



Health and Hygiene Policy

Rationale

This policy describes how our school promotes a healthy lifestyle and a high standard of hygiene in its day to day work with children and adults. The school seeks to make every effort to preserve and promote the safety, health and welfare of our school community. The core reference for this policy is the management of infectious diseases in school.

Aims

The aim of the policy is to:

- Ensure that all reasonably practical steps are taken to ensure the health, safety, welfare and wellbeing of all members of the school community while on the school grounds
- Ensure that all reasonably practical steps are taken to ensure the health and safety of pupils and staff when participating in off-site visits
- Establish and maintain safe working procedures amongst pupils and staff.
- Develop hygiene awareness amongst pupils and staff.

Hygiene and Tidiness at School

The Board of Management makes every effort to ensure that the school is hygienically clean and tidy.

Illness

Parents are obliged to keep their children at home if they have any infection.

In the event of a child becoming unwell during the school day the parent or designated contact name will be phoned immediately.

Parents must not send their child into school if they have a vomiting bug/ diarrhoea. Parents must keep their child at home for 48 hours since the last attack.

Cuts or open sores, whether on adults or children, will be covered with sticking plaster or other dressing.

If a child is prescribed medication the following procedures in the medication policy will be followed.

To prevent the spread of all infections, adults in the group will ensure that the following good practices are observed:

Personal Hygiene:

- A box of tissues is available and children encouraged to wipe and blow their noses when necessary. Soiled tissues are disposed of in a bin.
- Children are encouraged to shield their mouth when coughing.
- Individual towels are available or paper towels used and disposed of appropriately.
- Hygiene rules related to bodily fluids followed with particular care and all staff and volunteers are aware of universal standards on how infections can be transmitted.
- Staff to be provided to with a small bottle of hand sanitizer which is to be stored in a locked press at all times and only accessed by staff. Staff to carry hand sanitizer off site if appropriate.
- Any spills of blood, vomit or excrement wiped up and flushed away down the toilet. Gloves are always used when clearing up spills of bodily fluids. Floors and other affected surfaces disinfected daily. .
- Fabrics contaminated with bodily fluids washed thoroughly with hot water.
- Spare laundered clothing, available in case of accidents and polythene bags available in which to wrap soiled garments.



Hand washing

Hand washing is the single most effective way to prevent the spread of infection; its purpose is to remove or destroy germs that are picked up on the hands. Germs can be picked up in lots of ways including when we touch other people, animals, contaminated surfaces, food and body fluids. These germs can then enter our body and make us ill or they can be passed to other people or to the things that we touch. Germs picked up on the hands can be effectively removed by thorough hand washing with soap and running water. Hand washing protects pupils and staff.

Pupils of all ages should be taught to wash their hands and school staff should avail of every opportunity to emphasise the importance of clean hands to pupils in the prevention of the spread of infection.

When to wash hands

Before/ after :

- Handling or preparing food
- Lunch and meal breaks
- Providing first aid or medication
- Providing first aid or medication
- Touching blood or body fluids
- Using the toilet
- Coughing, sneezing or wiping ones nose
- Touching animals

Please refer to appendix for hand washing technique.

Food hygiene:

- Always wash hands with soap and hot water under running water before handling food and after using the toilet.
- Do 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.
- Keep food covered and either refrigerated or piping hot.
- Ensure waste is disposed of properly and out of the 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 will be reheated.
- Tea towels will be kept clean and washed between each session.
- Hand sanitation gel is taken on outings and used whenever necessary in the absence of hand washing facilities.

Cleaning procedure:

- All classroom resources (including those not currently in use) should be cleaned on a weekly basis with hot soapy water. Refer to appendix page 22 management of infection diseases in school.



- Toys that are visibly dirty or contaminated with blood or body fluids should be taken out of use immediately for cleaning or disposal.
- If cloth or soft toys are used they should be machine washable.
- Jigsaws, puzzles and toys that young pupils may be inclined to put in their mouths should be capable of being washed and disinfected.
- All play equipment should be checked for signs of damage e.g. breaks or cracks. If they cannot be repaired or cleaned, they should be discarded.
- Clean toys and equipment should be stored in a clean container or clean cupboard. The manufacturer's cleaning instructions should always be followed.
- Soft modelling materials and play dough should be changed regularly.
- Wash the toy in hot soapy water, using a brush to get into crevices.
- Rinse the toy in clean water.
- Thoroughly dry the toy.
- Toys that cannot be immersed in water i.e. electronic or wind up should be wiped with a damp cloth and dried.
- All surfaces cleaned daily with Dettol diluted according to the manufactures guidelines

Disinfection Procedure:

In some situations toys/equipment may need to be disinfected following cleaning. For example:

- Toys/equipment that pupils place in their mouths.
- Toys/equipment that have been soiled with blood or body fluids.
- During an outbreak of infection. If disinfection is required:
A chlorine releasing disinfectant should be used diluted to a concentration of 1,000ppm available chlorine. The item should be rinsed and dried thoroughly.

Summary

The Board of Management of St Vincent's School are committed to ensuring high standards of health and safety in and around the school. It strives at all times to create a learning and work environment that is safe and healthy for all that use it. Everyone in the school environment has a role in ensuring the school is clean and tidy.

Ratification

This policy was ratified by the Board of Management on 16th April 2018.

Review

This policy will be reviewed in April 2020

REFERENCE: MANAGEMENT OF INFECTIOUS DISEASES IN SCHOOL



Cleaning schedule

Daily

All tables, chairs, sinks and toilets are cleaned daily with Dettol diluted according to the manufactures guidelines

Weekly (Monday and Thursday)

- All classroom resources (including those not currently in use) should be cleaned on a weekly basis with hot soapy water. Refer to appendix page 22 management of infection diseases in school.
- If cloth or soft toys are used they should be machine washable.
- Toys that are visibly dirty or contaminated with blood or body fluids should be taken out of use immediately for cleaning or disposal.
- All play equipment should be checked for signs of damage e.g. breaks or cracks. If they cannot be repaired or cleaned, they should be discarded.
- Clean toys and equipment should be stored in a clean container or clean cupboard. The manufacturer's cleaning instructions should always be follow
- Soft modelling materials and play dough should be changed regularly.
- Toys that cannot be immersed in water i.e. electronic or wind up should be wiped with a damp cloth and dried.
- Visual pictures/ PECS/Objects of reference
- Puzzles
- Toys
- PE equipment
- Snoozeleen
- Relax room ASD 2
- Relax room Room one
- Mats (yoga mats/ PE mats)