

SCOTTISH BORDERS COUNCIL

SUSTAINED TRANSMISSION – COVID 19

Personal Protective Equipment (PPE) GUIDANCE FOR EDUCATION STAFF WORKING WITHIN COMPLEX NEEDS UNITS

1. Overview

In line with NHS Borders, Scottish Borders Council has adopted a risk assessment of ‘sustained transmission’ across the Scottish Borders.

2. PPE Guidance – sustained transmission

2.1. Guidance

- The PPE Guidance given in the table below is relative to COVID-19 protection measures and movement to a risk assessment of ‘sustained transmission’ within the Scottish Borders.
- Staff are now **required** to wear PPE when working with a special needs pupil and they are unable to maintain social distancing of 2m or require to provide direct care. This applies to all special needs pupils, not just those who are confirmed or symptomatic of COVID-19. PPE **is not** required if it is possible to maintain Social Distancing of 2m or more.
- This guidance is based on the arrangements necessary for protection as provided for in NHS and all other relevant professional guidance.
- Supply levels of PPE are currently adequate and we appreciate the efforts staff are making to use PPE carefully to ensure we have enough for everyone to work safely.
- All Staff will be supplied with necessary PPE which can be replenished via the schools Covid-19 inbox
- Eye protection will be made available in line with guidance below.
- Eye protection must be cleaned in compliance with instructions below

Context	Disposable Gloves	Disposable Plastic Aprons	Fluid-resistant (Type IIR) surgical mask	Eye/face protection (Visor)
Special Needs Unit				
Carrying out direct care or working within 2m of a pupil. Guidance applies to all pupil contact within the same room, irrespective of whether client is symptomatic or not.	Must be used, single use only	Must be used, single use only	Must be used, can be worn for sessional use	Must be used Sessional use Re – useable when cleaned in compliance with guidelines (Ref 6)

2.2. Sessional Use

A single session refers to a period of time where a worker is undertaking duties in a Special Needs Unit.

A session **ends** when the member of staff leaves the unit or takes a break.

- Disposable PPE should be disposed of after each session or earlier if damaged, soiled, or uncomfortable.
- Reusable PPE (i.e. eye protection - visors) should be cleaned between each session with cleaning products supplied.

3. Donning and doffing of PPE

3.1. Pre donning instructions

- Ensure hydrated.
- Tie hair back.
- Remove jewellery including rings (where possible).

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- Check PPE in the correct size is available.

3.2. Donning of PPE

- Perform hand hygiene before putting on PPE.
- Put on facemask if required – position upper straps on the crown of your head, lower strap at nape of neck.
- With both hands, mould the strap over the bridge of your nose.
- Put on apron and tie at waist.
- Don eye protection if required.
- Put on gloves.

3.3. Doffing of PPE

- Remove PPE in the hall reception area.
- 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.
- Decontaminate hands.
- Remove eye protection if worn.
- 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.
- Remove mask Use both hands to handle the straps by pulling away from face and discard.
- Hands and lower arms should be washed with soap and water after all PPE has been removed. If hand washing is not appropriate please use hand sanitiser.
- Do not re-enter the care area or go within the same room as the person receiving care once PPE removed.

3.4. Disposing of PPE

- Dispose of PPE and personal waste (e.g. used tissues and disposable cleaning cloths) securely within disposable bags. When full, the disposable bags should then be placed in a second bin bag and tied.
- These bags should be stored for 72 hours before being put out for collection in general waste.
- Other household waste can be disposed of as normal

4. Eye protection issue

- Staff who will have to visit a client at home will be issued with a minimum of 2 pieces of eye protection.
- These should be stored in a clean environment.
- These can be collected from your local Community Assistance Hubs (CAH's).

5. Eye protection cleaning process (visors)

- Between client contacts visors must be cleaned thoroughly with supplied antibacterial spray and cloths.
- Staff need to wear gloves and aprons for cleaning of visors.
- Any heavily soiled or damaged visors must be disposed of in line with PPE disposal guidance.

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SUSTAINED TRANSMISSION – COVID 19

Personal Protective Equipment (PPE) GUIDANCE FOR EDUCATION STAFF WORKING WITHIN COMPLEX NEEDS UNITS

- Staff should ensure good infection control practices while cleaning visors and whilst removing and donning masks so as not to come into contact with the visor.
- Strict hand washing guidelines should be followed after touching visors.

6. Eye protection - visor defects

- Please check your visor after each wear.
- Eye protection should be disposed of in line with PPE disposal if your visor is cracked or faulty in anyway.
- Please contact the CAH's to collect replacement visors.

7. Contacting the Schools Covid-19 Inbox

Email: Covid-19Schools@scotborders.gov.uk