

# St Anne's Catholic Primary School



## Safe Use of PPE (Personal Protective Equipment) Policy

Approved by	
Date	
Ratified by	
Date	
Review Date	

**Living and working as Jesus taught us!**

## Introduction

At St Anne's Catholic Primary School we value all members of our school community and want to do everything in our power to protect their safety and health. We have written this policy in response to the wider opening of school during the COVID 19 Pandemic of 2020. This policy should be considered alongside the

- Sickness Management Policy
- Health and Safety Policy

### Objectives of this policy

\* To set out the reasons why PPE may be required

\* To set this in the context of national guidance

<https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe>

\* To ensure all staff fully understand the reasons and circumstances PPE should be used

### Effective infection protection and control

There are important actions that children and young people; their guardians and those who work with them can take during the coronavirus outbreak to help prevent the spread of the virus.

Transmission of coronavirus mainly occurs via respiratory droplets generated during breathing, talking, coughing and sneezing. These droplets can directly infect the respiratory tracts of other people if there is close contact. They also infect others indirectly. This happens when the droplets get onto and contaminate surfaces that are then touched and introduced into the mouth or eyes of an uninfected person. Another route of transmission is via aerosols (extremely small droplets), but this is only relevant to medical procedures for a very small number of children in education and social care settings.

In our school preventing the spread of coronavirus involves preventing:

- Direct transmission, for instance, when in close contact with those sneezing and coughing
- Indirect transmission, for instance, touching contaminated surfaces

A range of approaches and actions should be employed. These can be seen as a hierarchy of controls that, when implemented, creates an inherently safer system where the risk of transmission of infection is substantially reduced. These include:

- 1) Minimising contact with those who are unwell
- 2) Clean hands often
- 3) Respiratory Hygiene (Catch it, Bin it, Kill it)
- 4) Cleaning surfaces that are touched frequently
- 5) Minimising contact and mixing(See Sickness Management Policy for more details of these)
- 6) Use of PPE (Personal Protective Equipment)

### **Government Guidance on the use of PPE in schools states -**

The majority of staff in education, childcare and children's social care settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain distance of 2 metres from others.

PPE is only needed in a very small number of cases:

- Children, young people and learners whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way
- PPE should be worn if a distance of 2 metres cannot be maintained from any child, young person or other learner displaying coronavirus symptoms

*Taken from "Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE)" Published 14 May 2020*

### **How to work safely in specific situations, including where PPE may be required**

Reference to PPE in the following situations means:

- Fluid-resistant surgical face masks
- Disposable gloves
- Disposable plastic aprons
- Eye protection (for example a face visor or goggles)

Where PPE is recommended, this means that:

- A facemask should be worn if a distance of 2 metres cannot be maintained from someone with symptoms of coronavirus
- If contact is necessary, then gloves, an apron and a facemask should be worn
- If a risk assessment determines that there is a risk of fluids entering the eye from, for example, coughing, spitting or vomiting, then eye protection should also be worn

When PPE is used, it is essential that it is used properly. This includes scrupulous hand hygiene and following guidance on [how to put PPE on and take it off safely](#) in order to reduce self-contamination. (SEE APPENDIX 3)

Facemasks must:

- Cover both nose and mouth
- Not be allowed to dangle around the neck
- Not be touched once put on, except when carefully removed before disposal
- Be changed when they become moist or damaged
- Be worn once and then discarded - hands must be cleaned after disposal

### **Use of PPE in St Anne's Catholic Primary School**

As the school prepares for wider opening the measures taken to manage the risk of contamination with Covid 19 are set out in our Sickness Management Policy and in amendments to our Health and Safety Policy.

However, should a child become ill with Covid 19 symptoms during the school day the following measures should be taken-

- Where staff observe a child to be displaying Covid symptoms (SEE APPENDIX 1) they should immediately contact the Headteacher / Deputy Headteacher or school office by phone
- PPE packs are available in the Isolation room (learning mentor's room) for use before collecting the child from class they are also available in each classroom
- Children displaying symptoms or unwell must be collected and taken directly to the isolation room, which is the Learning Mentor Office.
- The Staff member collecting the child should wear PPE and remain with the child to supervise them until they are collected.
- The toilet if needed to be used would be the disabled toilet.

***They must not be sent into the office.***

### **Other situations in St Anne's Catholic Primary School which require some use of PPE**

#### First Aid

If you are working on First Aid, please wear an apron and gloves.

Please attempt to give First Aid, side on (so that you are not face to face with the child).

#### Personal Care

If you are changing a child, please wear an apron and gloves and avoid coming face to face with them. As always, two members of staff should be present and children should be encouraged to do as much as they can for themselves. Don't forget to complete a record.

### **Disposal of used PPE**

Used PPE and any disposable face coverings that staff, children, young people or other learners have been in contact with should be placed in a refuse bag and can be

disposed of as normal domestic waste unless the wearer has symptoms of coronavirus, in line with the [guidance on cleaning for non-healthcare settings](#).

Any homemade non-disposable face coverings that staff or children, young people or other learners are wearing when they arrive at their setting must be removed by the wearer and placed into a plastic bag that the wearer has brought with them in order to take it home. The wearer must then clean their hands.

To dispose of waste from people with symptoms of coronavirus, such as disposable cleaning cloths, tissues and PPE:

- Put it in a plastic rubbish bag and tie it when full
- Place the plastic bag in a second bin bag and tie it
- Put it in a suitable and secure place marked for storage for 72 hours

Waste should be stored safely and securely kept away from children. It should not put your waste in communal waste areas until the waste has been stored for at least 72 hours.

## **ROLES AND RESPONSIBILITIES**

### **STAFF:**

It is the collective responsibility of all staff members to:

- Ensure children adhere to the social distancing and hygiene measures set out in the Sickness Management Policy
- Be alert and mindful of the symptoms of Covid 19 and follow the procedures set out should they become aware of them
- Contact a member of SLT/School Office immediately should a child in their class display the symptoms as set out in Appendix 1

### **SENIOR LEADERSHIP TEAM:**

It is the responsibility of the Senior Leadership Team to:

- Support staff to implement the measures set out in the Sickness Management Policy
- Reinforce the need for these measures with children and parents if required
- Ensure adequate stocks of PPE are in school and readily available
- Respond immediately should a member of staff alert them to a child displaying symptoms of Covid 19

- Attend to the child, while wearing appropriately donned PPE , as set out in appendix 2, and accompany them to the Isolation room where they will sit close to the window
- Offer the child reassurance and support while waiting for a parent / carer to collect them
- Ensure proper doffing of PPE and appropriate disposal

## **GOVERNORS**

The Governing Body will:

- Support the Headteacher and SLT by ratification of this policy
- Ensure funding is dedicated to purchase of PPE

## **PARENTS/GUARDIANS**

The parents/guardians will:

- Be well informed regarding Covid 19 symptoms and ensure they do not send children to school displaying these symptoms (previously signed contract)
- Ensure up to date contact numbers are in school , in case of the need to contact them if their child is unwell
- Attend school as quickly as possible should their child become unwell

## **CHILDREN**

The children will:

- Adhere to the new social distancing measures set out and remain in their POD/Bubble groups
- Engage in frequent hand washing and respiratory hygiene

## **MONITORING & REVIEW**

This policy will be reviewed dynamically, as guidance changes or is extended.

Incidents in school will be reflected upon to learn and refine as required.

Recognised Covid 19 symptoms

1. **high temperature** – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
2. **new, continuous cough** – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
3. **loss or change to your sense of smell or taste** – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal.

## Appendix 2: taken from “Personal Protective Equipment Guidance for ALL Council employees” V9 15.4.20

Scenario	Personal Protective Equipment - PPE					Additional items	
	Disposable plastic apron (single use)	Disposable gloves (single use)	Fluid repellent surgical mask	Surgical Mask	Eye protection	Disposable bags (for waste PPE)	Hand hygiene (hand washing or sanitiser)
1) Household, care facility or special school** setting <b>during confirmed sustained community transmission:</b> Staff visiting / providing care to clients / residents that are not currently a possible or confirmed case and contact will be within 2 metres (e.g. adult social care).	✓	✓	✓ Risk assess / single or sessional use	X	✓ (risk assess / single, sessional or single person use)	✓	✓
2) Household setting: Staff providing direct care / assessing an individual where the individual or any member of their household has possible or confirmed Covid-19 (e.g. adult social care).	✓	✓	✓ Single or sessional use	x	✓ (risk assess / single, sessional or single person use)	✓	✓
3) Household setting: Direct care / assessment / visit in individuals own home where any household member is in the extremely vulnerable group and undergoing shielding (no household	✓	✓	x	✓ Single or sessional use	x	✓	✓

members suspected or confirmed to have Covid-19) (e.g. adult social care).							
4) Community care home, mental health inpatient or other overnight care facility e.g. learning disabilities or hospices, setting: If the facility has a possible or confirmed case and you are providing direct care to a resident within 2 metres. (e.g. adult social care).	✓	✓	✓ (single or sessional use)	x	✓ (risk asses / single, sessional or single person use)	✓	✓
5) Council staff undertaking cleaning areas. See additional cleaning guidance from Public Health England ( <a href="#">here</a> ).	✓	✓	X (unless visible bodily fluids)	X	X (unless visible bodily fluids)	✓	✓
6) Staff visiting any sites / households / premises but NO close personal contact and can maintain greater than 2 metres (social distancing). No one on site should be present with Covid-19 symptoms (i.e. they are self-isolating). (e.g. building control / trading standards / environmental health).	X	X	X	X	X	X	✓
7) Staff conducting street cleansing (e.g. neighbourhood services staff / litter picking), grounds maintenance or waste collection and they maintain greater than 2 metres	X	X	X	X	X	X	✓

social distancing.							
8) Staff sorting and packing food but NO close personal contact maintain greater than 2 metres social distancing (e.g. Staff supporting the Knowsley volunteer hub)	X	X	X	X	X	✓	✓
9) Staff dropping off food parcel/bag/ PPE equipment: NO close personal contact and maintain greater than 2 metres social distancing, and do not enter household or facility. (e.g. staff supporting the Knowsley volunteer hub)	X	X	X	X	X	✓	✓
<b>10) Staff working in non-care setting e.g. working with children in nurseries / schools:</b> All attendees and staff must not attend if have any Covid-19 symptoms. Staff and children to maintain greater than 2 metres social distancing, as much as possible.	X	X	X	X	X	X	✓
11) Staff working waste services where 2 metres social distancing is difficult to achieve at all times, should follow the waste collection guidance <a href="#">here</a> .	X	X	X	X	X	X	✓

## Appendix 3 - Guide to putting on and taking off PPE



Public Health  
England

### Guide to donning and doffing standard Personal Protective Equipment (PPE)

#### for health and social care settings

##### Donning or putting on PPE

Before putting on the PPE, perform hand hygiene. Use alcohol handrub or gel or soap and water. Make sure you are hydrated and are not wearing any jewellery, bracelets, watches or stone rings.

- 1 Put on your plastic apron, making sure it is fastened securely at the back.
- 2 Put on your surgical face mask. First, make sure it is securely fast at crown and base of mask. Once it covers the nose, make sure it is extended to cover your mouth and chin.
- 3 Put on your eye protection if there is a risk of splashing.
- 4 Put on non-sterile nitrile gloves.
- 5 You are now ready to enter the patient area.

##### Doffing or taking off PPE

Surgical masks are single use/one use, gloves and aprons should be changed between patients.

- 1 Remove gloves, grasp the outside of the cuff of the glove and peel off, holding the glove in the gloved hand, insert the finger under wrist and peel off second glove.
- 2 Perform hand hygiene using alcohol hand gel or rub, or soap and water.
- 3 Snap or unfasten posterior the neck and allow to fall forward.
- 4 Once outside the patient room, remove eye protection.
- 5 Perform hand hygiene using alcohol hand gel or rub, or soap and water.
- 6 Remove surgical mask.
- 7 Now wash your hands with soap and water.

Please refer to the PHE standard PPE video in the COVID-19 guidance collection:  
[www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures](https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures)

If you require the PPE for aerosol generating procedures (AGPs) please visit:  
[www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-aerosol-generating-procedures](https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-aerosol-generating-procedures)

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/877658/Quick\\_guide\\_to\\_donning\\_doffing\\_standard\\_PPE\\_health\\_and\\_social\\_care\\_poster\\_.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/877658/Quick_guide_to_donning_doffing_standard_PPE_health_and_social_care_poster_.pdf)

### Appendix 3 Continued - Best Practice - Putting on and taking off PPE

The putting on and removal of PPE should be as per the infection control and prevention guidance ([PPE click here](#))

Watch [PHE COVID-19 Donning or Personal Protective Equipment \(PPE\) 2 April 2020](#)

Watch [how to wash your hands correctly](#)

- Watch [how to put on PPE correctly](#)
- Watch [how to remove PPE correctly](#)
- Watch [how to dispose of waste](#)
- Watch [how to apply hand sanitiser correctly](#)



Putting\_on\_PPE\_for  
\_non-aerosol\_gener