

“We want everyone at Hillingdon Primary School to be happy, caring and independent. Our school is a place where we learn together, doing our best to achieve success.”

Personal Protective Equipment (PPE) Policy
v6.0 - Revised February 2021 (new additions in red)

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 in the context of Covid-19:

- Aprons
- Gloves
- Face masks
- Visors / goggles

4. Cleaning Staff

- Where cleaners are employed directly by Hillingdon Primary School, the PPE requirements are prescribed within the Trust cleaning specification.
- Where cleaners are employed through contractors, the Business Leader will ensure that the specification and PPE protocols match those set out in the TEFAT 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.
- Staff are encouraged to wear face coverings when interacting with parents at the start and end of the day. Please also see section 7.

6. Intimate care of children

- Where staff are routinely involved in the intimate care of young children (changing or supporting a child who has wet or soiled themselves, vomited and general welfare accidents), 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 hygiene room (green room) in the new building.
- The appointed staff member should wear :
 - Disposable apron
 - Disposable gloves
 - Face mask
 - Visor/goggles (if there is a risk of splashing to the eyes)
- Used PPE MUST be disposed of in a lidded bin and the premises team notified so that it can be disposed of safely and securely.

7. Staff electing to wear their own PPE

- 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.
- Where staff feel that they wish to supplement social distancing and hygiene arrangements with wearing PPE (gloves, face masks, visors) in school, **eg in communal areas where it is not possible for adults to socially distance from each other**, we request that they discuss this with their line manager in advance so staff feel supported and we can manage the potential impact on very young children.
- During the normal school day, **when working with children**, 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 **through discussion with the Principal. Where it is agreed that a face covering would be appropriate, staff may wish to consider transparent face masks.**
- **Note: DfE have advised that the wearing of visors should not be as an alternative to face coverings. They may protect against droplet spread, but are unlikely to be effective in reducing aerosol transmission.**
- Schools may choose to make available to staff a supply of disposable IIR face masks and visors, together with guidance on safe management and storage of used PPE
- Where staff wear their own 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 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.
- 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. A risk assessment will be conducted, in consultation with parents, so that arrangements are in place to ensure the safe management of the covering through the day. The risk assessment must be conducted prior to the student wearing the face covering to school and all parties must be in agreement with the arrangements. The Principal will be mindful of the potential challenge from other parents.
- The wearing of face masks or face coverings on public transport is not mandatory for children under the age of 11. If parents decide that they would prefer their child to wear a face mask or covering to travel to and from school then the face mask should be removed by the parent prior to the pupil entering the school site and taken home by the parent.

- Where an upper KS2 child is travelling to school alone using public transport, then he / she 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.
- Pupils must be instructed to not touch the front of their face covering during use or when removing them.

9. Parents/Carers delivering & collecting children

Parents / carers are required to wear face coverings when delivering or collecting their children from school.

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](#)
 - [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.
- Each classroom will be equipped with a Hygiene Box containing PPE: staff within the bubble are required to notify the Welfare Officer when PPE is used so that the Hygiene Box can be replenished and stock levels monitored.

12. Training in the safe use of PPE

- All staff at Hillingdon Primary School are required to view the PHE [video](#) to ensure the safe and effective use of PPE.

13. Related policies and documents

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