

# West Monmouth School

Ysgol Gorllewin Mynwy



## Health & Hygiene Policy

Polisi Iechyd a Hylendid

Date Approved by Governors: .....

Date Reviewed by Governors: .....

**West Monmouth School**

**Health and Hygiene Policy**

### Introduction

Health and Hygiene is an essential part of every pupil's development. It helps protect children from illness and risks and develops healthy lifestyles.

The *United Nations Convention on the Rights of a Child (UNCRC)*, which has been adopted by the Welsh Government, identifies key services which children and young people are rights holders of. Some of the articles identified within the UNCRC can be related directly to the area of *Health & Hygiene* and *School Toilets (School toilets: Good practice guidance for schools in Wales)*:

- *Article 3* – The best interests of the child
- *Article 6* - *The right to develop healthily*
- *Article 12* – The right to participate in decision making
- *Article 16* – The right to privacy
- *Article 23* – The right to receive special care and support if you have a disability
- *Article 24* – The right to food quality health care.

At West Monmouth School we seek to uphold and adhere to the UNCRC, and acknowledge the skills development encapsulated within an effective *Health, Hygiene and Toilet Policy*.

### Key Skills:

- a) Promotes the spiritual, moral, cultural, mental and physical developments of pupils at school, and within society.
- b) Prepares pupils for the opportunities, responsibilities and experiences of adult life.

### Aims

- To ensure all children are provided with an excellent standard of health and hygiene
- To maximise access to learners' toilet facilities during the day to promote the health, well-being and learning opportunities of all learners.
- To provide good quality toilet facilities throughout the school.

### Rationale:

- We value and respect our learners and want them to be able to benefit from good provision and practice
- The school recognises that well-maintained toilet facilities where learners feel comfortable and safe and have open access to throughout the school day, are essential for health, well-being, and learning.

### Objectives:

- To ensure that this policy is both accepted and upheld by the whole-school community – school management, staff, learners, governors, parents/carers, cleaning and ancillary staff.
- To ensure that health and hygiene standards are met throughout the school – school toilets, school kitchen, staff-room, etc.
- To ensure children are aware of health and hygiene issues during varying times of the day – hand-washing, transference of germs, cross-contamination, etc.
- To keep all toilets open and available to learners throughout the school day. While learners can use toilet facilities at break and lunchtimes if they need to, we ensure learners have access at all times.

- To ensure that the toilet and washroom facilities are suitable for the range of anticipated users, including learners with disabilities and special needs, as well as learners from ethnic and religious communities; to ensure these needs are met in a sensitive, informed and appropriate manner.
- To ensure that all toilet/ hand-washing areas have properly maintained supplies at all times of warm and cold water, liquid soap, hand drying facilities and toilet tissue in dispensers, provided at a convenient height.
- To locate drinking water supplies and outlets in safe and appropriate locations, and not in toilet areas.
- To actively seek the views of the whole-school community in relation to any concerns about toilet provision and access issues (ensuring a child-friendly procedure for learners to report deficiencies or problems) and to respond seriously to these and deal promptly with any problems highlighted by the learners.
- To actively consult and involve the learners in managing the toilets (via the school council).
- To encourage learners to respect the toilets and each other (via the school council, in PSE lessons).
- To implement and maintain annual reviews of the policy to monitor that it is being adhered to and remains relevant.

#### Procedures:

The hygiene procedures are in place in line with recommendations in *Mind the Germs* and *Teach Germs a Lesson*. Our school promotes a high standard of health and hygiene in its day-to-day work with children and adults. This is achieved in the following ways:

#### Illness

- If a child has an accident in school, we will administer First Aid as needed, and contact parents/ carers in order to report the incident. Parents/ carers are always notified by telephone if a child has had a bump to the head.
- If a child becomes ill during the school day they will be assessed by the Pupil Welfare Assistant to decide if they should go home. If so, parents/ carers or other nominated contacts will be telephoned.
- Parents are asked to keep their children at home if they have an infection, and to inform the school of the nature of the infection. We will alert other parents of the risk of infection if necessary.
- Parents are asked not to bring into school any child who has been vomiting or had diarrhoea until a minimum of 48 hours has lapsed since the last attack.
- Incidents of cuts or open sores will be addressed and any action taken will equate to the severity of the injury; if necessary the parent/ carer will be contacted.
- Our Pupil Welfare Assistant has responsibility for ensuring that all departments have a first aid box, and that equipment is kept clean, replenished and replaced as necessary. Sterile items are kept sealed in their packages until needed. Travel First Aid packs are taken on visits out of school.
- If a child is on prescribed medication the following procedures will be followed:
  - i. School staff will receive training in any medical conditions which have not been met before, in order to ensure a full understanding of the condition: anaphylactic shock, severe visual impairment, mobility problems, etc.
  - ii. All medication must have written consent provided by the parents/ carers and all prescribed medication must be in the original packaging together with the pharmacist label and pupil's name. All prescription medication must be securely locked away at all times. A permission form must be completed by the parent/carers.
  - iii. School staff will not administer medication, unless an emergency occurs, e.g. anaphylactic shock.

- iv. Medication, such as inhalers for asthma, must be clearly labelled with child's name. Written information must be provided from parents, giving clear instructions about the dosage and administration of the medication. We will assist younger children in the use of inhalers, providing written permission is given by parents/ carers.

### Information

- Parents/ carers have the opportunity to discuss health issues with school staff.
- The school will maintain links with health visitors and the school nurse. We gather health information and advice from the local health authority services and/or other health agencies.
- We do not allow smoking anywhere on school grounds.
- We do not allow dogs anywhere on school grounds

### HYGIENE

To prevent the spread of infection, adults will ensure that the following good practices are observed:

#### Personal hygiene

- Hands washed after using the toilet.
- Children with pierced ears are not allowed to try on or share each other's earrings.
- A box of tissues is available and children are encouraged to blow and wipe their noses when necessary. Soiled tissues are disposed of hygienically.
- Children are encouraged to shield their mouths when coughing.

#### Cleaning and clearing

- Any spills of blood or vomit are wiped up and disposed.
- Excrement will be flushed down the toilet. Disposable gloves are always used when cleaning up spills of body fluids. Floors and other affected surfaces are disinfected using anti-bacterial spray/ wipes accordingly.
- Fabrics contaminated with body fluids are thoroughly washed in hot water.
- Spare laundered pants, and other clothing, are available in case of accidents and polythene bags are available in which to wrap soiled garments. Children will be encouraged to change and clean themselves.
- All surfaces are cleaned daily with an appropriate cleaner.

#### Food

- The school will observe current legislation regarding food hygiene, registration and training.
- In particular, each adult will:
  - Always wash their hands under running water before handling food and after using the toilet.
  - Not be involved with the preparation of food if suffering from any infectious/contagious illness or skin trouble.
  - Never cough or sneeze over food.
  - Use different cleaning cloths for kitchen and toilet areas.
  - Prepare raw and cooked food in separate areas.
  - Keep food covered and either refrigerated or piping hot.
  - Ensure waste is disposed of properly and out of reach of the children. Keep a lid on the dustbin and wash hands after using it.
  - Wash fresh fruit and vegetables thoroughly before use.

- Any food or drink that requires heating will be heated immediately prior to serving and not left standing. No food or drink for children will be reheated.
- Tea towels will be kept clean and stored in a dust-free place, e.g. closed cupboard or drawer. Cracked or chipped crockery will not be used.
- Microwaves are cleaned regularly

### Responsibilities of Pupils

All pupils are expected to:

- Exercise personal responsibility for the safety of themselves and their fellow pupils.
  - Wear school uniform, PE kit for sports and exercise, indoor footwear when in the school building, and appropriate footwear for outdoors.
  - For PE, pupils must remove ear-rings tape. Staff will not remove ear-rings for children.
  - Observe all the safety rules of the school and in particular the instructions of the teaching staff in the event of an emergency;
  - Use and not wilfully misuse, neglect or interfere with things provided for safety purposes.
- The Governors and Head Teacher will make pupils and parents aware of these responsibilities through direct instruction, notices and the school prospectus.

### Equal Opportunities for All

- At West Monmouth School, we are committed to providing the highest possible standard of education for all our pupils, and will endeavour to meet the needs of all without unfair discrimination of any kind.
- Everyone is treated fairly and given equal access to learning and resources
- We aim to achieve the highest quality of educational opportunities for all pupils within our care.
- We seek to celebrate diversity and recognise the value of learning from each other.
- We aim to ensure an inclusive education and social inclusion for all.

### Strategic Equality Plan (SEP)

- In accordance with the Equality Act 2010, the school has developed and published a Strategic Equality Plan (2012-2016)
- The purpose of the equality objectives and plans are to enable the delivery of measurable equality outcomes which improve the lives of individuals and communities, demonstrating what the school will do to achieve them, how the school collects relevant information and evidence on which to base its decisions.
- The plan also outlines processes for monitoring progress and assessing the impact of proposals.

(Full details and a copy of the SEP plan are available on request at the school).

### *References:*

*Framework for Children's Learning for 3 to 7 year olds in Wales, DCELLS 2008*

*Equal Opportunities Policy*

*School Toilets Good Practice guidance for schools in Wales, Welsh Government 2012*

*Mind the germs! Infection Control Guidance for Nurseries, Welsh Government, 2006*

*Teach germs a lesson! Infection Control Guidance for Primary and Secondary Schools, Welsh Government, 2006.*