

Policy Title	<b>Personal Protective Equipment Policy</b>
Prepared by	Trish Martin - Estates and H&S Director
Approved by and date	Operations Group acting under delegated authority from the Trust Board - May 2020
Application	With immediate effect and for the duration of the Covid-19 Public Health Emergency



# PERSONAL PROTECTIVE EQUIPMENT POLICY (PPE)

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## Related policies and documents

- Published DfE and PHE guidance regarding the [use of Personal Protective Equipment \(PPE\)](#) in schools throughout the Covid-19 crisis.

## Definitions

- Where the word 'Trust' is used in this document it refers to The Elliot Foundation Academies Trust.

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## Elliot Foundation Academies Trust Values

### Values

#### 1. Put children first

- a. We trust and value your professionalism
- b. We share the responsibility for the learning and welfare of all of our children
- c. Our purpose is to improve the lives of children

#### 2. Be safe

- a. Don't assume that someone else will do it
- b. Look after yourself, your colleagues and all children
- c. We are all responsible for each other's safety and well being
- d. Discuss any concerns with an appropriate member of staff

#### 3. Be kind & respect all

- a. People are allowed to be different as are you
- b. Kindness creates the positive environment we all need to flourish
- c. This kindness should extend to ourselves as well as to others

#### 4. Be open

- a. If you can see a better way, suggest it
- b. If someone else suggests a better way to you, consider it
- c. We exist to nurture innovators and support those who take informed risks in the interests of children

#### 5. Forgive

- a. We all make mistakes
- b. Admit them, learn from them and move on

#### 6. Make a difference

- a. Making the world a better place starts with you
- b. Model the behaviour that you would like to see from others

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## 1. Policy statement and objectives

To provide a protocol for appropriate, safe and compliant use of PPE for the various situations which may arise in school during the Covid-19 pandemic.

## 2. Scope and principles

The policy and protocol covers use of PPE (aprons, gloves, face masks and visors/goggles) for staff and pupils.

## 3. Definition of PPE

- Aprons
- Gloves
- Face masks
- Visors / goggles

## 4. Cleaning Staff

Where cleaners are employed directly by the Academy, the PPE requirements are prescribed within the Trust cleaning specification.

Where cleaners are employed through contractors, academies should ensure that the specification and PPE protocols match those set out in the Trust cleaning specification.

## 5. School staff

PPE is not recommended for routine interactions with pupils and colleagues within the school, where prescribed cleaning and hygiene routines are considered to be effective measures in controlling the spread of the virus.

## 6. Intimate care of children

Where staff are routinely involved in the intimate care of young children, which requires the use of PPE, this should continue as usual.

If a child becomes unwell with Covid-19 symptoms whilst at school requiring care until they are collected to return home to self isolate, the [gov.uk guidance](https://www.gov.uk/guidance) should be followed:

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- One member of staff should be appointed to be with them
- Isolation should take place in the designated hygiene space
- The appointed staff member should wear :
  - Disposable apron
  - Disposable gloves
  - Face mask
  - Visor/goggles (if there is a risk of splashing to the eyes)

## 7. Staff electing to wear their own PPE

Where staff elect to wear PPE for the purpose of safe travel to work (eg masks on public transport) they should be safely removed on arrival to school and stored in a sealed bag.

Where staff feel that they wish to supplement social distancing and hygiene arrangements with wearing their own PPE (gloves, face masks) in school, this should be supported, but with regard to managing its potential impact on very young children.

Where staff wear face masks but elect to remove them during the school day, they should be stored securely in a sealed bag.

## 8. Pupils electing to wear PPE anywhere on the school site

The wearing of PPE by primary aged children anywhere on the school site is not to be permitted. Gov.uk advice suggests that there is little benefit, it would be unreasonable to expect a primary aged child to be able to manage the safe removal and replacement of their own mask (eg at lunchtime) and, therefore, could expose risk to other children and staff in the area. Parents who are concerned about their child about attending without PPE should consider keeping their child at home.

## 9. Specification and sourcing of PPE

Face Masks : IIR single use fluid resistant surgical masks (3 ply with waterproof membrane)

Aprons : disposable

Gloves : disposable

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Visors or goggles (goggles may be less intimidating to young children)

## 10. Procurement of PPE

Naturally, demand is currently high for all PPE. The following retailers have, at the last check, been able to supply schools with all items on the above list.

- [Williams Medical](#)
  - [Herts Fullstop](#)
  - [Eureka](#)
  - [Allied Hygiene](#)
  - [Personal Protective Equipment UK](#)
  - [ESPO](#)
  - [Factory First](#)
  - [HBS Education Direct](#)
  - [PPE Supplies UK](#)
  - [Forward Products](#)
- It is an explicit Trust requirement that schools should not reopen unless they have adequate supplies of PPE.

## 11. Training in the safe use of PPE

All staff should view the PHE [video](#) on safe use of PPE.

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