



Star

GUIDANCE FOR THE USE OF PERSONAL PROTECTIVE EQUIPMENT (PPE)

CHECKS AND BALANCES: RESPONDING TO COVID-19

A toolkit to support leaders
as they reopen schools



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Overview

This guidance on the use of personal protective equipment (PPE) should be read in conjunction with the Toolkit.

Government guidance

Schools should implement the government's guidance on the use of PPE.

[Coronavirus \(COVID-19\): implementing protective measures in education and childcare settings](#)

General staff PPE requirements

The majority of staff in education settings will not require PPE, even if they are not always able to maintain a distance of 2 metres from others.

The current government guidance recommends that PPE is not required for general use in schools and in particular *'...wearing a face covering or face mask in schools or other education settings is not recommended.'*

PPE is required in specific circumstances:

- **Provision for children and young people whose care routinely already involves the use of PPE due to their intimate care needs:** Schools should continue to administer their care following the school's usual procedures.
- **Support for pupils whose specific needs mean they may be liable to spit:** Appropriate staff should use PPE following the school's usual procedures.
- **First aid:** First aiders should follow the school's established practices. Where a pupil has suspected COVID-19, it may be necessary for staff to wear face masks, gloves and aprons. Eye protection will be needed if splashing from bodily fluids is likely to occur.
- **The provision of direct personal care for a pupil with suspected COVID-19 where 2m distancing cannot be maintained** (e.g. waiting for a pupil to be collected from school): In such cases, it may be necessary for staff to wear face masks, gloves and aprons. Eye protection will be needed if splashing from bodily fluids is likely to occur.
- **Cleaning:** Cleaning staff should wear disposable gloves and aprons for standard cleaning. Where cleaning of bodily fluids from suspected COVID-19 cases is undertaken, staff should also wear masks and eye protection.
- **Catering:** Kitchen staff should wear disposable gloves and aprons.

Where face masks are being used as PPE, they should, where possible, be fluid resistant surgical masks. Examples include Type IIr (2r), carrying the CE mark and complying with EN14683. Schools should not use FFP type 2 or 3 masks which should be reserved for health care settings.

In addition, the school should make PPE available to staff who specifically request it.

Access to appropriate PPE

All schools should ensure that ample supplies of PPE are held in stock. Stock should be replenished in good time to avoid any shortages developing. PPE must be provided to all staff who are required to wear it or to any staff who specifically request it.

Training for staff who are required to wear PPE

Any staff required to wear PPE must be briefed on when it is required, how to put it on, how to wear it, how to take it off and how to dispose of it safely. The information in this document, along with any manufacturer’s guidelines should be used to brief relevant staff as required.

Disposal of PPE and cleaning waste

General

Used PPE and cleaning waste, such as used tissues, cloths and mop heads, should be placed in a refuse bag and securely tied. The refuse bag should then be placed in a second bag, which should also be tied. Double-bagged waste should be stored securely for 72 hours before being discarded with the school’s domestic waste using the school’s normal procedures. Further details can be found in the ‘Waste’ section of the following guidance:

[COVID-19: cleaning in non-healthcare settings.](#)

Cleaning goggles/visors for reuse

The following procedure should be followed in respect of any reusable goggles/visors:

- agree a designated area for washing;
- wear gloves and apron (and face mask and eye protection where there is risk of splashing);
- use a disposable cloth;
- carefully wash in soap and water, avoiding splashes;
- wash/wipe down thoroughly with disinfectant;
- dry thoroughly;
- clean the area afterwards with disinfectant.

Summary of PPE requirements for schools




Activity	PPE requirements
Intimate care / care for specific pupils where staff may come into contact with pupils’ body fluids	<ul style="list-style-type: none"> • PPE if routinely required
First aid	<ul style="list-style-type: none"> • Follow standard procedures unless dealing with a pupil with suspected COVID-19, in which case: • Where 2m distancing can not be maintained, a fluid resistant surgical face mask should be worn • If contact is likely – also wear disposable gloves and disposable apron • Where there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn (e.g. visor/goggles) • Conduct a dynamic (ongoing) risk assessment to determine the appropriate level of PPE

Activity	PPE requirements
<p>Staff providing <u>direct personal care</u> for someone with suspected COVID-19 where <u>2m distancing cannot be maintained</u> (e.g. whilst waiting for them to be collected)</p>	<ul style="list-style-type: none"> • 2m distance maintained – no PPE required • 2m distance cannot be maintained – fluid resistant surgical face mask should be worn • If contact is likely – also wear disposable gloves and disposable apron • Where there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn (e.g. visor/goggles) • Conduct a dynamic (ongoing) risk assessment to determine the appropriate level of PPE
<p>Standard cleaning</p>	<ul style="list-style-type: none"> • Disposable gloves (or washing-up gloves) • Disposable apron
<p>Cleaning area affected by suspected COVID-19 case</p>	<ul style="list-style-type: none"> • Disposable gloves (or washing-up gloves) • Disposable apron
<p>Cleaning visible bodily fluids from suspected COVID-19 case</p> <p>For further details on cleaning see government guidance: COVID-19: cleaning in non-healthcare settings</p>	<ul style="list-style-type: none"> • When cleaning visible bodily fluids produced by a person with coronavirus (COVID-19), bodily fluid spill kits should be used where possible to reduce the risk of contamination. • Where bodily fluid spill kits are not available or increased risk has been identified, staff should consider wearing protection for the eyes, mouth and nose where possible, as well as disposable gloves and apron.
<p>Catering staff/ food preparation</p>	<ul style="list-style-type: none"> • Disposable gloves (suitable for food preparation) • Disposable apron

Appendix 1: Putting on and taking off PPE












How to put on PPE ([See source guidance](#))

Tie hair back • Remove jewellery • Check PPE in the correct size is available

<p>1 Perform hand hygiene before putting on PPE.</p> 	<p>2 Put on apron and tie at waist.</p> 	<p>3 Put on facemask – position upper straps on the crown of your head, lower strap at nape of neck.</p> 
<p>4 With both hands, mould the metal strap over the bridge of your nose.</p> 	<p>5 Don eye protection if required.</p> 	<p>6 Put on gloves.</p> 

How to take off PPE ([See source guidance](#))

Remove in an order that minimises risk of self-contamination • Gloves, aprons (eye protection if used) should be taken off (and double bagged) in the affected area when dealing with a suspected case.

<p>1 Remove gloves. Grasp the outside of glove with the opposite gloved hand; peel off. Hold the removed glove in the remaining gloved hand.</p> 	<p>Slide the fingers of the un-gloved hand under the remaining glove at the wrist. Peel the remaining glove off over the first glove and discard.</p> 
<p>2 Clean hands.</p> 	<p>3 Apron. Unfasten or break apron ties at the neck and let the apron fold down on itself. Break ties at waist and fold apron in on itself – do not touch the outside – this will be contaminated. Discard.</p>  
<p>4 Remove eye protection if worn. Use both hands to handle the straps by pulling away from face and discard.</p> 	<p>5 Clean hands.</p> 
<p>6 Remove facemask once your clinical work is completed. Untie or break bottom ties, followed by top ties or elastic, and remove by handling the ties only. Lean forward slightly. Discard. DO NOT reuse once removed.</p>   	<p>7 Clean hands with soap and water.</p> 

Please see donning and doffing video to support this guidance: [NHS video](#)