

# St Vincent de Paul Catholic Primary School



## Intimate and Personal Care Policy May 2020 Covid Update

### **Based on Hertfordshire County Council Publications:**

Contenance Guidance for Early Years Settings (2014)

Supporting Children in Nappies (2014)

*(These are the latest publications on The Grid when checked in January 2019)*

**COVID-19: PERSONAL PROTECTIVE EQUIPMENT FOR NURSERY, EARLY YEARS, SPECIAL SCHOOLS AND SPECIAL COLLEGES (May 2020)**

***"We are called to be the hands and face of Jesus, as we learn, love and grow together."***

Due to be Reviewed: Summer 2021

To be under constant review in light of new government and HCC guidance

Reviewed by:

Due to exceptional circumstances this version has been shared with FGB on Governor Hub – May 2020

Presented at FGB meeting 8<sup>th</sup> December 2020

Signature:



Chair of Governors

Date ratified: 8<sup>th</sup> December 2020

# **Covid-19 Intimate and Personal Care - Policy and Plan**

## **Introduction**

Young children and young people, including those with SEND of critical workers and vulnerable children continue to attend a childcare or education setting during the coronavirus (Covid-19) outbreak. To limit the risk of coronavirus spreading within these settings, measures such as good hygiene, enhanced cleaning and social distancing are encouraged.

Recognising that these measures are difficult amongst young children and young people with profound and multiple difficulties, along with the delivery of personal care and nappy changing, Hertfordshire County Council Public Health advise the need for these settings to have access to PPE (Personal Protective Equipment). This is paramount at a time when Covid-19 continues to circulate highly in the community and the likelihood that members of the community having Covid-19 is raised.

This recommendation aligns to the Covid-19 prevention and control national guidance, albeit for health and social care settings, which outlines the importance of PPE for all patient encounters, within 2 metres (see Table 4), whilst Covid-19 continues to transmit highly in the community.

This guidance summarises Hertfordshire County Council's Public Health PPE recommendations for those working in nurseries, early years and education settings with SEND needs,.

## **Principles**

- All children are entitled to safety, dignity, respect and privacy at all times.
- The nature, circumstances and context of the contact that adults have with children should comply at all times with professional codes of practice and professional standards.
- Adults need to be vigilant about their own behaviour, ensuring that they follow agreed procedures and policies and be mindful of the needs of the children with whom they work.

## **Management Procedural Responsibilities**

Staff at St Vincent de Paul Catholic Primary School will:

- Adhere to this policy and to the Individual's Personal Care Plan.
- Ensure that there is sufficient staff trained to carry out procedures in case of staff absence and that child and parents/carers are agreeable to another named staff member carrying out the intimate care when necessary.
- Discuss with the line manager, member of the leadership team and parents/carers, any variations from the agreed policy or plan and record such changes.
- Use and encourage appropriate language between themselves and children at all times.
- Carry out regular checks that all PPE accessories, nappy changing accessories are always available and stored in the correct place.
- Ensure that soiled nappies, wipes etc. are disposed of hygienically.
- Encourage appropriate behaviour by other children and adults at all times.

## **General Infection Control Principles**

There are general principles that all staff, children, young people and families can take to help prevent the spread of Covid-19, including:

- washing your hands more often - with soap and water for at least 20 seconds or use a hand sanitiser when you get home or into work, when you blow your nose, sneeze or cough, eat or handle food
- avoid touching your eyes, nose, and mouth with unwashed hands
- avoid close contact with people who have symptoms
- cover your cough or sneeze with a tissue, then throw the tissue in a bin and wash your hands
- clean and disinfect frequently touched objects and surfaces
- Maintain 2 metre social distancing where possible beyond household members.

### **Who needs PPE?**

- Children and young people e.g. with SEND, when staff are carrying out high risk activities such as **nappy changing, toileting activities, delivering personal care, including washing and dressing, manual handling, physical restraint and looking after a or young person with a temperature or new continuous cough** while waiting for the parents/support staff to collect them, PPE requirements should be **apron, gloves, fluid repellent surgical mask** and **eye protection**.
- Staff **cleaning** an area where staff or children with **possible or confirmed Covid-19 has spent significant time** (an area where someone has slept or sat for several hours) or there is visible contamination with body fluids, PPE requirements should be **apron, gloves, fluid repellent surgical masks** and **eye protection**.

PPE is not necessary when:

- Staff are able to maintain a safe distance of 2 metres away from a child or young person
- Staff are not undertaking one of the high- risk activities listed above (e.g. nappy changing)
  - o Cleaning areas where a symptomatic individual has passed th

### **How to use PPE safely**

Safe working practices are needed when using PPE for people to protect themselves and limit the spread of infection.

Hand washing (Appendix 1) is required before PPE is put on AND during the removal of PPE as per instructions below

Staff should be trained on putting on and taking off PPE

#### ***Fluid repellent surgical masks***

Staff can wear the same face mask continuously for the whole of a 'session of care' (e.g. keeping the mask on without taking it off during a range of activities). It is recommended that face masks are removed when taking a break (e.g. to drink, eat, take a break from duties) and a new mask should be used for the next duty period e.g. changing a new nappy.

Face masks should not be continued if damaged, soiled, damp, compromised or uncomfortable.

You should not touch your face mask.

#### ***Eye protection***

If eye protection is required, the same principles of sessional use described for masks above apply.

### ***Aprons and gloves***

Subject to single use as per Standard Infection Control Precautions, with disposal and hand hygiene after contact with individual children.

### ***Putting on PPE safely: (see Appendix 2)***

PPE is required for all possible or confirmed COVID-19 patients. You should wash your hands before putting this on, and put it on in the following order:

1. disposable apron
2. fluid repellent surgical mask
3. eye protection
4. disposable gloves

### ***Removing PPE safely: (see Appendix 3)***

It is important that the PPE is removed in an order that minimises the potential for cross-contamination. Hand decontamination (Appendix 4) helps to prevent the spread of infection - use alcohol hand rub between removing items of PPE.

PPE should be removed in the following order:

1. disposable gloves
2. hand decontamination
3. disposable apron
4. eye protection
5. hand decontamination
6. fluid repellent surgical mask
7. hand decontamination: wash hands with soap and water for 20 seconds after all PPE has been removed.

### ***Re-using PPE***

Re-use of gloves, masks and aprons is not recommended in any circumstances. Eye shields will be sanitised between use.

### ***Disposal of PPE***

Used PPE must be placed in a bag such as a carrier bag by the staff member. This bag must be securely tied closed.

If working with a child or young person who has COVID-19 or is showing symptoms, the PPE bag must be left in a safe place where it will not be handled for 72 hours before placing in another second waste bag and then placed in usual domestic waste.

### **Nappy Changing Procedure**

PPE and nappy changing equipment can be found in the mobile units in the hall.



1. Make other staff aware of intimate and personal care tasks being undertaken.
2. Explain to the child what happening i.e. is that they are going to have their nappy changed.
3. If possible (and appropriate), ensure that the child is shielded from view as much as possible.
4. Encourage the child to be as independent as possible.
5. When changing the nappy, change from a side by side position and ensure that all wiping motions are away from your person.
6. Check that the changing area is left clean and sanitized.
7. Double bag the nappy and dispose of immediately.

## Appendix 1 Best Practice: Handwashing



### Best Practice: How to hand wash step by step images

Steps 3-8 should take at least 15 seconds.

<p>1</p>	<p>2</p>	<p>3</p>
<p>Wet hands with water.</p>	<p>Apply enough soap to cover all hand surfaces.</p>	<p>Rub hands palm to palm.</p>
<p>4</p>	<p>5</p>	<p>6</p>
<p>Right palm over the back of the other hand with interlaced fingers and vice versa.</p>	<p>Palm to palm with fingers interlaced.</p>	<p>Backs of fingers to opposing palms with fingers interlocked.</p>
<p>7</p>	<p>8</p>	<p>9</p>
<p>Rotational rubbing of left thumb clasped in right palm and vice versa.</p>	<p>Rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa.</p>	<p>Rinse hands with water.</p>
<p>10</p>	<p>11</p>	<p>12</p>
<p>Dry thoroughly with towel.</p>	<p>Use elbow to turn off tap.</p>	<p>Steps 3-8 should take at least 15 seconds.</p> <p>... and your hands are safe*.</p>

Adapted from the World Health Organization/Health Protection Scotland  
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\*Any skin complaints should be referred to local occupational health or GP.

## Appendix 2: Putting on PPE



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# Putting on personal protective equipment (PPE) for non-aerosol generating procedures (AGPs)\*

Please see donning and doffing video to support this guidance: [https://youtu.be/-GncQ\\_ed-9w](https://youtu.be/-GncQ_ed-9w)

### Pre-donning instructions:

- Ensure healthcare worker hydrated
- Remove jewellery
- Tie hair back
- 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.





Public Health  
England



# Taking off personal protective equipment (PPE) for non-aerosol generating procedures (AGPs)\*

Please see donning and doffing video to support this guidance: [https://youtu.be/-GncQ\\_ed-9w](https://youtu.be/-GncQ_ed-9w)

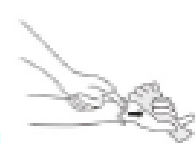
• PPE should be removed in an order that minimises the risk of self-contamination

• 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.



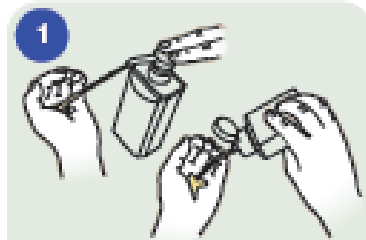
Untie or break bottom ties, followed by top ties or elastic, and remove by handling the ties only. Lean forward slightly. Discard. **DO NOT** reuse once removed.

**7** Clean hands with soap and water.





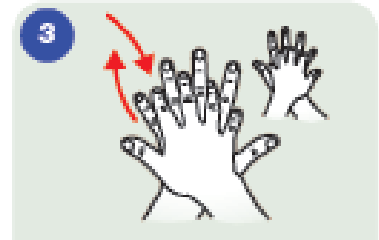
## Best Practice: How to handrub step by step images



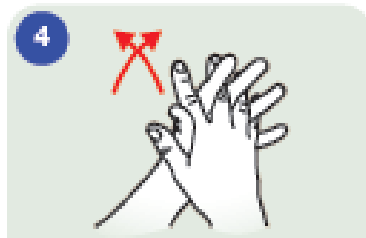
1  
Apply a palmful of the product in a cupped hand and cover all surfaces.



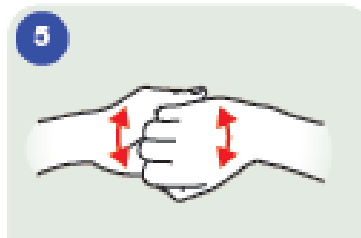
2  
Rub hands palm to palm.



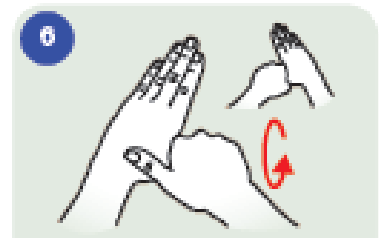
3  
Right palm over the back of the other hand with interlaced fingers and vice versa.



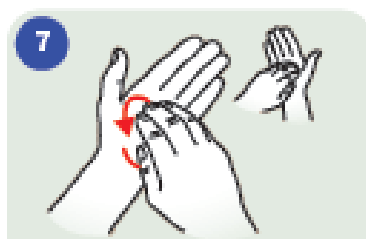
4  
Palm to palm with fingers interlaced.



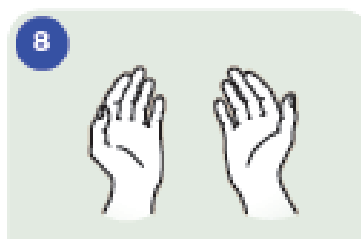
5  
Backs of fingers to opposing palms with fingers interlocked.



6  
Rotational rubbing of left thumb clasped in right palm and vice versa.



7  
Rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa.



8  
Once dry, your hands are safe.