



### **PERSONAL PROTECTIVE EQUIPMENT POLICY**

This policy is for use throughout all services managed by the Children and Adults Social Care Directorate. This policy provides guidance to prevent the spread of infectious diseases amongst staff, residents, tenants and visitors.

All staff working for Children and Adults Social Care Directorate are at risk of infection or of spreading infection, especially if their role brings them into contact with blood or bodily fluids like urine, faeces, vomit or sputum. Such substances may well contain pathogens which can be spread if staff do not take adequate precautions.

The Children and Adults Social Care Directorate believes that adherence to strict guidelines on infection control is of paramount importance in ensuring the safety of both residents, tenants, staff and visitors. We also believe that good, basic hygiene is the most powerful weapon against infection, particularly with respect to cleaning, the wearing of protective clothing and hand washing.

**Aim:** The aim of the Children and Adults Social Care Directorate is to prevent the spread of infection amongst residents, tenants, staff, visitors and the wider community.

**Goals:** The goals of the Children and Adults Social Care Directorate are to ensure the following:

1. Residents, tenants, their families and staff are as safe as possible from acquiring infections from any of our services.
2. All staff regardless of their roles are aware of and put into practice the basic principles of infection control.
  - 2a. The manager or designated person is the infection control lead for the home or service.
  - 2b. The manager or designated person(s) are responsible for infection control, risk assessment and staff training
  - 2c. Contracted domestic, care and catering staff are responsible for the cleaning and hygiene of the home or service.

The Children and Adults Social Care Directorate will be guided by legal requirements and local law in enforcing and minimising the spread of infectious diseases including: The Health and Safety at Work Act 1974, the Public Health Infectious Diseases Regulations 1988 which place a duty on our services to prevent the spread of infection, The Reporting of Incidents, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) which places a duty on our services to report outbreaks of certain diseases as well as accidents, The Control of Substances Hazardous to Health Regulations 1999 (COSHH) which places a duty on our services to ensure that potentially infectious materials within the home or service are identified as hazards and dealt with accordingly, The Environmental Protection Act 1990 which makes it the responsibility of our homes and services to dispose of clinical waste safely, and the use of Personal Protective Equipment (PPE) in consultation with staff.

The manager for each of our homes and services will, as part of good risk assessment management, identify the need for any PPE (including enhanced PPE in the event of

a known case whereby a resident or tenant is diagnosed with an infectious disease such as Coronavirus (COVID-19). In such circumstances, immediate reporting and decision making will be made with health and social care professionals to maximise safety and protection.

In all of our homes and services, and where appropriate, all staff will be required to use PPE in the form of disposal gloves and aprons. Face masks will be considered on a case-by-case basis. Managers will ensure that staff are trained to use PPE correctly. The hands of staff are likely to be the most common means of transmission of infection from one service user to another unless basic precautions are taken, such as careful hand washing between contacts and the correct use of protective clothing such as disposable gloves (sterile and non-sterile) and disposable aprons. Disposable gloves and disposable aprons are provided for staff who are at risk of coming into direct contact with body fluids.

#### **Hand cleansing must be done as follows:**

- When staff arrive at work
- Before preparing, handling or eating food
- After using the toilet
- Whenever hands are visibly dirty
- Immediately before giving personal care to a resident or tenant
- Between giving care to different residents or tenants
- After bed making
- Before putting on gloves
- After removing protective clothing, e.g., gloves
- After any activity which may result in contamination of the hands
- Before preparing/giving medication
- After any situation that involves direct contact with resident or tenant e.g. bathing, assisting to move, toileting
- After handling blood or other body fluids
- Before and after emptying urine drainage bags
- After handling laundry and waste
- Before leaving work

#### **Disposable gloves:**

Sterile gloves are used for clinical procedures such as the following (only when previously agreed by specialist and training has been given): a. applying dressings b. wound care c. catheterization d. suturing. *These gloves will be used mainly by trained health care professionals.*

Non-sterile gloves (more commonly used throughout our social care settings) are provided for non-clinical procedures such as the following: assistance with personal care, bed changing, washing dirty or used appliances, clearing up blood or bodily fluids or spillages, handling disinfectants, emptying catheter bags or performing mouth care. Gloves should be worn at all times during these procedures and disposed of immediately after the procedure or contact is finished. Gloves should always be changed between service users. On no account should staff attempt to wash and reuse gloves.

#### **Removing gloves:**

The wrist end of the glove should be held and the glove pulled down gently over the hand, turning it inside out whilst doing so. Dispose of the gloves immediately into a pedal operated disposal bin. Wash hands immediately.

**Plastic aprons:**

Plastic disposable aprons are provided for use by care staff and domestic staff. Aprons should be used in all of the above procedures and should be changed between contacts with individual residents or tenants, especially where residents or tenants are known to have, or at risk of an infectious illness.

**Removal of aprons:**

Remove apron promptly after use by turning the outer contaminated side inward and rolling into a ball. Dispose of immediately into a pedal operated bin. Wash hands.

**Training:**

All new staff will be encouraged to read all relevant health and safety policies as part of their induction process. Where new and existing staff are required to use specific items of PPE they should be trained in all aspects of its use.

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