



ST. BERNADETTE'S HEALTH & HYGIENE POLICY:

- addendum to Health & Safety Policy

Our school promotes a high standard of health and hygiene in its day-to-day work with children and adults.

Illness (see also Administration of Medicines Policy)

- If a child has an accident in school, we will administer First Aid as needed, and send a note home to parents giving details of the incident. Parents 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 one of our qualified First Aiders to decide if they should go home. If so, parents 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 at least 48 hours has lapsed since the last attack.
- Cuts or open sores will be cleaned and covered with hypoallergenic sticking plaster or other dressing.
- Our First Aiders have responsibility for ensuring that first aid 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. Materials are disposed of using yellow sacks.
- If a child is on prescribed medication the following procedures will be followed:

School staff will only administer medication, if there is long term medical need or an emergency occurs, e.g. anaphylactic shock. Parents are welcome to call into school to administer medicine when required. 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.

Information

- Parents have the opportunity to discuss health issues with school staff and will have access to information available to the school.
- 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 (see Appendix 8 of Health and Safety Policy 'Infection control guidance')

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

Personal hygiene

- Children are taught how to wash their hands.
- The children either sanitise or wash their hands whenever they enter the classroom.
- 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 taught the 'Catch It, Bin It, Kill It' rule.
- Children are encouraged to shield their mouths when coughing.
- Hygiene rules related to bodily fluids are followed with particular care by all staff and volunteers, according to Council policy and guidelines.
- Parents should provide sufficient suitable sanitary wear for girls as required. Supplies can be stored in a named bag in the store cupboard.

TOILETING

At St Bernadette's Catholic Primary School and Nursery we have a duty of care for all our children. It is important that children are happy and comfortable during their school day. Situations may arise where children require changing due to a toilet accident or activities as a result of water play, messy play, weather etc. On these occasions the children will be encouraged to change themselves enabling them to build upon their personal intimate care skills. However, there may be times when the children will need some assistance in the changing process.

Aims and Objectives:

- To promote a positive dialogue between home and school and to implement an action plan in agreement with parents/carers, for pupils who need toilet training or support
- To encourage children to develop their self- help skills enabling them to access all areas of the curriculum and school activities
- To ensure necessary resources are identified and provided
- To identify the roles and responsibilities of staff
- To ensure children are treated with respect and sensitivity in such a way that their experience of intimate care is a positive one
- Children should be allowed to exercise choice where possible
- Children should be encouraged to have a positive self -image of their own bodies
- If a child Y1 –Y6 has soiled themselves, parents/carers will be contacted and asked to come to the school to change their child
- If the parents/carers cannot be contacted and the child is obviously uncomfortable/distressed, the child will be encouraged to change themselves with 2 adults present.

Children in nappies

- Children in nappies will only be changed with parent/carers signed consent
- If a child soils themselves or become uncomfortably wet and signed consent has not been given for nappy changing, then parent/carers will be contacted to come to school to change their child

- We will endeavour to meet the needs of all children. If necessary, younger children will have nappies changed in the Nursery toilet area. Our disabled toilet facilities will be used for older children. All staff have enhanced DBS clearance and may change nappies.
- Staff will work closely with appropriate health care professionals if required.
- Nappies, disposal bags and any cleaning agents or creams will be provided by parents.
- Staff will wear disposable gloves and aprons when dealing with an incident.
- Soiled nappies will be double wrapped for disposal.
- The changing area and mat will be cleaned after each use, and hands washed and recorded on the record sheet.
- Staff will report any undue distress in a child, or other concerns such as marks, rashes or bruises, to the Designated Senior Person, according to school Child Protection procedures.

TOILET PROCEDURES:

Class time/wet play:

- Teaching Staff to allow pupils to go to the toilet when needed.
- Teaching staff to be vigilant until individual returns from the toilet to class.
- Y5/6 to use Y6 toilets
- Y2, 3, 4 to use boys/girls toilets in Y3/4 corridor.
- Reception and Y1 to use Y1 toilets
- Nursery children to use Nursery toilets.
- Only one pupil to be allowed to go to the toilet at one time.

Lunchtime and playtime procedures:

- All children in FP are toileted before entering the lunch hall. Children therefore should not need to go to the toilet whilst in the hall. In exceptional circumstance if they do, only one child to be allowed from each class to go the toilet.
- All Reception children to be monitored when they are toileted before lunch until the last child has left the toilet area.
- Reception to use the Nursery toilets
- Y1 to use the Y1 toilets
- Y2 to use the Y3/4 boy/girls toilets.
- KS2 - Y3,4 to use the Y3/4 toilets. Y5,6 to use the Y6 toilets
- TA/Midday supervisor to stand at the appropriate hall door until the child returns to ensure that any staff in hall aware that someone has gone to the toilet:
 - Reception staff at Nursery door entrance
 - Y1/Y2 staff at Y3 door entrance
 - KS2 staff at Y6 corridor door entrance

FP

- Children have to ask their specific class' midday supervisor if they want to go to the toilet so each midday supervisor is aware of who has gone to the toilet.
- Other midday supervisors are to tell the children to go and ask their class midday supervisor if they are approached about permission to go to the toilet.
- Only Y1/2 doors to be open. Children to go through these doors only to get to girls and boys toilets.
- Equipment only to come out of Y3/4 door then shut again until the end of lunch.

KS2

- Children to only access toilet after seeking permission from midday supervisor.
- Midday supervisors to be vigilant with who they have allowed to go to the toilet to ensure they return to the playground/hall
- Y5 door exit to be shut.
- Y3, Y4 and Y5 Children to put away lunch boxes and return via hall and enter KS2 playground via Y6 corridor

Break Time:

- Staff to be vigilant as to who has been sent to the toilet and to be aware of who has gone before allowing other children to be sent.

Cleaning and clearing (see Appendix 8 and 9 of the Health and Safety Policy)

- Any spills of blood or vomit are wiped up and disposed of using a Body Fluids "Urine and Vomit Spill" Disposal kit (stored in the Caretaker's cupboard) following the instructions on the pack. Excrement will be flushed down the toilet. Disposable gloves are always used when cleaning up spills of body fluids. The caretaker must be informed so that floors and other affected surfaces are disinfected using the recommended deep cleaning agent.
- 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.

Cleaning children after a vomit, urine and diarrhoea incident

- Parents must be informed immediately of the incident.
- Two members of staff must always be present when a child needs to be cleaned/changed. (This is not necessary when changing a child following a day-to-day toileting incident in the Nursery - Early Years Forum 2016).
- Staff must always wear disposable aprons and gloves and use equipment from the changing box which contains wet wipes, paper towels, disposable change mats, plastic bags, aprons and gloves.
- Child should be cleaned with wet wipes (they should do this themselves if they are able) and changed into clean clothes.
- Soiled/used disposable changing mat, wet wipes, paper towels, aprons and gloves to be placed in a plastic bag, tied and disposed of immediately in the outdoor bin.
- Soiled clothes to be placed in a plastic bag to be given to parents.
- When parents collect children, they must be told/reminded about the "48 hour rule" regarding vomiting/diarrhoea.
- The area in which the child has been changed must be cleaned with anti-bacterial cleaner and the caretaker informed so that a deep clean can be completed.
- A record of the incident should be recorded using the Foundation Phase changing record log (clipboard kept in Nursery kitchen.)

Food

The school will observe current legislation regarding food hygiene, registration and training.

In particular, each adult will:

- Always wash hands their 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 and mops for kitchen and toilet areas.
- All preparation areas must be thoroughly cleaned before and after use.
- Surface cleaners must meet be compliant with the BS EN standard.
- Surface cleaners' are to have a contact time of 5 minutes to achieve disinfection to microbiologically safe standards.
- 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.
- Ensure separate equipment is used to prepare root vegetables to manage the risk of E.coli cross-contamination

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.

Responsibilities of Pupils

All pupils are expected to:

1. Exercise personal responsibility for the safety of themselves and their fellow pupils.
2. Wear school uniform, PE kit for sports and exercise, indoor footwear when in the school building, and appropriate footwear for outdoors.
3. For PE, either remove ear-rings or cover them with tape, which must be provided by parents. Staff will not remove ear-rings for children.
4. Observe all the safety rules of the school and in particular the instructions of the teaching staff in the event of an emergency;
5. Use and not wilfully misuse, neglect or interfere with things provided safety purposes.

The Governors and Headteacher will make pupils and parents aware of these responsibilities through direct instruction, notices and the school prospectus.

Signed:

Date:

Headteacher: (Mrs) Suzanne Williams

Chair of Governors: (Mr) Paul Newbury