

# Personal Protective Equipment for use in Healthcare

This policy identifies the appropriate personal protective equipment for staff to use at the required times and for the defined care delivery procedures and processes. This document forms part of the mandatory requirements as identified within the Health and Social Care Act 2008 (revised 2015).

Key Words:	PPE	
Version:	5	
Adopted by:	Quality Assurance Committee	
Date adopted:	20 February 2018	
Name of Author:	Annette Powell	
Name of responsible committee:	Infection Prevention and Control Committee	
Date issued for publication:	February 2018	
Review date:	August 2020	
Expiry date:	1 February 2021	
Target audience	All LPT staff	
Type of policy:	Clinical √	Non-clinical
Which Relevant CQC Fundamental Standards?		

## Contents

Version control and summary of changes	3
Definitions that apply to this policy	4
1.0 Purpose of the policy	5
2.0 Summary of the policy	5
3.0 Introduction	5
4.0 Personal protective equipment for use in healthcare	6
5.0 Disposable plastic aprons and gowns	6
6.0 Gloves	8
7.0 Face masks/respirators	9
8.0 Eye protection/face visors/protective spectacles	10
9.0 Forearm protection	11
10.0 Training needs	12
11.0 References and bibliography	13
Appendix 1: Stakeholder and consultation	15
Appendix 2: Sequence for donning and doffing PPE	16
Appendix 3: Guidelines for the use and disposal of personal Protective equipment	18

## Version control and summary of changes

<b>Version</b>	<b>Date</b>	<b>Comments (description change and amendments)</b>
Version 1	March 2008	Infection control policy for the use of Personal Protective Equipment.
Version 2	September 2010	Guideline review and amendments
Version 3	August 2011	Harmonised in line with LPT LVCRCHS LCCHS (Historical organisations)
Version 4	August 2014	Review of policy
Version 5	August 2017	Review of policy – references updated. National Colour Coded scheme Appendix two removed.

**For further information contact:** Infection Prevention and Control Team.

## Definitions that apply to this policy

<b>Blood Borne Virus (BBV)</b>	A blood-borne disease is one that can be spread by contamination by blood.
<b>COSHH</b>	Stands for the Control of Substances Hazardous to Health Regulations.
<b>Health Care Associated Infections (HCAIs)</b>	Any infection contracted: as a direct result of treatment in, or contact with, a health or social care setting as a result of healthcare delivered in the community outside a healthcare setting (for example, in the community) and brought in by patients, staff or visitors and transmitted to others (for example, norovirus).
<b>Healthcare Worker (HCW)</b>	An individual who provides preventive, curative, promotional or rehabilitative health care services in a systematic way to people, families or communities.
<b>Infection</b>	The invasion and multiplication of microorganisms such as bacteria, viruses, fungi and parasites that present within the body and cause an inflammatory response.
<b>Infectious</b>	Any pathogen microorganisms such as bacteria, viruses, fungi and parasites that can be transmitted from one person to another causing the potential spread of infection
<b>Inoculation</b>	The introduction of a small quantity of material such as a vaccine in the process of immunization. E.g. Flu vaccine
<b>Organisms</b>	Any living thing, in medical terms we refer to bacteria, viruses, fungi and parasites as organisms.
<b>Pathogen</b>	A microorganism such as bacteria, virus, fungi and parasites that causes disease.
<b>Personal Protective Equipment (PPE)</b>	PPE is equipment that will protect the user against health or safety risks at work.
<b>Single-use Device (SUD)</b> ⊗	Is used on an individual patient during a single procedure and then discarded. It is not intended to be reprocessed and used again, even on the same patient (Medicines and Healthcare products Regulatory Agency) (Dec 2013).
<b>Standard Precautions</b>	Designed to prevent cross transmission from recognised and unrecognised sources of infection. (NHS Professional) (Nov 2010)

## **1.0 Purpose**

The purpose of this policy is to:

- Provide staff employed by Leicestershire Partnership Trust (LPT) with a clear and robust process for the use of Personal Protective Equipment (PPE).
- Provide all staff employed by LPT with the necessary information to risk assess what type of PPE is required.
- Reduce the risk of cross contamination of microorganisms and protect from Blood Borne Viruses (BBVs).
- Reduce the risk of HealthCare Associated Infections (HCAIs).

This policy applies to all permanent employees including medical staff who work for LPT including those staff employed on bank, agency staff or honouree contracts.

All Healthcare Workers (HCWs) should ensure they work within the scope of their practice.

## **2.0 Summary of policy**

This policy has been developed to give clear guidance to staff in relation to the procedure for the use of PPE by LPT. It describes the process for ensuring the delivery of effective infection prevention and control education and training for all relevant staff groups and is compliant with the National Health Services Litigation Authority Standards (Now known as NHS Resolution (2017)) and Care Quality Commission registration.

Further guidance for healthcare workers and other staff work in prisons and places of detention can be found in Prevention of Infection & Communicable Disease Control in Prisons & Places of Detention – A Manual for Healthcare Workers and other Staff.

## **3.0 Introduction**

The principles of protection against blood and body substance are under pinned by the Health and Safety at Work etc Act (1974). The Health and Social Care Act 2008 Code of Practice on the Prevention and Control of infections (revised 2015) requires that NHS bodies must, in relation to preventing and controlling the risk of Health Care Associated Infections (HCAIs) have core policies in place, one of which is PPE. The Control of Substances Hazardous to Health (COSHH) Regulations 2002 the Health and Safety Executive (HSE) and the Department of Health (DH) require employers to assess the risks associated with the handling of hazardous substances, including pathogenic microorganisms and legislation relating to PPE at work. The Personal Protective Equipment at Work Regulations 1992 (amended 2002) states employers have duties concerning the provision and use of PPE at work.

Everyone involved in providing care within the hospital and community setting should be educated about standard precautions and trained in hand hygiene decontamination, the use of PPE and the safe disposal of sharps (NICE 2003 updated 2012).

The risk of acquiring a BBV can be minimised by treating blood and other body substances from all patients as potentially infectious and taking precautions to minimise the risk of exposure; of non-intact skin, mucous membranes or blood and body substances. Selection of PPE must be based on an assessment of the risk of transmission of microorganisms to/from the patient, and the risk of contamination from the patients and the risk of contamination of the HCWs clothing and skin by patient's blood, body fluids, secretions or excretions, (NICE 2003 updated 2012).

The greatest risk of transmission of BBVs is from inoculation injuries, but it is also known to have occurred following splashing of blood onto mucous membranes or damaged skin.

In addition to prevention of exposure to BBVs, it is recognised that HCWs should be protected against other pathogens carried in body fluids/solids. The use of PPE will minimise the spread of infection if used in the management of all body substances.

PPE is worn to protect the user against health or safety risks at work. The Epic 3 (Loveday et al, 2014) evidence based guidelines on infection prevention and control states 'PPE should be based on risk assessment'.

- The risk of transmission of microorganisms to the patient and carer.
- The risk of contamination of HCWs clothing and skin by patients' blood or bodily fluids
- The suitability of equipment for proposed use-does it fit, is it CE marked, do PPE items fit together?

#### **4.0 Personal protective equipment for use in healthcare**

The primary role of PPE is to prevent cross transmission of BBVs and other pathogens.

Some examples of procedures where PPE may be indicated (this list is not exhaustive):

- Wound care.
- Handling offensive healthcare waste such as soiled dressings/incontinence pads.
- Blood and/or body fluid spillages.
- Undertaking any invasive procedures.
- Venepuncture.
- Providing direct care to patients in Source Isolation.

**Donning and doffing of PPE must be completed in sequence (Appendix 2).**

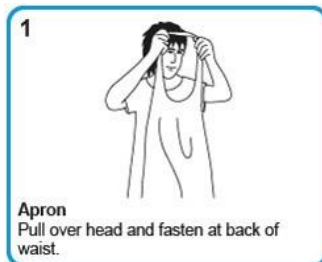
#### **5.0 Disposable plastic aprons and gowns**

Aprons should be put on at the beginning of the activity. Disposable plastic aprons must be worn when in close contact with patients, materials or equipment that pose a risk of contamination with pathogenic microorganisms, blood or bodily fluids (Loveday et al, 2014).

Aprons should fit appropriately for use and avoid any interference during procedures. Do not wear aprons folded down to the waist.

Applying (Donning) and Removing (Doffing) of disposable plastic aprons

#### Donning



#### Doffing



When to change plastic aprons

- Between patients.
- Between procedures; after different procedures/tasks on the same patient.
- Do not wear PPE, such as aprons, which were used for a procedure after the task has been completed, remove immediately. Aprons must not be worn while moving to a different patient/area.
- Do not use torn or damaged aprons, remove and replace immediately if this occurs during a procedure/task.

Aprons are classed as healthcare waste.

Following completion of the procedure, the apron must be removed, discarded into the appropriate clinical waste colour coded waste disposal bag (NICE 2003 updated 2012). Refer to LPT Waste Management Policy.

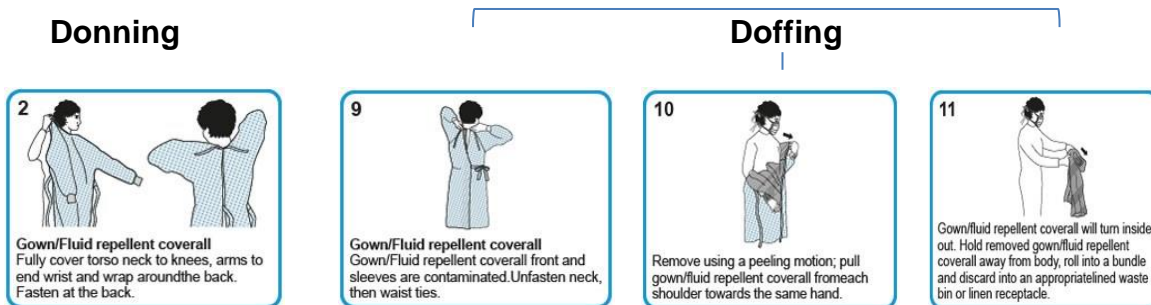
Disposable plastic aprons are not required for routine contact with patients such as when taking vital signs, assisting in mobility or giving oral medication or injections unless a risk assessment indicates the use of PPE, they have a suspected or known infection or they are being nursed with source isolation precautions in place. Refer to LPT 'The Management of a Patient Requiring Source Isolation Precautions.

#### Full-body gowns



Use where there is a risk of extensive splashing of blood, bodily fluids, secretions or excretions on to the skin or clothing of a HCW. The gown should be fluid repellent.

Applying (Donning) and Removing (Doffing) of Gowns



Gowns are classed as healthcare waste.

Following completion of the procedure, the gown must be removed, discarded into the appropriate clinical waste colour coded waste disposal bag (NICE 2003 updated 2012). Refer to LPT Waste Management Policy.

## 6.0 Gloves

Must conform to current EU legislation (CE marked as medical gloves for single use) Refer to LPT Glove Policy.

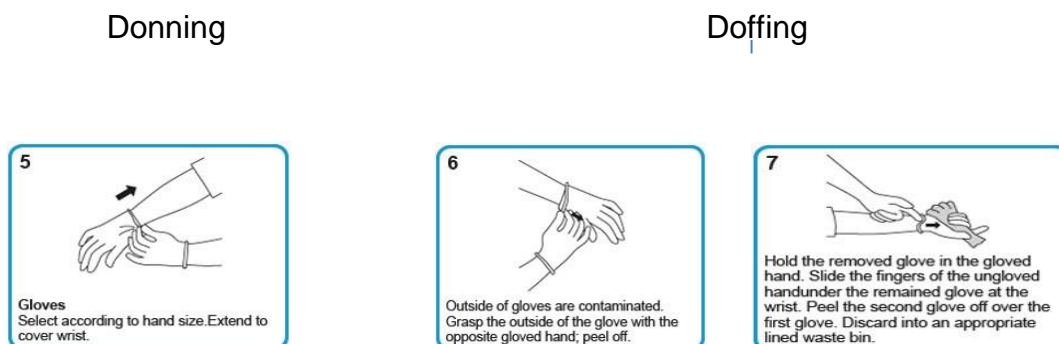
The aim of wearing gloves is to:

- Protect hands from contamination by organic matter and microorganisms.
- Reduce the risk of cross-infection by preventing the transfer of organisms from staff to patients, patient to staff and environment to staff.
- Protect hands from chemicals that may cause an adverse reaction on the skin.

Applying (Donning) and Removing (Doffing) of gloves.

Hand washing must take place with soap and water or alcohol hand sanitiser rub before donning and after doffing of gloves.

Do not wear jewellery other than a plain wedding band under gloves. Refer to LPT Glove Policy, Dress Code and Uniform Policy and Hand Hygiene Policy.



It is not usually necessary to wear gloves for administering immunisations unless there is a risk to exposure to blood/body fluids, non-intact skin from either the HCW or the person receiving the immunisation, a risk assessment should be carried out. (WHO guidance Best Practices for Injections and related procedures Toolkit).



When to change gloves:

- Between patients.
- Between procedures: - After different procedures/tasks on the same patient.
- Do not wear PPE, such as gloves, which have been used for a procedure after the task has been completed, remove immediately. Gloves must not be worn while moving to a different patient/area.
- Torn punctured or otherwise damaged gloves must not be used if this occurs during a procedure removed immediately, decontaminate hands and replaced.

Gloves are classed as healthcare waste.

Once gloves removed, they must be discarded into the appropriate clinical waste colour coded waste disposal bag (NICE 2003 updated 2012). Refer to LPT Waste Management Policy.

## 7.0 Face masks/respirators



The mucous membrane of the mouth, nose and eyes are portals of entry for infectious agents as other skin surfaces if not intact.

Face masks/Respirators may have to be worn when dealing with patients in source isolation precautions, to protect against respiratory infectious aerosols/droplets.

Face protection may also be worn by staff when a patient is known to spit and by staff and/or patients during minor surgery.

Face masks/Respirators should be based on an assessment of risk (Appendix 3) along with the type of face protection to be used. Masks should be well fitting and conform to European standards.

General surgical facemasks must be worn:

- During procedures likely to cause splashing of body substances into the mouth or nose of the HCW.
- By staff during procedures when an aerosol from body fluids maybe created.
- By staff to protect from potential shedding of microorganisms from the HCW during minor surgery.

Surgical facemasks are not effective at filtering out small respiratory particles. Specialised respiratory protective equipment (respirators') are recommended for certain respiratory diseases e.g. multiple drug-resistant pulmonary tuberculosis, Severe Acute Respiratory Syndrome and pandemic influenza.

Respiratory PPE must fit the user correctly and the **staff must be trained** in how to use and adjust it in accordance with The Health and Safety Executive.

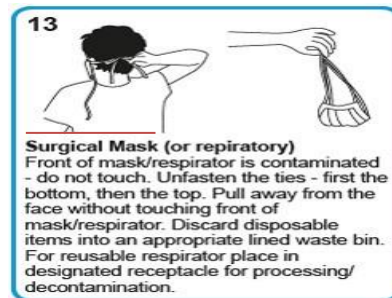
**Staff should not use a FFP3 respirator unless tested as safe.**

Applying (Donning) and Removing (Doffing) of disposable masks/respirators.

### Donning



### Doffing



Masks /respirators must **NOT** be worn around the neck or be removed from the face except when they are to be discarded

Masks/respirator are classed as healthcare waste.

Once mask/respirator is removed, they must be discarded into the appropriate clinical waste colour coded waste disposal bag (NICE 2003 amended 2012). Refer to LPT Waste Management Policy.

When to change a mask/respirator

- Between patients.
- Becomes contaminated with body fluids then it must be changed immediately.
- Do not wear PPE, such as mask/respirator that has been used for a procedure after the task has been completed, remove immediately. They should never be worn while moving to a different patient/area.

## 8.0 Eye protection/face visors/protective spectacles

Goggles, visors or protective spectacles must be worn to protect the eyes from;

- Aerosol or splash contamination from body substances/parts e.g. nails surgery, bladder washouts and emptying catheter bags.
- Aerosol or splash contamination from chemicals

Eye protection must fit correctly and be comfortable to wear. It must allow for uncompromised vision.

Prescription spectacles are inadequate protection unless fitted with side protectors and therefore eye protection/face visors should be worn over the top of spectacles.

Applying (Donning) and Removing (Doffing) of Eye Protection / Face Visors/ Protective Spectacles

## Donning



## Doffing



Eye Protection / Face Visors/ Protective Spectacles are classed as healthcare waste. Once removed, they must be discarded into the appropriate clinical waste colour coded waste disposal bag (NICE 2003 amended 2012). Refer to LPT Waste Management Policy.

Some of these items may not be disposable. The appropriate method of decontamination must be implemented before re-use. Refer to manufacturer's instructions and or LPT Cleaning and Decontamination Policy.

## 9.0 Forearm protection

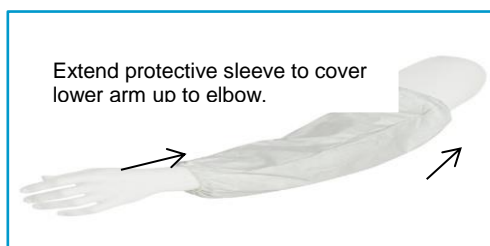


Forearm protection should be available for use in areas that there is a risk of injury. It should be used in conjunction with a detailed plan of care to minimise injuries from scratches and bites.

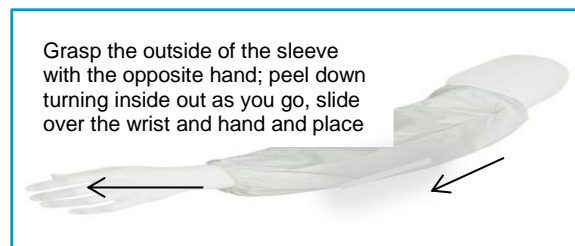
Arm protection must remain fitted at the wrist, keeping hands free to undertake hand hygiene.

Applying (Donning) and Removing (Doffing) of sleeve protectors

### Donning



### Doffing



Disposable forearm protectors are classed as healthcare waste. Once removed, they must be discarded into the appropriate clinical waste colour coded waste disposal bag (NICE 2003 amended 2012). Refer to LPT Waste Management.

## **10.0 Training needs**

There is a need for training identified in this policy. In accordance with the classification of training outlined in the Trust Learning and Development Strategy, this training has been identified as mandatory and role development training.

The course directory e source link below will identify who the training applies to, delivery method, the update frequency, learning outcomes and a list of available dates to access the training.

A record of the event will be recorded on uLearn.

The governance group responsible for monitoring the training is the Infection Prevention and Control Committee and Quality Assurance Committee.

To access the training:

<http://www.leicspart.nhs.uk/Library/AcademyCourseDirectory.pdf>

## 11.0 References and bibliography

Control of Substances Hazardous to Health (COSHH) 2002.

[www.hse.gov.uk/coshh/index.htm](http://www.hse.gov.uk/coshh/index.htm)

Department of Health: The Health and Social Care Act 2008; Code of practice and on Prevention and Control of Infections and related guidance. (updated 2015).

<https://www.gov.uk/government/publications/the-health-and-social-care-act-2008-code-of-practice-on-the-prevention-and-control-of-infections-and-related-guidance>

DH Health and Safety at work etc Act (1974)

DH Health and Safety Regulations (2002)

Essential practice for infection prevention and control: Guidance for nursing staff. RCN (2012).

[https://my.rcn.org.uk/\\_data/assets/pdf\\_file/0008/427832/004166.pdf](https://my.rcn.org.uk/_data/assets/pdf_file/0008/427832/004166.pdf)

Guidance: Blood-borne viruses: protection of health care workers.

<https://www.gov.uk/government/publications/blood-borne-viruses-protection-of-health-care-workers>.

Health and Safety Executive (HSE): The Personal Protective Equipment Regulations 2002 and the Personal Protective Equipment at Work Regulations 1992 (as amended 2002)

<http://www.hse.gov.uk/toolbox/ppe.htm>

Immunisation against infectious disease: The Green Book

<https://www.gov.uk/government/collections/immunisation-against-infectious-disease-the-green-book>

Loveday H et al (2014) epic 3: National evidence based guidelines for preventing healthcare associated infections in NHS hospitals in England. Journal of Hospital Infections; 86S1:S1-S70

LPT Dress and Uniform Policy (2017)

LPT Glove Policy (2016)

LPT Infection Prevention and Control Cleaning and Decontamination of Equipment, Medical Devices and the Environment, (Including the management of blood and body fluid spillages) Policy (2015)

LPT Infection Prevention and Control Hand Hygiene Policy (2017)

LPT Infection Prevention and Control Management of a Patient Requiring Source Isolation Precautions Policy (2017)

LPT Waste Management Policy (2015)

Management of Health and Safety at Work Regulations 1999

<http://www.legislation.gov.uk/ukxi/1999/3242/contents/made>

Medicines and Healthcare products Regulatory Agency; Part of: Medical devices: safety posters and leaflets, Patient safety, Good practice, inspections and enforcement, and Medical devices regulation and safety Published: 1 December 2013 Single-use medical devices: leaflet

<https://www.gov.uk/government/publications/single-use-medical-devices-leaflet>

National Institute for Health and Care Excellence; Clinical Healthcare-associated infections: prevention and control in primary and community care Clinical guidelines 139 (2003 amended 2012).

<https://www.nice.org.uk/guidance/cg139/resources/healthcareassociated-infections-prevention-and-control-in-primary-and-community-care-pdf-35109518767045>

NHS Professionals; Standard Infection Control Precautions; Clinical Governance.V5 March

2016 <http://archive.nhsprofessionals.nhs.uk/Download/CG1%20NHSP%20Standard%20Infection%20Prevention%20and%20Control%20Guidelines%20V5%20March%202016.pdf>

NHS Resolution, formerly The NHS Litigation Authority (2017)

Prevention of Infection & Communicable Disease Control in Prisons & Places of Detention – A manual for Healthcare Workers and other Staff. July 2012: version 2 © Health Protection Agency.

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/329792/Prevention\\_of\\_infection\\_communicable\\_disease\\_control\\_in\\_prisons\\_and\\_places\\_of\\_detention.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/329792/Prevention_of_infection_communicable_disease_control_in_prisons_and_places_of_detention.pdf)

Siegel JD, Rhinehart E, Jackson M, Chiarello L: Guideline for Isolation Precautions: Preventing Transmission of Infectious Agents in Health Care Settings (2007). Health Care Infection Control Practices Advisory Committee.

<https://www.ncbi.nlm.nih.gov/pubmed/18068815>

WHO guidance Best Practices for Injections and related procedures Toolkit 2010

<https://www.ncbi.nlm.nih.gov/books/NBK138491/>

## Stakeholder and Consultation

### Key individuals involved in developing the document

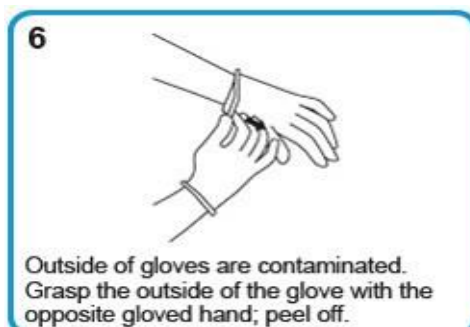
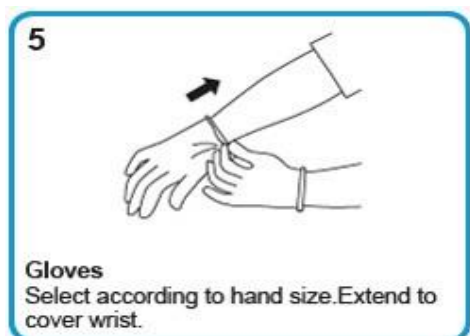
<u>Name</u>	<u>Designation</u>
Annette Powell	Infection Control Nurse
Amanda Hemsley	Senior Nurse Advisor Infection Control
Antonia Garfoot	Senior Nurse Infection Prevention Control Nurse
Mel Hutchings	Infection Prevention Control Nurse
Andy Knock	

### Circulated to the following individuals for comment

<u>Name</u>	<u>Designation</u>
Claire Armitage	Lead Nurse AMHS
Laura Belshaw	Lead Nurse MHSOP
Pauline Blake	Training and Development Manager
David Bridges	Matron Fielding Palmer Hospital
Adrian Childs	Director of Infection Prevention & Control / Chief Nurse
Michelle Churchard	Senior Advisor LDS
Sarah Clements	Matron Evington Centre
Liz Compton	Senior Matron AMH in-Services
Suraiya Hassan	Matron Loughborough Hospital
Jane Howden	Matron Melton and Rutland Hospitals
Lorna Jones	Matron stroke ward 1 Coalville
Tejas Khatau	Lead Pharmacist FYPC
Bernadette Keavney	Health Safety and Security Manager
Sarah Latham	Matron Hinckley and Bosworth Hospital
Jane Martin	Senior Nurse Rehabilitation and LDS
Andrew Moonesinghe	Pharmacy Service Manager
Anthony Oxley	Head of Pharmacy
Amin Pabani	Service Manager Podiatry
Kam Palin	Occupational Health Nurse
Vic Peach	Head of Professional Practice and Education
Zayad Saumtally	Matron Bennion Centre
Jude Smith	Head of Nursing
Sally Smith	Senior Zone Co-Ordinator
Emma Wallis	Lead Nurse CHS
Helen Walton	Property Manager Estates and Facilities
Katie Willetts	Nurse Specialist FYPC
Joanne Wilson	Lead Nurse for FYPC
Tracy Yole	Lead Nurse for Community Services

## Infection Prevention and Control Team

### Sequence for Donning PPE





8



**Apron**

Apron front is contaminated. Unfasten or break ties. Pull apron away from neck and shoulders touching inside only. Fold and roll into a bundle. Discard into an appropriate lined waste bin.

9



**Gown/Fluid repellent coverall**

Gown/Fluid repellent coverall front and sleeves are contaminated. Unfasten neck, then waist ties.

10



Remove using a peeling motion; pull gown/fluid repellent coverall from each shoulder towards the same hand.

11



Gown/fluid repellent coverall will turn inside out. Hold removed gown/fluid repellent coverall away from body, roll into a bundle and discard into an appropriate lined waste bin or linen receptacle.

12



**Eye Protection (Goggles/face shield)**

Outside of goggles or face shield are contaminated. Handle only by the headband or the sides. Discard into a lined waste bin or place into a receptacle for reprocessing/ decontamination.

13



**Surgical Mask (or respiratory)**

Front of mask/respirator is contaminated - do not touch. Unfasten the ties - first the bottom, then the top. Pull away from the face without touching front of mask/respirator. Discard disposable items into an appropriate lined waste bin. For reusable respirator place in designated receptacle for processing/ decontamination.



**Infection Prevention and Control Team**

**GUIDELINES FOR THE USE AND DISPOSAL OF PERSONAL PROTECTIVE EQUIPMENT**

**GENERAL PRINCIPLES:** To prevent the transmission of blood-borne viruses and to prevent the transmission of other pathogens.

