul style="list-style-type: none"> • Remove contaminated clothing / shoes. • If heavily contaminated place in cytotoxic waste bucket or cytotoxic disposal bag. • If slightly contaminated, place in 'infectious linen' . <p>Skin:</p> <ul style="list-style-type: none"> • Wash the affected area under copious amounts of running water for 20 minutes, then with soap and rinse off with running water. • Seek medical advice. <p>Eyes:</p> <ul style="list-style-type: none"> • If eyes are contaminated immediately irrigate with water or saline for 20 minutes then • Seek medical assistance. 	<p style="text-align: center;">Person affected and / or other(s) able to assist</p>
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">As soon as possible</p> <p style="text-align: center;">Disposal of contaminated linen and waste</p> <p style="text-align: center;">Documentation</p>	<ul style="list-style-type: none"> • Send all containers of heavily contaminated waste for incineration • Send lightly contaminated linen to laundry for processing as for infectious linen <ul style="list-style-type: none"> • Complete incident form and send to Line Manager. • Contact Oncologist / Haematologist for directions on patient's chemotherapy. • Contact area Health & Safety Officer. 	<p style="text-align: center;">Person affected and / or those involved in decontamination process</p>

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Appendix 2: Management of Chemotherapy Spills (area)

Process	Tasks / Standards	Responsibility
<div style="display: flex; align-items: center; justify-content: center;"> <div style="writing-mode: vertical-rl; transform: rotate(180deg); border: 1px solid black; padding: 5px; margin-right: 10px;">Immediately</div> <div style="border: 1px solid black; padding: 20px; text-align: center; width: 80%;"> <p>Isolate chemotherapy spread</p> </div> </div>	<ul style="list-style-type: none"> Call for assistance and restrict access to area. Open spill kit and obtain a purple cytotoxic bucket. Erect spill warning sign and have someone inform personnel in surrounding area if possible. Follow instructions on spill kit. Place chemosorb pad on spill. Put on gown, shoe coverings, mask and safety glasses. Double glove - inner latex, outer utility. Use spill kit box to scoop chemo into purple bucket or polybag in spill kit. Use paper towels and water to rinse the area - repeat - use hypo Sal to remove chemo residue. Discard all contaminated disposables into purple cytotoxic bucket and seal. 	<p>Certified Registered Nurse (RN) or trained chemotherapy handler</p>
<div style="display: flex; align-items: center; justify-content: center;"> <div style="writing-mode: vertical-rl; transform: rotate(180deg); border: 1px solid black; padding: 5px; margin-right: 10px;">As soon as possible</div> <div style="border: 1px solid black; padding: 10px; text-align: center; width: 80%;"> <p>Documentation</p> </div> </div>	<ul style="list-style-type: none"> Arrange for carpet and / or furniture to be cleaned Complete Incident form 	
<div style="display: flex; align-items: center; justify-content: center;"> <div style="writing-mode: vertical-rl; transform: rotate(180deg); border: 1px solid black; padding: 5px; margin-right: 10px;">As soon as possible</div> <div style="border: 1px solid black; padding: 10px; text-align: center; width: 80%;"> <p>Inform appropriate person</p> </div> </div>	<ul style="list-style-type: none"> Contact Oncologist / Haematologist for directions on patient's chemotherapy Contact area Health & Safety Officer. Send purple bucket for incineration 	

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