



 **Review Sheet**




Last Reviewed
07 Apr '21



Last Amended
07 Apr '21



Next Planned Review in 12 months, or sooner as required.

Business impact	 HIGH IMPACT	These changes require action as soon as possible.
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Reason for this review	Change in legislation
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Were changes made?	Yes
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Summary:	<p>This policy will support staff in the correct use of PPE. It has been reviewed and updated in light of the Government's recent update to the PPE guidance in relation to changing PPE after each episode of personal care and new guidance around eye protection when delivering personal care within two metres. The procedural section has been updated as a result, and two new sections have also been added in relation to waste disposal and PPE stock levels. References have been updated to ensure they remain current.</p>
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Relevant legislation:	<ul style="list-style-type: none"> • Care Quality Commission (Registration) Regulations 2009 • Care Quality Commission (Registration and Membership) (Amendment) Regulations 2012 • Civil Contingencies Act 2004 • Control of Substances Hazardous to Health Regulations 2002 • The Hazardous Waste (England and Wales) Regulations 2005 • The Health and Social Care Act 2008 (Regulated Activities) Regulations 2014 • Health and Social Care Act 2008 (Registration and Regulated Activities) (Amendment) Regulations 2015 • Health and Safety at Work etc. Act 1974 • Management of Health and Safety at Work Regulations 1999 • Medical Act 1983 • The Medical Devices Regulations 2002 • The Medical Devices (Amendment) Regulations 2012 • The Workplace (Health, Safety and Welfare) Regulations 1992 • The Health and Safety (Miscellaneous Amendments) Regulations 2002 • Health and Social Care (Safety and Quality) Act 2015 • Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) • The Health and Social Care Act 2008 (Regulated Activities) (Amendment) Regulations 2012 • Coronavirus Act 2020
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<p>Underpinning knowledge - What have we used to ensure that the policy is current:</p>	<ul style="list-style-type: none">• Author: Department of Health and Social Care, (2021), <i>COVID-19: infection prevention and control (IPC)</i>. [Online] Available from: https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control [Accessed: 7/4/2021]• Author: Government / Public Health England, (2020), <i>COVID-19 personal protective equipment (PPE) - illustrated guide for community and social care settings</i>. [Online] Available from: https://www.gov.uk/government/publications/personal-protective-equipment-ppe-illustrated-guide-for-community-and-social-care-settings [Accessed: 7/4/2021]• Author: gov.uk, (2021), <i>COVID-19: how to work safely in care homes</i>. [Online] Available from: https://www.gov.uk/government/publications/covid-19-how-to-work-safely-in-care-homes [Accessed: 7/4/2021]• Author: Public Health England, (2021), <i>COVID-19: putting on and removing PPE - a guide for care homes (video)</i>. [Online] Available from: https://www.gov.uk/government/publications/covid-19-how-to-work-safely-in-care-homes/covid-19-putting-on-and-removing-ppe-a-guide-for-care-homes-video [Accessed: 7/4/2021]• Author: Public Health England, (2021), <i>Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19</i>. [Online] Available from: https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19 [Accessed: 7/4/2021]• Author: Department of Health and Social Care, (2020), <i>Personal Protective Equipment (PPE) Strategy - Stabilise and build resilience</i>. [Online] Available from: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data [Accessed: 7/4/2021]
<p>Suggested action:</p>	<ul style="list-style-type: none">• Encourage sharing the policy through the use of the QCS App• Establish process to confirm the understanding of relevant staff• Share content of the policy with all staff
<p>Equality Impact Assessment:</p>	<p>QCS have undertaken an equality analysis during the review of this policy. This statement is a written record that demonstrates that we have shown due regard to the need to eliminate unlawful discrimination, advance equality of opportunity and foster good relations with respect to the characteristics protected by equality law.</p>



1. Purpose

1.1 To ensure that staff are protected from risks and hazards at work.

1.2 This policy and procedures follows national guidance however, HWCGRS Care (T/A Segal Gardens) is aware that there will be regional variations that will supersede this policy and procedure.

1.3 To support HWCGRS Care (T/A Segal Gardens) in meeting the following Key Lines of Enquiry:

Key Question	Key Lines of Enquiry
EFFECTIVE	E5: How are people supported to live healthier lives, have access to healthcare services and receive ongoing healthcare support?
RESPONSIVE	R1: How do people receive personalised care that is responsive to their needs?
SAFE	S5: How well are people protected by the prevention and control of infection?
WELL-LED	W2: Does the governance framework ensure that responsibilities are clear and that quality performance, risks and regulatory requirements are understood and managed?

1.4 To meet the legal requirements of the regulated activities that {HWCGRS Care (T/A Segal Gardens)} is registered to provide:

- | Care Quality Commission (Registration) Regulations 2009
- | Care Quality Commission (Registration and Membership) (Amendment) Regulations 2012
- | Civil Contingencies Act 2004
- | Control of Substances Hazardous to Health Regulations 2002
- | The Hazardous Waste (England and Wales) Regulations 2005
- | The Health and Social Care Act 2008 (Regulated Activities) Regulations 2014
- | Health and Social Care Act 2008 (Registration and Regulated Activities) (Amendment) Regulations 2015
- | Health and Safety at Work etc. Act 1974
- | Management of Health and Safety at Work Regulations 1999
- | Medical Act 1983
- | The Medical Devices Regulations 2002
- | The Medical Devices (Amendment) Regulations 2012
- | The Workplace (Health, Safety and Welfare) Regulations 1992
- | The Health and Safety (Miscellaneous Amendments) Regulations 2002
- | Health and Social Care (Safety and Quality) Act 2015
- | Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- | The Health and Social Care Act 2008 (Regulated Activities) (Amendment) Regulations 2012
- | Coronavirus Act 2020



2. Scope

2.1 The following roles may be affected by this policy:

- | All staff

2.2 The following Service Users may be affected by this policy:

- | Service Users

2.3 The following stakeholders may be affected by this policy:

- | Family
- | Advocates
- | Representatives



3. Objectives

3.1 For the team at HWCGS Care (T/A Segal Gardens) to understand when and why PPE is required to be worn in order to control and prevent infection, to avoid the spread of disease and to keep staff members at HWCGS Care (T/A Segal Gardens) safe from harm by minimising their risk of infection at work and following the current [guidance](#) issued by Public Health England.

3.2 When there is a need for staff at HWCGS Care (T/A Segal Gardens) to use any form of personal protective equipment (PPE), they are fully trained in its safe and effective application to avoid infection and the spread of disease and to protect the health of the staff members at HWCGS Care (T/A Segal Gardens).

3.3 For supplies of all forms of PPE to be available and maintained in optimum condition and ready for use in order to control infection, prevent the spread of disease and to minimise the risk of staff members at HWCGS Care (T/A Segal Gardens) being exposed to the risk of infection.



4. Policy

4.1 During the COVID-19 pandemic, HWCGS Care (T/A Segal Gardens) will ensure that the most up to date Public Health England (PHE) guidance on Personal Protective Equipment (PPE) and Infection Control is understood and followed by staff.

4.2 HWCGS Care (T/A Segal Gardens) will ensure that the risk assessments process is used to identify hazards and minimise risks. The reduction of risk may identify the need for the use of PPE, and where used it will be supported by guidance produced by PHE.

4.3 Staff will be provided with appropriate PPE by HWCGS Care (T/A Segal Gardens). Staff will be trained in:

- | How to use PPE, including the approved process for donning, removing and disposing of used PPE
- | When to use individual items of PPE
- | When to replace any PPE
- | The limitations of any PPE being used
- | How to report issues to Mr Damian Cummings Gillian Gilmore regarding quality, quantity or effectiveness of PPE supplied

4.4 HWCGS Care (T/A Segal Gardens) has an Infection Prevention and Control lead who is responsible for monitoring the effectiveness of PPE usage at HWCGS Care (T/A Segal Gardens). The person will regularly report to Mr Damian Cummings Gillian Gilmore any:

- | Concerns with the quality of PPE
- | Concerns regarding stock levels, supply and range of PPE products available
- | Audits and reports on the use of PPE
- | Issues raised by staff
- | Failure of staff to adhere to PPE policy

4.5 During the COVID-19 pandemic, visitors to HWCGS Care (T/A Segal Gardens) are strictly limited and follow the latest guidance. When visitors are permitted to HWCGS Care (T/A Segal Gardens), they will be required to use PPE in order to protect themselves from infection and also to limit the possibility of them passing any infection to Service Users and staff at HWCGS Care (T/A Segal Gardens).

HWCGS Care (T/A Segal Gardens) will ensure that visitors are aware of any restrictions and that AR25 - Visitors Policy and Procedure and CC126 - Re-Opening to Visitors During COVID-19 Policy and Procedure are communicated clearly to Service Users and their families.



5. Procedure

5.1 National/Local Guidance

The procedure detailed in the policy reflects current national guidance. However, as the situation surrounding COVID-19 develops and more targeted and local responses are developed HWCGS Care (T/A Segal Gardens) will be aware of, and follow, relevant regional or local guidelines informing the use of PPE.

5.2 All PPE must be:

- | Compliant with the relevant BS/EN standards (European technical standards as adopted in the UK)
- | Located close to the point of use
- | Stored to prevent contamination in a clean/dry area until required for use (expiry dates must be adhered to)
- | Single-use only
- | Disposed of after use correctly
- | Used in line with current [COVID-19 guidance](#).

5.3 Effectiveness of PPE

PPE on its own will not prevent the spread of infection, and is only effective when combined with:

- | Thorough hand hygiene. Staff must perform hand hygiene immediately before every episode of care and after any activity or contact that potentially results in your hands becoming contaminated. This includes before putting on (donning) and after the removal (doffing) of personal protective equipment (PPE), equipment decontamination and waste handling
- | Respiratory hygiene (“catch it, bin it, kill it”)
- | Being aware of the importance of avoiding touching your face with your hands ([Hands, Face, Space](#))
- | Following standard infection prevention and control precautions
- | Using the correct technique for putting on and taking off PPE
- | The safe disposal of used PPE

5.4 When and What PPE Must be Worn

The use and type of PPE to be used at HWCGS Care (T/A Segal Gardens) depends upon the care being provided; the rate of infection within HWCGS Care (T/A Segal Gardens) and the local area; and the vulnerability of staff and Service Users within HWCGS Care (T/A Segal Gardens) to COVID-19. Situations should be risk assessed and the levels and use of PPE should be dictated by risk assessments undertaken by HWCGS Care (T/A Segal Gardens). Public Health England have produced guidance that relates to a number of situations, and these are detailed below.

HWCGS Care (T/A Segal Gardens) must refer to [PPE guidance for Care Homes](#), which describes the type of gloves that must be worn as well as the masks for each scenario within the home.

5.5 New Admissions

Service Users who are new admissions to HWCGS Care (T/A Segal Gardens), are classed as highly vulnerable to transmitting or contracting COVID-19.

For any Service User during the first 2 weeks of any new admission the following PPE must be worn by all staff providing personal care:

- | Fluid repellent surgical mask (FRSM)
- | Disposable gloves
- | Disposable apron
- | Eye protection - The use of eye protection (such as goggles or visor) should be informed by a risk assessment and may be needed for the care of some Service Users where there is risk of contamination to the eyes from respiratory droplets or from splashing of secretions

5.6 Within 2 Metres of a Service User when Carrying out Close Personal Care or Domestic Duties

Close personal care requires you to be in direct contact with the Service User(s) (e.g. touching). This applies to all care, e.g. assisting with getting in/out of bed, feeding, dressing, bathing, grooming, toileting, giving medications, dressings etc. and in circumstances of wandering Service Users. Domestic duties include physical care.



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For any close personal care or domestic duties, the following PPE must be worn by all staff:

- | Disposable gloves
- | Disposable plastic apron
- | Fluid repellent surgical mask
- | Eye protection - The use of eye protection (such as goggles or visors) should be determined by a risk assessment and may be needed for the care of some Service Users where there is risk of contamination to the eyes from respiratory droplets or from splashing of secretions

5.7 More than 2 Metres from a Service User when Undertaking Domestic Duties and Not Personal Care

The following PPE must be worn by all staff:

- | Disposable gloves
- | Disposable plastic apron (only where there is a risk of contact with bodily fluids or secretions splashing on to clothing)
- | Fluid repellent surgical mask
- | Eye protection (only where the Service User is COVID-19 positive or has respiratory symptoms)

5.8 More Than 2 Metres from Service Users

Any other situation inside HWCGS Care (T/A Segal Gardens) and at a distance of 2 metres or more away from Service Users, e.g. when working in staff only areas, such as staff common rooms, the office, laundry room or kitchen. This policy applies to all staff including care workers, cleaners, receptionists, maintenance and kitchen staff etc.

For any activity more than 2 metres from Service Users, the following PPE must be worn by all staff:

- | Disposable gloves
- | Disposable aprons only where there is a risk of contact with bodily fluids, secretions or splashing on clothing
- | Type II surgical mask
 - | These masks are single use and must be changed regularly (at least every 4 hours)
 - | Staff must not touch their facemask unless it is to put it on or remove it. They must remove and dispose of the mask if it becomes damaged, visibly soiled, damp, or uncomfortable to use
 - | Staff need to use a new mask and put it on immediately after they have finished eating/drinking or they are re-entering HWCGS Care (T/A Segal Gardens) after a break
- | Eye protection only where there is a splash hazard

5.9 Performing Aerosol-generating Procedures on Service Users with COVID-19 Symptoms

This could be tracheostomy care, suctioning, chest physiotherapy, BiPAP or CPAP.

For any aerosol-generating procedure the following PPE must be worn by all staff:

- | Disposable gloves
- | Disposable fluid repellent coverall
- | Filtering face piece respirator - staff must be Fit Test trained
- | Fluid resistant surgical mask

5.10 Eye and Face Protection

This provides protection against contamination to the eyes from respiratory droplets, aerosols arising from aerosol generating procedures and from splashing of secretions (including respiratory secretions), blood, body fluids or excretions. Eye and face protection can be achieved by the use of any one of the following:

- | Surgical mask with integrated visor
- | Full face shield or visor
- | Polycarbonate safety spectacles or equivalent

Regular corrective spectacles are not considered adequate eye protection.

The risk assessment process, and type of care being provided, will inform the level of eye and face protection required. Any risk assessment must consider the likelihood of the risk of droplet transmission during the care episode, with the higher the risk of transmission the more robust the PPE must be.

5.11 Facial Hair

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Many masks rely on a good seal against the face so that when air is breathed in, it is drawn into the filter material and the air is cleaned. If there are any gaps around the edges of the mask there is the possibility that contaminated air will pass through these gaps and into the lungs. It is therefore very important that the mask is put on correctly and is checked for a good fit every time. Facial hair, including stubble and beards, make it more difficult to get a good seal of the mask to the face.

If there are good reasons for having a beard (e.g. for religious reasons), alternative forms of Respiratory Protective Equipment (RPE) that do not rely on a tight fit to the face, are available and should be explored by HWCGS Care (T/A Segal Gardens).

5.12 Putting on and Removing PPE

[Public Health England](#) have produced guidance on the correct way for PPE to be 'donned' (put on) and 'doffed' (taken off). There are infographics that detail the recommended processes attached to the Forms section of this policy.

5.13 Staff Guidance when Using PPE

- | Staff will be aware of what PPE they are required to wear and for what care task
- | Effective PPE must be made available for all staff
- | Staff need to be aware of what PPE is for single use and what is reusable, and also to follow the process to decontaminate any reusable PPE
- | Gloves are subject to single use and disposal after each Service User contact or in between tasks (such as when providing personal care and cleaning)
- | Aprons are subject to single use and disposal after each Service User contact or in between tasks
- | Fluid repellent surgical masks are subject to single use and must be disposed of at the end of each Service User visit
- | Eye protection can be single use or designed to be used more than once if decontaminated correctly between uses; where it is a reusable item, it must be used in line with the manufacturer's guidance
- | Supplement the use of PPE with thorough, regular and comprehensive handwashing
- | Always follow safe work practices to protect yourself and limit the spread of infection
- | Keep hands away from the face
- | Follow guidance on when PPE should be changed and disposed of
- | Limit surfaces touched in the Service User environment
- | Always clean hands after removing PPE
- | Use the PHE guidance regarding the appropriate process for putting on and taking off PPE
- | Be aware of the added strains of wearing PPE, take regular breaks, stay hydrated and report any concerns experienced to management

5.14 Damaged PPE

All PPE items should be inspected before use and where any damage is found, a replacement must be sought. Staff must ensure that they have sufficient amounts of PPE available for each shift.

- | Gloves should be discarded and replaced in any of the following circumstances:
 - | If damaged (torn or punctured)
- | Aprons should be discarded and replaced in any of the following circumstances:
 - | If damaged (torn or punctured)
- | Face masks should be discarded and replaced in any of the following circumstances:
 - | If damaged
 - | If soiled (e.g. with secretions, body fluids)
 - | If damp
 - | If uncomfortable
 - | If difficult to breathe through
- | Eye protection should be discarded and replaced (or decontaminated if the item is reusable) in any of the following circumstances:
 - | If damaged
 - | If soiled (e.g. with secretions, body fluids)

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- | If uncomfortable

5.15 Disposing of PPE

Any waste PPE must be placed in a bin bag and can be disposed of as normal domestic waste unless the Service User has symptoms of COVID-19 (new continuous cough, shortness of breath, fever, loss or change in sense of smell or taste). Where a Service User does have symptoms of COVID-19, then waste from the cleaning of areas where they have been (including disposable cloths and tissues) and PPE waste from their care must be:

- | Put in a plastic bin bag which is tied when it is three-quarters full
- | The bag must then be placed in a second bin bag and tied
- | The bag must then be put in a suitable and secure place and marked for storage for 72 hours. Waste must be stored safely and securely and kept away from children. Waste must not be put in communal waste areas until the waste has been stored for at least 72 hours. Storing for 72 hours saves unnecessary waste movements and minimises the risk to waste operatives. This waste does not require a dedicated clinical waste collection in the above circumstances and can be added to domestic waste after 72 hours

Do NOT put any items of PPE in the recycling bin.

5.16 Shielding Service Users who are in the Vulnerable Group

HWCGS Care (T/A Segal Gardens) recognises that some people can be more vulnerable due to their health conditions or if they are from ethnic minorities. The Government is monitoring the effect of COVID-19 on more vulnerable members of society but has relaxed the specific measures regarding shielding. HWCGS Care (T/A Segal Gardens) will ensure that there are risk assessments in place for staff and Service Users that reflect their individual risks and control measures that need to be put in place to minimise the risks. HWCGS Care (T/A Segal Gardens) will continue to monitor guidance on this.

5.17 PPE Stock Levels

HWCGS Care (T/A Segal Gardens) must maintain sufficient supplies of PPE for Care Workers to utilise. PPE stock levels are required to be reported to the CQC via the [Capacity Tracker](#) during the coronavirus pandemic.

Where supplies are required and not accessible from the usual wholesalers of HWCGS Care (T/A Segal Gardens), the Local Resilience Forum (LRF) for HWCGS Care (T/A Segal Gardens) should be approached for support with PPE supplies.

The Department of Health and Social Care will also provide PPE to meet the requirements of all providers to support their COVID-19 needs. Further information on this is set out in the [Personal Protective Equipment \(PPE\) Strategy](#).

HWCGS Care (T/A Segal Gardens) can also refer to the following guidance for further information: [PPE portal: how to order emergency personal protective equipment](#). Weekly order limits from the portal will be based on the size of the provider, and the range of PPE products has been extended.



6. Definitions

6.1 Personal Protective Equipment (PPE)

- Personal protective equipment (PPE) refers to protective clothing, helmets, goggles or other garments or equipment designed to protect the wearer's body from injury or infection. The hazards addressed by protective equipment include physical, electrical, heat, chemicals, biohazards and airborne particulate matter

6.2 Intervention

- Action taken to improve or stabilise a medical disorder

6.3 Aerosol Generating Procedures

- The following procedures are examples of currently considered to be potentially infectious AGPs for COVID-19:
 - Intubation, extubation and related procedures, e.g. manual ventilation and open suctioning of the respiratory tract (including the upper respiratory tract)
 - Tracheotomy or tracheostomy procedures (insertion or open suctioning or removal)
 - Non-invasive ventilation (NIV); Bi-level Positive Airway Pressure Ventilation (BiPAP) and Continuous Positive Airway Pressure Ventilation (CPAP)
 - Induction of sputum (cough)
 - High flow nasal oxygen (HFNO)

6.4 Hands, Face, Space

- The 'Hands. Face. Space' public information campaign urges the public to continue to wash their hands, cover their face and make space to control infection rates and avoid a second peak. It was launched on 9 September 2020



Key Facts - Professionals

Professionals providing this service should be aware of the following:

- The Infection Prevention and Control Lead at HWCGS Care (T/A Segal Gardens) will check regularly that PPE is used. They will require a reason if it is not being used and this may lead to disciplinary action as it constitutes a serious risk to both the staff member, the whole team at HWCGS Care (T/A Segal Gardens), to Service Users and, in the case of COVID-19, to the wider public
- There is no need to wear two pairs of gloves
- HWCGS Care (T/A Segal Gardens) has duties concerning the provision and use of personal protective equipment (PPE) at work and what it needs to do to meet the requirements of the Personal Protective Equipment at Work Regulations 1992 (as amended)
- While every skill and care are taken to avoid contamination etc. PPE is needed to significantly reduce the risk of contamination, injury or infection to staff members and to Service Users in the preparation and delivery of care
- Gloves are not a substitute for hand hygiene. Hands must be washed before putting on and after taking off gloves
- Where staff members are allergic to latex, alternative gloves must be available to avoid any contact with latex. Latex-free gloves must be used for treating Service Users who are allergic to latex and where this is a known allergy, it must appear in the allergy section of their Care Plan
- PPE must be properly looked after and stored when not in use
- The Infection Prevention and Control Lead at HWCGS Care (T/A Segal Gardens) will be responsible for ensuring that PPE is available, that there are sufficient supplies and that it is properly maintained, cleaned and kept in good condition if it is reusable
- Employees must make proper use of PPE and report if it is faulty or unavailable



Key Facts - People affected by the service

People affected by this service should be aware of the following:

- | If a member of staff needs to wear gloves, a gown or face mask, they will explain why they are wearing it
- | PPE is special equipment that is worn to create a barrier between you and germs. It reduces the chance of touching, being exposed to and spreading germs
- | PPE helps prevent the spread of germs in healthcare settings and can protect you and staff from infections
- | If you know that you have an allergy to latex, you must inform HWCGS Care (T/A Segal Gardens) and anywhere else where latex-containing gloves may be used, e.g. dentist or food outlet, so that you can avoid contact with latex
- | If you have hearing loss, we know that when staff wear a face mask it can be difficult for you to talk with them. Staff will make sure that they find ways to communicate with you so that you can understand what they are saying and you can be part of conversations



Further Reading

As well as the information in the 'underpinning knowledge' section of the review sheet we recommend that you add to your understanding in this policy area by considering the following materials:

UKHCA - Guidance for the Social Care Sector on COVID-19:

<https://www.ukhca.co.uk/news.aspx?newsID=235474>

World Health Organisation - Coronavirus Disease (COVID-19) Training: Online Training:

<https://www.who.int/emergencies/diseases/novel-coronavirus-2019/training/online-training>

World Health Organisation - Donning Facemasks:

<https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public/when-and-how-to-use-masks>

Donning PPE:

https://www.youtube.com/watch?v=kKz_vNGsNhc

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/877658/Quick_guide_to_donning_and_doffing_PPE.pdf



Outstanding Practice

To be 'outstanding' in this policy area you could provide evidence that:

- | The wide understanding of the policy is enabled by proactive use of the QCS App
- | There is a schedule for the type and level of PPE required for each clinical and operational activity which is reviewed on a regular basis
- | There is an up-to-date schedule of PPE held in stock with expiry dates for items of PPE which are not used on a regular basis
- | Staff are trained, they have regular updates on infection control and understand how to use PPE appropriately and safely



Forms

The following forms are included as part of this policy:

Title of form	When would the form be used?	Created by
Putting on Personal Protective Equipment (PPE) - HS18	When staff are required to use PPE.	Public Health England
Taking off Personal Protective Equipment (PPE) - HS18	When staff are required to remove PPE.	Public Health England



Putting on personal protective equipment (PPE)

for non-aerosol generating procedures (AGPs)*

Pre-donning instructions:

- Ensure healthcare worker hydrated
- Tie hair back
- Remove jewellery
- Check PPE in the correct size is available

- 1** Perform hand hygiene before putting on PPE.



- 2** Put on apron and tie at waist.



- 3** Put on facemask – position upper straps on the crown of your head, lower strap at nape of neck.



- 4** With both hands, mould the metal strap over the bridge of your nose.



- 5** Don eye protection if required.



- 6** Put on gloves.



*For the PPE guide for AGPS please see: www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control



Taking off personal protective equipment (PPE)

for non-aerosol generating procedures (AGPS)*

• PPE should be removed in an order that minimises the risk of self-contamination

• Gloves, aprons (and eye protection if used) should be taken off in the patient's room or cohort area

1 Remove gloves. Grasp the outside of glove with the opposite gloved hand; peel off.

Hold the removed glove in the remaining gloved hand.



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.



2 Clean hands.



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.



4 Remove eye protection if worn.

Use both hands to handle the straps by pulling away from face and discard.



5 Clean hands.



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.

7 Clean hands with soap and water.



*For the doffing guide to PPE for AGPs see:

www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control