



## **Primary School Hygiene Policy**

**Policy adopted by Governing Body on:** 2/11/2020

**Chair of Governors (print name):** Mrs Vanessa Griffiths

**Signature:**

**Review date:** November 2023

### **Accessible Formats**

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

Other accessible formats including large print, Braille, BSL DVD, easy-read, audio and electronic formats, and other languages can be made available upon request.

To request a copy of this document in an accessible format contact 01978 357754 (school phone number).

## **Hygiene Policy Statement**

In schools, where children are in close and frequent physical contact with each other, infectious diseases can spread rapidly. Barker's Lane Community 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 boys and girls who attend Barker's Lane Community 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.

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 Barker's Lane Community School to support families and the wider community, by ensuring the ethos of the school is established as a health promoting environment.

### **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 at Barker's Lane 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.

<b>Found ation Phase</b>	<b>Personal Development</b> <ul style="list-style-type: none"> <li>● Children should be given the opportunities to become independent in their personal hygiene needs and to be more aware of personal safety.</li> </ul> <b>Well Being</b> <ul style="list-style-type: none"> <li>● 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.</li> </ul>	
	<b>PSE Framework</b>	<b>Design &amp; Technology in the National Curriculum for Wales</b>
<b>Key Stage 2</b>	<b>Health and emotional well-being</b> <i>Learners should be given opportunities to:</i> <ul style="list-style-type: none"> <li>● take increasing responsibility for keeping the mind and body safe and healthy</li> </ul>	<b>Skills - Food</b> <i>Pupils should be given opportunities to:</i> <ul style="list-style-type: none"> <li>● plan and carry out a broad range of practical food preparation tasks safely and hygienically</li> </ul>

	<p><i>And to understand:</i></p> <ul style="list-style-type: none"> <li>● the features and physical and emotional benefits of a healthy lifestyle</li> </ul>	<p><b>Range – Health &amp; Safety</b></p> <ul style="list-style-type: none"> <li>● they should be made aware of the impact their own health and safety of certain behaviour e.g. healthy eating.</li> </ul>
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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

**Delivery**

At Barker’s Lane Community School, 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

**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
- 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

## Training

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

## Food and Kitchen hygiene

Barker's Lane Community School's 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:

<b>Staff will:</b>
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
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 70°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
<b>Staff should not:</b>

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

## **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.

## **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 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.

To prevent the spread of all infection, staff at Barker's Lane Community School 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

### **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	
● disinfect all surfaces contaminated with body fluids using a disinfectant that will kill both bacteria and viruses	
● 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	
<b>Staff will not:</b>	
● use bleach products on carpets or wooden surfaces, or in confined unventilated areas	● use bleach on spills of urine.

## 6. Illness absence

Parents of pupils at Barker's Lane Community School 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:

Disease	Absence period
Chickenpox	For 5 days after rash appears
Conjunctivitis	None
<b>Covid-19</b>	<b>*Follow current guidelines at the time</b>
Diarrhoea and vomiting	Until 48 hours after the last episode of diarrhoea or vomiting

Hand, foot and mouth disease	None
Hepatitis A	Young children - 7 days after onset of jaundice.
Impetigo	Until lesions are crusted or healed or 48 hrs after commencing antibiotic treatment.
Measles	For 4 days after rash appears
Mumps	For 5 days after onset of jaw / neck swelling
Pertussis (whooping cough)	For 48 hrs after commencing antibiotics or 21 days from the onset of illness if no antibiotic treatment
Ringworm	Until treatment is started
Rubella	(German measles) For 5 days after the onset of the rash
Scabies	Until treated
Scarlet fever	For 24 hrs after commencing antibiotics
Threadworms	None
Tuberculosis	Consult the Health Protection Team

*Please refer to the Public Health Wales Health Protection Team 'Recommended Time to Keep Individuals Away from Settings because of Common Infections.'*

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.

## **Head lice**

Parents/carers should notify the school if they discover that their child has head lice. In this instance the school will offer appropriate guidance to parents, advising of necessary precautions and advice for treatment. Regular newsletters provide parents with information and reminders of the need for very regular examinations of their child's hair.

## **7. 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. See overleaf the UK Universal Immunisation Schedule:

<b>2 months old</b>	Diphtheria, tetanus, pertussis, polio and Hib (DTaP / IPV / Hib) Pneumococcal (PCV)	One injection One injection
<b>3 months old</b>	Diphtheria, tetanus, pertussis, polio and Hib (DTaP / IPV / Hib) Meningitis C (Men C)	One injection One injection
<b>4 months old</b>	Diphtheria, tetanus, pertussis, polio and Hib (DTaP/IPV/Hib) Pneumococcal (PCV) Meningitis C (Men C)	One injection One injection One injection
<b>Around 12 months</b>	Hib / meningitis C	One injection
<b>Around 13 months</b>	Measles Mumps and Rubella (MMR) Pneumococcal (PCV)	One injection One injection
<b>3 years and 4 months or soon after</b>	Diphtheria, tetanus, pertussis, polio (DTaP / IPV) or dTaP / IPV Measles Mumps and Rubella (MMR)	One injection One injection
<b>13 - 18 years old</b>	Tetanus, diphtheria, and polio (Td/IPV)	One injection
<b>Girls aged 12 - 13 years</b>	Cervical cancer caused by human papilloma virus types 16 and 18. HPV vaccine	Three doses over six months

*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.

## **8. Child Protection**

It may be necessary to invoke local Child Protection 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
- a life is in danger

## **9. Confidentiality**

Staff 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 staff 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 Barker's Lane Community 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.

Please refer WCBC Strategic Equality Plan & Equality and Diversity Policy for further information.

## **12. Implementation**

- The Community / Premises, Environment, Wellbeing and H&S sub-committee of the governing body take responsibility for Hygiene.
- SLT will ensure that there is adequate training and resources for all staff involved in the delivery of the aims and objectives of the Hygiene Policy
- The governors with responsibility for Health & Safety /Hygiene will liaise with the SLT regularly
- SLT 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 SLT and governor committee responsible for Health & Safety: specific issues will be discussed at staff meetings as appropriate

*This policy will be reviewed in three years, or in line with new guidance / legislation.*

## **14. Media**

Staff at Barker's Lane Community School will not report incidents and /or issues concerning food hygiene safety to local press and media generally. The head teacher, in consultation with LA and Governors will deal personally with all media matters. All media enquiries will be referred to the Wrexham Council Press Office.

## **References**

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

Teach germs a lesson! Infection Control Guidance for Primary and Secondary Schools (2006)

Guidance on infection control in schools and other childcare settings 'Health Protection Agency' (2011)

BOG Standard Sample School Toilet Policy [www.bog-standard.org](http://www.bog-standard.org)

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

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

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

A &ED cleaning - Assets and Economical Development

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

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

## **Additions to the Policy re: Covid-19**

*During the pandemic the following amendments apply to the policy:*

### **Handwashing / Sanitising:**

- All staff and learners are expected to follow WG guidelines on handwashing; hot water and soap is available at every washing area; paper towels are provided to dry hands (hand dryers have been put out of use); taps are sprayed periodically throughout the day with disinfectant; hand sanitiser is available in classrooms and outside junior toilets; hand sanitation stations are located by each entrance; posters for handwashing displayed; younger learners supervised when washing hands.
- All learners to be supervised sanitising their hands prior to entering the building.
- Regular supervised hand washing / hand cleaning throughout the day in accordance with WG guidance.
- Remind learners of effective handwashing techniques and that hands should be washed with soap and water for at least 20 seconds.
- Visual posters displayed with good hand washing technique.

### **Intimate Care:**

- Staff have accessed training for putting and removing PPE. Reminder is in staff handbook. - <https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures>
- Aprons and gloves to be used for first aid and intimate care e.g. nappy changing, washing, toileting and any other clinical procedures.
- Fluid resistant masks and visors to be used where there is a risk of children coughing / spitting / vomiting and you can remain 2m away. Fluid resistant face masks should also be worn in these cases when providing intimate care or first aid.
- Where Covid-19 is suspected - gloves, aprons and fluid resistant surgical mask must be worn. Visors must be worn if there is a risk of coughing / spitting and vomiting.
- Gloves and aprons must be worn when cleaning down areas that someone suspected of having symptoms has used.
- Gloves and aprons to be worn when cleaning down areas that have been contaminated with bodily fluids.
- When PPE is removed, this should be double bagged for disposal.
- Hands should always be washed before putting on and after removing PPE.

### **Face Coverings:**

Staff who chose to wear a face covering should:

- Not touch the front of their face covering or their face during use or when removing it.
- Wash / sanitise their hands immediately on arrival.
- Dispose of temporary face covering in the 'tissue' pedal bin or place a reusable face covering in a plastic bag that they can take home with them.
- Reusable face coverings should be washed with before reuse.
- Wash hands again before going into the classroom.

Learners who choose to wear a face covering should:

- Not touch the front of their face covering or their face during use or when removing it.
- Whilst with their parent on the yard, sanitise their hands before removing the covering.

- Parents should place face covering in a bag and take away with them. Temporary face coverings should be disposed of by parents appropriately and reusable face covering washed before reuse.
- Wash / sanitise their hands immediately on arrival.

Learners who arrive at school unaccompanied who choose to wear a face covering should:

- Not touch the front of their face covering or their face during use or when removing it.
- Wash / sanitise their hands immediately on arrival.
- Dispose of temporary face covering in the 'tissue' pedal bin or place a reusable face covering in a plastic bag that they can be taken home with them, this should then be stored in their own tray.
- Ask parents to wash face covering before using again.
- Wash hands again before going into the classroom.

### **Resources:**

- Each staff member to have own set of individual stationary / frequently used resources. These should not be shared wherever possible.
- Learner stationary e.g. pencils, scissors, gluesticks etc - EY to create small sets which are changed frequently and put of our use or sanitised; Y1&2 to have individual set of belongings in small pencil case, whiteboard etc, which remains in school.
- Any shared resources to be sanitised between groups e.g. Numicon, or put out of use for 48 hours (72 hours for plastics).
- All resources to be audited based on GwE guidance.
- Outdoors to be used as much as possible to develop a range of skills e.g. literacy, numeracy, creative, physical, personal and social.
- Large equipment e.g. bikes, scooters, cars, other outdoor equipment and high touch points to be sanitised after use.

### Morning and Afternoon Nursery

- Nursery staff to audit and organise equipment which could be separated for each group and the put out of use for alternative groups until sanitised.
- Focus cleaning between sessions on large equipment and high touch points.

### **Use of the staffroom:**

- One person to access kitchen food / drinks area at a time.
- Reduce capacity of staff room seating to enable social distancing and create another area for staff wellbeing. No more than 3 staff at any one time to be in staffroom.
- Food / drinks only to be prepared by individuals for own consumption. No shared food / drink.
- No shared cutlery / crockery to be used. Individuals to wash / store own cups / cutlery, etc.
- Any touch points on shared kitchen equipment e.g. kettle handle, taps, boiler switch, microwaves, work tops to be cleaned before and after use.
- Use of open or pedal waste bins / recycling containers only. Pedal bin for tissues.
- Staff to take advantage of eating and meeting for break / lunch outside where possible with strict social distancing.

### **Toilets:**

- Urinals taped off to enable all outer toilet doors to be propped open.
- Cubicles and sinks labelled with class names/year groups to reduce transmission.



- Flush handles and locks are sprayed with disinfectant periodically
- No more than two learners have access to any toilet area at one time
- Staff and learners sanitise hands before entering toilets
- Disinfectant spray to be in staff toilets for cleaning before and after use.

**Cleaning:**

- Hard surfaces to be cleaned with warm soapy water or normal cleaning products used.
- Give particular attention to 'high-touch' areas and surfaces e.g. bathrooms, railings, tables, toys, equipment door handles, push pads, taps and hand sanitiser dispensers.
- Rooms to be cleaned thoroughly between different groups using a room.
- Cleaning staff to maintain social distancing from each other and from staff and learners at all times.
- Tissues to be placed in a separate waste bin and disposed of safely (double bagged).
- All waste removed daily. Bins to be regularly sanitised by caretaker.
- Additional cleaning hours during the day with focus on communal areas and shared high touch points outside classrooms.
- All surfaces are thoroughly cleaned at the end of the day.