



Primary School Hygiene Policy

Policy adopted by Governing Body on:

Chair of Governors (print name): Mrs Vanessa Griffiths

Signature:

Review date:

Accessible Formats

This document is available in English and Welsh in Microsoft Word and pdf formats in Arial font size 12 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 pupils who attend Barker's Lane Community School will follow. The policy refers to the teaching of health and wellbeing, with regard to learners aged 3 to 11.

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 Curriculum for Wales framework.

Health and Well-being

Developing physical health and well-being has lifelong benefits.		
What Matters: This Area can help learners to understand the factors that affect physical health and well-being. This includes health-promoting behaviours such as physical activity, including but not limited to sport; balanced diet; personal care and hygiene; sleep; and protection from infection.		
Progression Step 1	Progression Step 2	Progression Step 3
I am beginning to recognise some of the behaviours, conditions and situations that affect my physical health and well-being and I am beginning to know how to respond and get help.	I can recognise some of the behaviours, conditions and situations that affect my physical health and well-being, and I know how to respond and get help in a safe way.	I can describe the behaviours, conditions and situations that affect my physical health and well-being, and I know how to respond to and/or manage these in order to actively reduce the risk of harm to myself.

Science and Technology

The world around us is full of living things which depend on each other for survival.		
What Matters: Developing an understanding of the factors which affect the health and success of organisms allows us to make informed decisions about our physical health and how we impact the natural world, including about the prevention and treatments of diseases.		
Progression Step 1	Progression Step 2	Progression Step 3
	I can recognise that what I do, and the things I use, can have an impact on my environment and on living things.	I can identify the threats to the development and health of organisms and recognise some natural defences, preventions and treatments.

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

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, school nurse, etc

Training

The school will ensure that all staff responsible for food preparation and handling under take 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:

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
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
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

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: -

<ul style="list-style-type: none"> • Only staff members will accompany pupils to the toilets, as required
<ul style="list-style-type: none"> • Staff will take into account every child's individual needs and work in partnership with Parents/Carers in toileting matters
<ul style="list-style-type: none"> • Any accidents are dealt with swiftly, with minimal fuss, involving a change of clothing for the child
<ul style="list-style-type: none"> • 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
<ul style="list-style-type: none"> • The use of electric hand dryers will be supervised. Paper towels will be available, and disposed of appropriately when used.
<ul style="list-style-type: none"> • 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:
<ul style="list-style-type: none"> • wear disposable (non latex) gloves and a plastic apron whilst cleaning spills of blood and body fluids
<ul style="list-style-type: none"> • use disposable paper towels to wipe up the spill and discard in a plastic bag
<ul style="list-style-type: none"> • disinfect all surfaces contaminated with body fluids using a disinfectant that will kill both bacteria and viruses
<ul style="list-style-type: none"> • after removing the spill, clean the area with a freshly prepared solution of detergent and water
<ul style="list-style-type: none"> • wash hands after removing gloves
<ul style="list-style-type: none"> • put any waste into a plastic bag for disposal (according to local guidelines)
<ul style="list-style-type: none"> • follow the manufacturer's instructions when using disinfectants and cleaning products*
<ul style="list-style-type: none"> • ensure disinfectants are stored in a locked cupboard after use

<ul style="list-style-type: none"> consider steam cleaning fabric or carpeted areas as soon as possible after contamination 	
Staff will not:	
<ul style="list-style-type: none"> use bleach products on carpets or wooden surfaces, or in confined unventilated areas 	<ul style="list-style-type: none"> 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 AND until all vesicles (blisters) have crusted over, (dried up).
Clostridioides Difficile (formerly known as Clostridium Difficile/C.diff)	48 hours from last episode of diarrhoea
Conjunctivitis	None
Cryptosporidiosis	48 hours from last episode of diarrhoea
Diarrhoea and vomiting	Until 48 hours after the last episode of diarrhoea or vomiting
E.Coli	48 hours from the last episode of diarrhoea
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.
Influenza (Flu)	5 days after onset of symptoms. Can return when no longer symptomatic. Cases who are unwell and have a high temperature should stay at home and avoid contact with others, where they can. They can return to childcare, education environments when they no longer have a high temperature for 48 hours, and they are well enough to attend.
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
Acute Respiratory Illness e.g., COVID-19 (Coronavirus-19) * (Please also see influenza)	Please follow current Welsh Government Guidance on Selfisolation: Guidance for people with symptoms of a respiratory infection, including COVID19 GOV.WALES or What are the latest rules around COVID-19 in schools, colleges, nurseries and other education settings? - The Education Hub (blog.gov.uk)
Ringworm	Until treatment is started
Rubella (German measles)	For 5 days after the onset of the rash
Scabies	24 hours after treatment started.
Scarlet fever	After full 24 hours of appropriate antibiotics, if not treated with antibiotics the individual should not return until symptoms have resolved.
Streptococcal A (also known as Strep Throat)	24 hours after antibiotics started.
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 Healthcare Needs 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:

2 months old	Diphtheria, tetanus, pertussis (whooping cough), polio, Haemophilus influenzae type b (Hib) and hepatitis B Meningococcal group B (MenB) Rotavirus gastroenteritis	One injection One injection By mouth
3 months old	Diphtheria, tetanus, pertussis, polio, Hib and hepatitis B Pneumococcal (PCV) Rotavirus	One injection One injection By mouth
4 months old	Diphtheria, tetanus, pertussis, polio, Hib and Hepatitis B(DTaP/IPV/Hib/HepB) MenB	One injection One injection
Around 12 /13 months	Hib / meningitis C Pneumococcal (PCV boost) Measles Mumps and Rubella (MMR) MenB (booster)	One injection One injection One injection One injection
Eligible paediatric age group	Infuenza (each year from September)	Nasel spray
3 years and 4 months or soon after	Diphtheria, tetanus, pertussis, polio (DTaP / IPV) Measles Mumps and Rubella (MMR)	One injection One injection
12 - 13 years	Cancers and genital warts caused by human papilloma virus(HPV) types. HPV vaccine	One injection
14 years old	Tetanus, diphtheria, and polio (Td/IPV) Meningococcal groups A, C, W and Y	One injection One injection

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 / Safeguarding

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.

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

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/>