Cyfadran Addysg a Addysg Gydol Oes a Hamdden

Directorate of Education and Lifelong Learning

Recommended Hygiene Policy for Schools

Policy adopted by Governing Body on:

Chair of Governors (print name):

Signature:

Review date:

A greener place
Man gwyrddach

CAERPHILLY COUNTY BOROUGH COUNCIL
CYNGOR BWRDEISTREF SIROL CAERFFILI

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Accessible Formats

This document is available in English and Welsh in Microsoft Word and pdf formats in Arial font size 14 as standard.

Hygiene Policy Statement

In schools, where children are in close and frequent physical contact with each other, infectious diseases can spread rapidly…….school will seek to help protect children and staff from infections and reduce the risk of outbreaks by ensuring;

- Rigorous hygiene procedures are in place
- Ensure information is provided to parents and staff on keeping infectious children and staff away from school to prevent contamination.

The development of a whole school approach to hygiene is essential in ensuring consistent messages and the development of skills in a supportive school environment. Following the Pennington enquiry (2009) which investigated the outbreak of E.coli in South Wales in 2005, a series of recommendations aimed at public sector bodies and food businesses were made. One of those recommendations was that every local authority should have a programme of audits to ensure that all schools have adequate toilet and hand washing facilities.

1. Introduction

The content of this policy outlines the pattern of development through learning about hygiene, which pupils who attend. ……..school will follow. The policy refers to the teaching of health and wellbeing, with regard to pupils in the foundation phase and key stage 2/3/4. *(amend as required)*

Education about hygiene can help children make informed choices that can impact their health. Children's physical development depends upon the attention given to proper nutrition, sufficient exercise, appropriate hygiene, safety and positive healthy choices. Children need to appreciate the relationship between diet and growth, between exercise and wellbeing, and between personal hygiene and disease.

We consider the role of the school to support families and the wider community, by ensuring the ethos of the school is established as a health promoting environment.

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2. Aim

- To establish and maintain life-long healthy lifestyles and good hygiene habits and to provide a clean and hygienic school environment to promote the welfare of children and staff

3. Objectives

- To ensure all aspects of good hygiene are encouraged among pupils, staff and visitors
- To provide consistent messages in school about good hygiene within and outside of the taught curriculum
- To increase pupils' knowledge, understanding, experience and attitudes towards good hygiene
- To ensure the provision for hygiene in school reflects the cultural and medical needs of all pupils
- To ensure the school environment is a hygienic place to learn and work in

4. Curriculum

Effective hygiene education will enable children to make responsible informed choices. This will not be delivered in isolation and reflect the approach within the Personal and Social Education (PSE) Framework for Wales, which underpins this Policy.

Key Stage		
Foundation Phase	**Personal Development** • Children should be given the opportunities to become independent in their personal hygiene needs and to be more aware of personal safety.	

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	Well Being • Children should be given opportunities to develop an understanding that exercise and hygiene and the right types of food and drink are important for healthy bodies.	
	PSE Framework	**Design & Technology in the National Curriculum for Wales**
2	**Health and emotional well-being** *Learners should be given opportunities to:* • take increasing responsibility for keeping the mind and body safe and healthy *And to understand:* • The features and physical and emotional benefits of a healthy lifestyle	**Skills - Food** *Pupils should be given opportunities to:* • Plan and carry out a broad range of practical food preparation tasks safely and hygienically **Range – Health & Safety** • They should be made aware of the impact their own health and safety of certain behaviour e.g. healthy eating.
3	**Health and emotional well-being** *Learners should be given opportunities to:* • display a responsible attitude towards keeping the mind and body safe and healthy *and to understand:* • the relationship between diet, exercise, and good health and well-being	**Skills - Food** *Pupils should be given opportunities to:* • Plan and carry out a broad range of practical cooking tasks safely and hygienically **Range – Health & Safety** • They should be made aware of the impact their own health and safety of certain behaviour e.g. healthy eating.

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4	**Health and emotional well-being** *Learners should be given opportunities to:* • accept personal responsibility for keeping the mind and body safe and healthy *and to understand:* • the short and longer term consequences when making decisions about personal health	

Largely, education about Hygiene will take place in PSE and Food Technology lessons, although some aspects will be addressed within daily routines and on an incidental basis. Staff will raise children's awareness of good hygiene practices by teaching them about the importance of;

- hand washing
- nose wiping and disposal of tissues
- the spread of infection through coughing and sneezing
- food and kitchen hygiene
- Puberty and growing up

A useful resource to support the delivery of work on microbes and disease can be found at: www.e-Bug.eu

Delivery

Pupils will learn about hygiene using approaches that provide:

- Consistent accurate information presented simply and clearly
- Informative and accessible reading material
- Access to peers and credible adult experts, in addition to teachers
- Stimulating and enjoyable tasks

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Use of outside speakers

Where people from external agencies are invited into the school they are 'visitors' and will be seen as contributing to the school's agreed programme and not replacing it. Visitors delivering any aspects of Hygiene will be involved in the planning of the full programme and contribute their specific expertise where required e.g School nurse, Healthy Schools

5. Environment

To assist the school in achieving statutory compliance the head teacher will ensure that:

- the school premises (furniture, furnishings and fittings) are clean and safe before the children arrive each day
- a documented programme of cleaning for the entire school is in place
- cleaning staff are appropriately trained and aware of British Institute of Cleaning Science (BICS) guidance and COSHH Regulations
- all cleaning equipment is colour coded in line with the British Institute of Cleaning Science (BICS)
- all cleaning chemicals and equipment are stored safely in a lockable cupboard
- procedures for removing spills of blood and body fluids are in place (see 5.3)
- include hygiene procedures in staff induction and training
- waste is removed promptly and is not allowed to **accumulate**
- well-maintained toilet facilities are provided where pupils feel comfortable and safe and have open access to throughout the school day
- provision for suitable, sufficient and readily accessible hand washing and drying facilities for staff and children are available.
- a maintenance contract is in place for all water coolers in the school

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- use notices, posters and staff meetings to promote good hygiene practices

- a list of notifiable diseases is kept and staff are familiar with local guidelines and procedures for notifying the CCDC and EHO of outbreaks of disease

- display a list of addresses and telephone numbers for key health contacts including your nearest Accident and Emergency Department, Health Centre, EHO and CCDC

- COSHH data sheets for all cleaning chemicals are held either by the school or the contracted cleaning service

5.1 Training

The school will ensure that all staff responsible for food preparation and handling under takes the Level 2 award in Food Safety, and that is updated as required.

5.2 Food and Kitchen hygiene

Food preparation areas conform to environmental health and food safety regulations. Staff responsible for preparing and handling food in school are aware of, and comply with regulations relating to food safety and hygiene. In particular:

Staff will:
ensure all food and drink is stored appropriately, refrigerated as needed including considerations for the contents of children's packed lunches
hand wash before touching food and immediately after handling raw food, especially meat and poultry
clean and disinfect kitchen work surfaces immediately before use and immediately after contact with raw food
regularly clean and disinfect and contact surfaces (e.g. handles, taps)
regularly clear food debris from surfaces (e.g. cupboards, refrigerators, microwaves), and clean and disinfect them
ensure all cooking and eating utensils are properly cleaned before use

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Staff will:
use a bin with a lid and clean and disinfect it regularly
wash fruit and vegetables well (especially if they are to be eaten raw) including considerations for fruit tuck shops
avoid contact between cooked and raw foods (e.g. use separate chopping boards and knives)
check use-by dates and avoid damaged food or packages
keep refrigerators set at or below 5°C (thus ensuring food remains below 8°C – the legal limit), and freezers at or below minus 18°C
cook food thoroughly and evenly (especially meat). Thorough cooking will destroy most germs. However, all parts of the food must reach at least 75°C
serve cooked food immediately, or cool and refrigerate it within 1 to 2 hours. Germs can multiply quickly in food left to stand at room temperature.
Keep tea towels clean and washed between sessions of activity with pupils
Staff should not:
drink unpasteurised milk or give it to children
eat raw or lightly cooked eggs or uncooked dishes made with them
eat meat that is undercooked or still pink
eat pâté or ripened soft cheese (e.g. camembert, brie and blue cheeses) if you are pregnant or allow young children to eat any of the above foods
allow animals on kitchen surfaces
refreeze food once it has defrosted
reheat food more than once
allow children into the kitchen area, unless it is used solely for a supervised cooking activity
use cracked or chipped crockery
carry hot drinks through the play areas or place hot drinks within reach of children

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Dietary Requirements

Current information about individual children's dietary needs are recorded and communicated verbally to all staff and volunteers. Staff are required to show sensitivity in providing for children's diets and allergies. Staff do not use a child's diet or allergy as a label for the child or make a child feel singled out because of his/her diet or allergy. Children are discouraged from sharing and swapping their food with one another in order to protect those with food allergies.

Food Standards Agency

The local authority regularly undertake risk based inspections to assess compliance with food hygiene legislation. Food Hygiene Ratings are issued following unannounced inspections. The school's current rating is…..., which is displayed within the school entrance.

5.3 Toilets and Toileting

To ensure staff are aware of and are able to carry out effective hygiene practices, the head teacher will ensure that;

- all toilets are open and available to pupils throughout the school day
- the toilet and washroom facilities are suitable for the range of users, including pupils with disabilities and special needs and cater for the needs of all pupils from ethnic and religious communities
- the toilet facilities provide appropriate privacy for users
- all toilet areas have access to supplies of warm and cold water, liquid soap, hand drying facilities and toilet tissue in dispensers, provided at a convenient height, at all times
- provision of sanitary disposal units in all female cubicles (for girls aged eight and over)
- ensure drinking water supplies are available in appropriate locations, and not in toilet areas
- supervision of the toilets at break and lunchtimes is undertaken by Staff, if required.

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To prevent the spread of all infections, staff will ensure the following toileting good practices are observed: -

• Only staff members will accompany pupils to the toilets, as required
• Staff will take into account every child's individual needs and work in partnership with Parents/Carers in toileting matters
• Any accidents are dealt with swiftly, with minimal fuss, involving a change of clothing for the child
• Spare laundered pants, and other clothing, will be available in case of accidents. Polythene bags will be available in which to wrap soiled garments in order to return them to the Parent/Carer
• The use of electric hand dryers will be supervised. Paper towels will be available, and disposed of appropriately when used.
• Hand washing and all aspects of hygiene are encouraged by all staff

5.4 Procedures for dealing with Spills

Spills of blood and body fluids (e.g. faeces, vomit, urine, nasal secretions) are regarded as potentially infectious and any contaminated surfaces are immediately cleaned and disinfected.

The school protocol for dealing with spills is detailed below:

Staff will:	
• wear disposable (non latex) gloves and a plastic apron whilst cleaning spills of blood and body fluids	
• use disposable paper towels to wipe up the spill and discard in a plastic bag	• If use of a mop is required to clean a heavily contaminated area, e.g. a spill of vomit or faeces, it must be disposed of after use • The school will use disposable mop heads
• disinfect all surfaces contaminated with body fluids using a disinfectant that will kill both bacteria and viruses	

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Staff will:	
• after removing the spill, clean the area with a freshly prepared solution of detergent and water	
• wash hands after removing gloves	
• put any waste into a plastic bag for disposal (according to local guidelines)	
• follow the manufacturer's instructions when using disinfectants and cleaning products* •	
• ensure disinfectants are stored in a locked cupboard after use	
• consider steam cleaning fabric or carpeted areas as soon as possible after contamination	
Staff will not:	
• use bleach products on carpets or wooden surfaces, or in confined unventilated areas	• use bleach on spills of urine.

5.5. Animals

Animals, including pets and farmyard animals carry a wide range of bacteria. Therefore staff will encourage pupils to wash their hands immediately after handling animals at school. Staff will also ensure that pupils are shown how to wash hands correctly to help prevent the spread of bacteria and viruses. A detailed risk assessment (Appendix 1) should be undertaken for any animals kept on school premises as class 'pets'.

6. Illness absence

Parents/carers are made aware that any child who is acutely unwell should be kept away from school until they are well enough to benefit and participate. In addition, even if they appear well, it is necessary to keep children who have certain infectious diseases away from school for an appropriate period, to help prevent others from becoming infected. The table below provides guidance on appropriate absence periods for some common infections:

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Disease	Absence period
Chickenpox	For 5 days after rash appears
Conjunctivitis	None
Diarrhoea and vomiting	Until 48 hours after the last episode of diarrhoea or vomiting
Hand, foot and mouth disease	None
Hepatitis A	Exclude until seven days after onset of jaundice (or seven days after symptom onset if no jaundice)
Impetigo	Until lesions are crusted and healed, or 48 hours after commencing antibiotic treatment
Measles	Four days from onset of rash
Mumps	Exclude child for five days after onset of swelling
Pertussis (whooping cough)	Five days from commencing antibiotic treatment, or 21 days from onset of illness if no antibiotic treatment
Ringworm	Exclusion not usually required
Rubella	Six days from onset of rash
Scabies	Child can return after first treatment
Scarlet fever	Child can return 24 hours after commencing appropriate antibiotic treatment
Threadworms	None
Tuberculosis	Always consult the Health Protection Team

For a further detailed guidance, the ‘All Wales Infection Prevention and Control for Education Settings Guidance (2017)’ can be found in the school reception area.

Parents/carers will be asked to keep their children at home if they have any infection, and to inform the school as to the nature of the infection, so that the school can inform other parents/carers if necessary, and to make careful observations of any child who seems unwell.

If a child is issued prescribed medication, procedures outlined in the school’s Administering Medicines Policy will be followed.

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Head lice

Parents/carers should notify the school if they discover that their child has head lice. In this instance the school will issue appropriate guidance to parents in the form of a letter / leaflet, advising of necessary precautions and advice for treatment. Pupils are expected to continue attending school as normal whilst being treated.

7. Immunisations

Pupil Immunisations

Immunisation status is checked at school entry and at the time of any vaccination. Parents are encouraged to have their child immunised and any immunisation missed or further catch-up doses organised through the child's GP.

For a full break down of the vaccines that are routinely offered to everyone in the UK, and the ages at which they should ideally be given. Can be seen on the NHS website;

http://www.nhsdirect.wales.nhs.uk/LiveWell/vaccinations/

Please note children who present with certain risk factors may require additional immunisations.

Staff Immunisations

All staff should undergo a full occupational health check prior to employment; this includes ensuring they are up to date with immunisations. All staff aged 16–25 should be advised to check they have had two doses of MMR and one dose of Men C.

8. Safeguarding

It may be necessary to invoke local Safeguarding Procedures if a pupil's safety or welfare (or that of another pupil) is under threat. It would be only be in exceptional circumstances, e.g where there is a clear child protection issue, that sensitive information is passed on against a pupil's wishes, and even then the school will inform the pupil first and endeavour to explain why this needs to happen. These exceptions are defined by a moral or professional duty to act:

- Where there are child protection issues

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- Where a life is in danger

9. Confidentiality

Teachers will not promise confidentiality. The boundaries of confidentiality will be made clear to pupils. If a pupil discloses information which is sensitive, not generally known, and which the pupil asks not to be passed on, it will be discussed with a senior member of staff. The request will be honoured unless this is unavoidable in order for teachers to fulfil their professional responsibilities in relation to:

- Child Protection
- Co-operation with a police investigation
- Referral to external service

Every effort will be made to secure the pupils agreement to the way in which the school intends to use any sensitive information.

10. Community

Within its broad purpose of 'education for life', the school will seek to:

- Raise awareness of, and promote, the activities and policy of the school around hygiene, in partnership with key community and health agencies

- Encourage good hygiene practices by providing information to parents to reinforce key messages in the home environment

11. Equality

As an employer and provider of services, the school will not unlawfully discriminate on grounds of age, disability, gender, gender reassignment, race or ethnicity, religion or belief, sexual orientation, marriage or civil partnership, pregnancy and maternity or on the grounds of Welsh language.

All pupils, their parents and guardians, volunteers, staff and school governors are valued and will be treated with dignity and respect. We will not tolerate any form of discrimination, harassment or victimisation.

We will work across our school community to ensure our commitment to equality and fairness is shared and take steps to ensure that our school is accessible, welcoming and inclusive.

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12. Implementation

- The Governing Body to nominate the Health and Safety Governor to take specific responsibility for Hygiene

- SMT will ensure that there is adequate training and resources for all staff / AOTTs involved in the delivery of the aims and objectives of the Hygiene Policy

- The governor with the responsibility for Health & Safety /Hygiene will liaise with the SMT regularly

- SMT will take advantage of the existing national and local initiatives and resources relating to Hygiene

13. Monitoring and Evaluation

- Opportunities will be provided which will enable pupils to participate and evaluate what they have learnt according to their age, needs and ability
- Parents will be invited to feedback their ideas for improvements on a regular basis both verbally and through questionnaires
- School Council
- Progress will be monitored at regular intervals by SMT and governor responsible for Health & Safety: specific issues will be discussed at staff meetings as appropriate

This policy will be reviewed in accordance with the School Development Plan.

14. Media

Staff will not report incidents and /or issues concerning food hygiene safety to local press and media generally. The head teacher, in consultation with LEA and Governors will deal personally with all media matters.

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References

All Wales Infection Prevention and Control for Education Settings Guidance (2017)

A & ED cleaning - Assets and Economical Development

BOG Standard Sample School Toilet Policy
http://www.eric.org.uk/Campaigns/TheRightToGo

Design and Technology in the National Curriculum for Wales (2008)

Guidance on infection control – Schools and Pre-School settings (2014)

Personal and Social Education (PSE) Framework for 7-19 year olds in Wales (2008)

School toilets: Good practice guidance for schools in Wales (2012)

WCBC Model Strategic Equality Plan & Equality and Diversity Policy (2012)

Weblinks

Carex Teaching Resources:

http://www.carex.co.uk/teacher-zone

E-bug Resources:

http://www.e-bug.eu/

Global Hand Washing Resources:

http://www.globalhandwashingday.org-uk/resources.html

Guidance on the Control of Substances Hazardous to Health (COSHH):

http://www.hse.gov.uk/coshh/

Hand Hygiene Resources:

http://www.washyourhandsofthem.com/children's-pack.aspx

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NHS Vaccinations Routine:

http://www.nhsdirect.wales.nhs.uk/LiveWell/vaccinations/

Omlet Risk Assessment for Keeping Animals:

https://www.omlet.co.uk/

The British Institute of Cleaning Science:

http://www.bics.org.uk/

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Appendix 1:

Risk assessment for schools keeping animals on site. (Designed by Omlet Resources - https://www.omlet.co.uk)

Risk	Measure to Control Risk	Are Control Measures in Place - Yes/No	If No State the Action to be Taken.	Residual Risk High, Medium, Low
Information	• Is the animal(s) considered to be suitable for children? If you are unsure it may be helpful to consult the RSPCA.			
	• Is a member of staff responsible for the welfare of the animals taking into account weekend and holiday periods?			
	• Are appropriate arrangements in place to ensure that staff receive adequate information / instruction regarding the keeping and handling of animals?			
Disease	• Has the animal(s) been purchased from a reputable supplier?			
	• Has the animal(s) been vaccinated against known diseases?			
	• Are appropriate disinfectants available for staff to wipe down surfaces?			
	• Are staff and pupils instructed to wash their hands before and after contact?			

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Risk	Measure to Control Risk	Are Control Measures in Place - Yes/No	If No State the Action to be Taken.	Residual Risk High, Medium, Low
	• Are arrangements in place to clean and disinfect housing at regular intervals by staff or children under direct supervision?			
	• When necessary is appropriate protective clothing/equipment available e.g. gloves?			
	• Is the housing inspected on a regular basis for damage?			
Allergic Reactions	• Do staff or pupils have any known allergic reactions to animals, bedding, feed?			
Bites and Scratches	• Are arrangements in place for first aid e.g. to wash all animal bites and scratches and to seek medical advice if in doubt about the risk of infection?			
Substances	• Are any substances used for cleaning covered by COSHH?			
	• If the substance is not covered by COSHH, is it stored and used in accordance with the manufacturer's recommendations i.e. details contained in the data sheet?			

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Risk	Measure to Control Risk	Are Control Measures in Place - Yes/No	If No State the Action to be Taken.	Residual Risk High, Medium, Low
Are there any other foreseeable hazards associated with the keeping and handling of animals? Please circle YES / NO	List any additional control measures:			

ASSESSED BY:	SIGNED:	DATE:
		REVIEW DATE:

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