

STAINES PREPARATORY SCHOOL



PERSONAL PROTECTIVE EQUIPMENT (PPE) POLICY

Review Procedure:	Annually
Person Responsible:	Headmistress
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This policy provides guidance for staff on the use of Personal Protective Equipment.

Personal Protective Equipment (PPE)

Although the majority of staff in educational settings may not require PPE beyond what they normally need for their work, the wearing of PPE is optional for staff at Staines Preparatory School.

The School holds a small stock of PPE which has been purchased following DfE and Public Health guidance.

What is PPE?

PPE consists of:

- fluid-resistant surgical face masks
- disposable gloves
- disposable plastic aprons
- eye protection (for example a face visor or goggles)

When PPE is used, it is essential that it is used properly. This includes scrupulous attention to hand hygiene and following guidance on [how to put PPE on and take it off safely](#), in order to prevent exposing both the wearer and other people to infection.

Face masks must:

- be fitted correctly, covering both the 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

Coronavirus (COVID-19): implementing protective measures

Wearing a face covering or face mask in schools is not recommended by the Government where social distancing and hygiene precautions are being properly applied. Adopting infection prevention and control measures, including good respiratory and hand hygiene practice and regular cleaning, are effective measures in controlling the spread of the virus.

The majority of staff will not require PPE. However, PPE can and should be worn in the following circumstances:

- Pupils 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 pupil displaying coronavirus symptoms. If a pupil becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home, a fluid-resistant surgical face mask should be worn by the supervising adult.
- If contact with the pupil is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection, in the form of goggles or a face visor should also be worn.

When may staff at Staines Preparatory School wear PPE?

- If staff choose to wear PPE when with children at school, then this will be provided by the school.

However, staff should adhere to the following:

- PPE will be worn if first aid is being administered to any pupil and direct contact cannot be avoided.
- If direct contact is required when supervising a child displaying coronavirus symptoms the supervising staff will wear PPE.

In all cases when any unavoidable contact is made with a pupil, staff will thoroughly wash and sanitise their hands.

What should be done if a pupil becomes unwell with symptoms of coronavirus and needs to be cared for until they can return home?

If a pupil becomes unwell with symptoms of coronavirus (a high temperature or a new and continuous cough or loss of smell or taste) they must be sent home and advised to follow the [guidance for households with possible coronavirus infection](#).

Whilst a pupils is awaiting collection, they should be moved, if possible, to a room where they can be isolated with appropriate adult supervision if required, depending on the age of the pupil.. The suggested area is the Library. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.

If the pupil needs to go to the toilet they should use the toilet next to reception staircase. The toilet should then be thoroughly cleaned and disinfected before being used by anyone else. Hands should then be washed thoroughly with soap and water for 20 seconds.

PPE should be worn by staff caring for the pupil while they await collection if direct personal care is needed and a distance of 2 metres cannot be maintained.

How should PPE be disposed of?

All used PPE should be put in a plastic rubbish bag and tied when full. The plastic rubbish bag should then be placed in a second plastic rubbish bag and tied. It can be disposed of as normal domestic waste..

Any homemade non-disposable face coverings that staff or pupils are wearing when they arrive at school must be removed and placed into a plastic bag for them to take home. Hands must be cleaned after this process..

The disposal of waste from any person with symptoms of coronavirus, such as disposable cleaning cloths, tissues and PPE should be to double bag all items, tie the bags securely and mark as possible infectious waste. Store securely for at least 72 hours.

National Guidance referred to in compiling this policy:

<https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures>

<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>

<https://www.gov.uk/government/collections/coronavirus-covid-19-personal-protective-equipment-ppe>

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>