**Policy**

## Although recapping needles is not recommended, there are times in which it must be done. If needles must be filled in advance of their use, there are safe methods that can be used to "recap" them using one hand.

## Purpose

# To identify what to do with a needle after it is used.

# To prevent injury.

# **Procedure**

1. Needles that are retractable will be retracted after use.
2. Needles that are not retractable will be recapped using the one-handed scoop method.
   1. Place the cap on a table top and hold the syringe in one hand. Keep the other hand by your side. Slide the needle into the cap, then lift it up and snap it on securely.

