

Policy Title	Personal Protective Equipment Policy - Nov '20
Prepared by	Trish Martin - Estates and H&S Director
Version	4.0



PERSONAL PROTECTIVE EQUIPMENT POLICY (PPE)

Approved by and date	Operations Group acting under delegated authority from the Trust Board - Nov 2020
Application	With immediate effect and for the duration of the Covid-19 Public Health Emergency

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.

Note for schools

Any significant changes in this policy to its previous version are **highlighted in green**

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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. **However, see section 7**

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:

- One member of staff should be appointed to be with them
- Isolation should take place in the designated hygiene space

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- 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

- 7.1. Where staff travel to work by public transport or elect to wear PPE for the purpose of safe travel to work they should be safely removed on arrival to school and stored in a sealed bag.
- 7.2. Where staff feel that they wish to supplement social distancing and hygiene arrangements with wearing PPE (gloves, face masks, visors) in school, this should be supported, but with regard to managing its potential impact on very young children. **e.g staff may feel that they are more exposed to the risk of transmission when interacting with parents at the start and end of the day wearing of a face covering for this period of time may reassure those individual staff members**
- 7.3. **During the normal school day** it may be that adaptations can be made to how and where the staff member works to adequately resolve these concerns without the need for PPE. Where this cannot be achieved, the wearing of a face covering should be supported. Ideally the face covering would be a visor, as this may be less of a visual and audio barrier especially when working with young children.
- 7.4. 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

- 8.1. The wearing of PPE by primary aged children during the school day is not generally 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.
- 8.2. However, where a pupil has specific medical needs and the wearing of a face covering is recommended, in writing, by their hospital consultant or GP to facilitate their attendance at school this should be supported. Arrangements must be in place to ensure the safe management of the covering through the

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day and all parties must be in agreement. Principals will need to be mindful of the potential challenge from other parents.

- 8.3. The wearing of face masks or face coverings on public transport is not mandatory for children under the age of 11. If parental preference is for their child to wear a face mask or covering to travel to and from school then managing this on arrival/departure from the school site will need to be discussed with school leaders to ensure that there is sufficient confidence amongst all parties that the requirements below can be met.
- 8.4. To best reduce risks to all the child must be able to manage by themselves the safe removal and storage of the face mask or face covering within a sealed bag. The sealed bag must then be kept securely within their school bag. This is unlikely to be possible for children in KS1 or lower KS2.

9. Parents/Carers delivering & collecting children

Where academies have concerns about the extent to which adults are adequately following social distancing guidance when arriving on the site to drop off and pick up children, a mitigation would be to encourage parents / carers to wear face coverings at these times

10. Specification and sourcing of PPE

- Face Masks : IIR single use fluid resistant surgical masks (3 ply with waterproof membrane)
- Aprons : disposable
- Gloves : disposable
- Visors or goggles

11. 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](#)

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- [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.

12. Training in the safe use of PPE

All staff should refresh their knowledge of safe PPE use by viewing the PHE [video](#) on safe use of PPE.