

# Elfed High School Ysgol Uwchradd Elfed

Name of Policy / Procedure	EHS Hygiene Policy
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GB committee responsible for the policy / procedure	Curriculum Committee
Staff member responsible for writing, reviewing and updating the policy / procedure	Policy Author AW
Person responsible for monitoring implementation of the policy / procedure	AW,AJP
Workload impact assessment (see below)	High

Teacher Workload Impact Assessment

High impact: Policy implemented by teachers on a daily / weekly basis

Medium impact: Policy implemented by teachers on a monthly / termly basis

Low impact: Policy implemented by teachers on an annual basis

n/a Policy is not implemented by teachers.

# **Hygiene Policy Statement**

In schools, where students are in close and frequent physical contact with each other, infectious diseases can spread rapidly. Elfed High School will seek to help protect students and staff from infections and reduce the risk of outbreaks by ensuring;

- Rigorous hygiene procedures are in place
- 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.

This policy has been developed in line with the Public Health Wales All Wales Infection Prevention and Control for Education Settings Guidance (2016)

# 1. Introduction

The content of this policy outlines the pattern of development through learning about hygiene, which students who attend Elfed High School will follow. The policy refers to the teaching of health and wellbeing, with regard to students in key stages 3 and 4.

Education about hygiene can help students make informed choices that can impact their health. Children and young people's physical development depends upon the attention given to proper nutrition, sufficient exercise, appropriate hygiene, safety and positive healthy choices. Students need to appreciate the relationship between diet and growth, between exercise and wellbeing, and between personal hygiene and disease.

We consider the role of Elfed High 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 students and staff.

#### 3. Objectives

- To ensure all aspects of good hygiene are encouraged among students, staff and visitors
- To provide consistent messages in school about effective hygiene within and outside of the taught curriculum

- To increase students' knowledge, understanding, experience and attitudes towards effective hygiene
- To ensure the provision for hygiene in school reflects the cultural and medical needs of all students
- To ensure the school environment is a hygienic place to learn and work in.

# 4. Curriculum

Effective hygiene education will enable students at Elfed High School to make responsible informed choices. This will not be delivered in isolation and reflect the approach within the Personal and Social Education (PSE) Framework and Design and Technology Curriculum, which underpin this Policy.

Key Stage	PSE Framework	Design & Technology in the National Curriculum for Wales
3	Learners should be given opportunities to:  • display a responsible attitude towards keeping the mind and body safe and healthy  and to understand:  • the relationship between diet, exercise, and good health and well-being	<ul> <li>Skills - Food</li> <li>Pupils should be given opportunities to:         <ul> <li>Plan and carry out a broad range of practical cooking tasks safely and hygienically</li> </ul> </li> <li>Range – Health &amp; Safety         <ul> <li>They should be made aware of the impact their own health and safety of certain behaviour e.g. healthy eating.</li> </ul> </li> </ul>
4	Learners should be given opportunities to:  accept personal responsibility for keeping the mind and body safe and healthy  and to understand: the short and longer term consequences when making decisions about personal health	

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 including physical Education. Staff will raise student's awareness of good hygiene practices by teaching them about the importance of;

- Hand washing
- The spread of infection through coughing and sneezing
- Food and kitchen hygiene
- Puberty and growing up

# **Delivery**

At Elfed High School, students 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 (training can be accessed from Facility Services)
- all cleaning equipment is colour coded in line with the British Institute of Cleaning Science (BICS) (Appendix 1)
- all cleaning chemicals and equipment are stored safely in a lockable cupboard
- procedures for removing spills of blood and body fluids are in place (Appendix 2)
- 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 students 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 students 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 eg Corporate Health and Safety, Environmental Health, Occupational Health 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, Environmental Health Department, Public Health Department, Corporate Health and Safety, Occupational Health, Facilities Services (as detailed at the back of this policy).

# 5.1 Food and Kitchen hygiene

Elfed High School's food preparation areas conform to environmental health and food safety regulations. The school will ensure that all staff responsible for food preparation and handling undertake the Level 2 Food Safety training, and that this is updated every three years. 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

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 90minutes. 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 students

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 student's dietary needs is recorded centrally and key information is shared with Newydd catering staff (allergens) and key individual members of staff within the school on a 'need to know' basis. Please refer to the school's Healthcare Needs Policy for further information.

# **Packed Lunches**

Packed lunches can be a breeding ground for food poisoning bacteria. Students are reminded to keep their lunch box cool, covered and safe and:

- not to store near a radiator or hot pipes
- use of insulated boxes and bags, small ice / gel packs in warm weather
- keep lunch boxes and bags clean.

#### Water bottles

There are many benefits of good water provision, but it is important to keep the bottles clean. The school will promote:

- Water bottles are topped up from drinking water taps / fountains / coolers only
- Any water left in bottles at the end of the day should be discarded
- Students take their bottles home daily to be cleaned daily
- Hard plastic bottles are suited to daily use rather than the disposable types which break down easily.

# 5.2 Toilets

To ensure staff are aware of and are able to carry out effective hygiene practices, SMT 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 students with disabilities and special needs and cater for the needs of all students 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 all female cubicles
- ensure drinking water supplies are available in appropriate locations, and not in toilet areas
- supervision of the toilet areas at break and lunchtimes is undertaken by SMT as required.

To prevent the spread of all infection, staff at Elfed High School will ensure the following toileting good practices are observed: -

- Staff will take into account every student's individual needs and work in partnership with Parents/Carers in toileting matters
- Hand washing and all aspects of hygiene are encouraged by all staff

# 5.3 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:		
	nd a plastic apron whilst cleaning spills of	
use disposable paper towels to wipe up the spill and discard in a plastic bag	<ul> <li>If use of a mop is required to clean a heavily contaminated area, e.g. a spill of vomit or faeces, it must be disposed of after use</li> <li>The school will use commercial spill kits or disposable mop heads</li> </ul>	
<ul> <li>disinfect all surfaces contaminated with body fluids using a disinfectant that will kill both bacteria and viruses</li> </ul>		
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)		
<ul> <li>follow the manufacturer's instructions when using disinfectants and cleaning products*</li> </ul>		
ensure disinfectants are stored in a locked cupboard after use		
<ul> <li>consider steam cleaning fabric or carpeted areas as soon as possible after contamination</li> </ul>		
Staff will not:		
<ul> <li>use bleach products on carpets or</li> </ul>	<ul> <li>use bleach on spills of urine.</li> </ul>	

# 6. Illness absence

wooden surfaces, or in confined

unventilated areas

Parents of pupils at Elfed High School are made aware that any student 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 students who have certain infectious diseases away from school for an appropriate period, to help prevent others from becoming infected. Medical advice should always be obtained, however the table in **Appendix 2** provides guidance on appropriate absence periods for some common infections.

Parents/carers will be asked to keep their child 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 student who seems unwell.

If a student 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 issue appropriate guidance to parents in the form of a letter / leaflet, advising of necessary precautions and advice for treatment.

# 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.

#### 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 student'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 student'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 is child protection issues
- Where a life is in danger

# 9. Confidentiality

Teachers will not promise confidentiality. The boundaries of confidentiality will be made clear to students. If a student discloses information which is sensitive, not generally known, and which the student 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 teachers 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 students 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 Elfed High 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 students, 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 Health and Safety governor 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 governor with the responsibility for Health & Safety /Hygiene will liaise with head teacher and caretaker regularly.

# 13. Monitoring and Evaluation

- Opportunities will be provided which will enable students 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 the Healthy Schools Coordinator and governor responsible for Health & Safety: specific issues will be discussed at staff meetings as appropriate.

# 14. References

All Wales Infection Prevention and Control for Education Settings Guidance (2016)

Infection Prevention and Control for Childcare settings (0-5 years) Nurseries Child Minders and Playgroups All Wales Guidance Public Health Wales (2014)

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

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)

# 15. Key Contacts and Sources of Information

North Wales Health Protection Team	01352 803234
Corporate Health and Safety (FCC)	01352 702782
<b>Environmental Health (FCC)</b>	01352 703386
Occupational Health (FCC)	01352 702777

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

http://www.wales.nhs.uk

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

# **Flintshire County Council Colour Coding Chart**

#### BLUE

General Low Risk Areas
Foyer Stairs Entrances Corridors Ledges Skirting Doors Desks
Window sills

#### **RED**

Higher Risk Areas Washrooms
(most often used in high-sanitary washroom cleaning, such as toilets and urinals)

Toilets Floors Urinals

#### GREEN

General Kitchen area (not food Prep)
Sink Worktop Floor

YELLOW
Washrooms
Sinks Walls Surfaces Tiles Hand Dryers

The aim of a colour coding system is to prevent cross contamination.

Always use two colours within the washroom/sanitary area.

The colour-coding system must relate to all cleaning equipment, cloths and gloves.

# Guidance on Infection Control in North Wales - Schools and Pre-School Settings April 2018 - Review Date April 2020

Individuals with a suspected or confirmed infectious disease should not attend the setting during the time they are considered infectious. The table below is a guide to as to whether an individual should attend a setting or not. This is based upon the period on infectivity and not upon whether the individual is well enough to attend. If uncertain, individuals should stay at home and seek advice from NHS Direct Wales 0845 46 47, their pharmacy or GP.

If a setting requires advice on exclusion periods / communicable diseases they are advised to do the following-

- 1. In the First instance refer to the information below which is relevant to both children and staff.
- 2. If further information is required, contact Health Protection Team. (Inform school nurse if applicable).
- 3. In case of illness involving school staff, contact the Occupational Health Team.
- In case where there are local/national outbreaks of illness, settings will be informed and advised of any
  actions they are required to take by the Health Protection Team.

Health Protection Team, Public Health Wales: 0300 00 300 32

Settings should keep an illness register for all children and staff; as well as a register of individuals who may be considered vulnerable to infection.

If more than two cases of ANY illness are observed, contact the Health Protection Team as this can be defined as an outbreak.

It is a statutory requirement to report the following diseases to the Health Protection Team: acute encephalitis, acute infectious hepatitis, acute meningitis, acute poliomyelitis, anthrax, botulism, brucellosis, cholera, diphtheria, enteric fever (typhoid or paratyphoid fever), food poisoning, haemolytic uremic syndrome (HUS), infectious bloody diarrhoea, invasive group A streptococcal disease, legionnaires disease, leprosy, malaria, measles, meningococcal septicaemia, mumps, plague, rabies, rubella, SARS, scarlet fever, smallpox, tetanus, tuberculosis, typhus, viral haemorrhagic fever, whooping cough and yellow fever. \* Notifiable disease.

Note: even if there is no exclusion period, if a child is unwell they should not attend school.

Rashes and skin infections	Period individual to be kept away from Setting	Comments	
Unexplained rashes should be considered infectious until health advice is obtained.			
Athlete's foot	None.	Athletes' foot is not a serious condition. Treatment is recommended	
Chickenpox	5 days from onset of rash AND until all vesicles (blisters) have crusted over	SEE: Vulnerable Individuals and Pregnant Woman	
Cold sores, (Herpes simplex)	None.	Avoid kissing and contact with the sores. Cold sores are generally mild and self-limiting.	
German measies (rubella)	Four days from onset of rash	Preventable by vaccination and contained within the routine immunisation schedule (MMR x 2 doses). SEE: Pregnant Women	
Hand, foot and mouth	None.	Contact your local Health Protection Team if a large number of children are affected. Keeping individuals from the setting may be considered in some circumstances	
Impetigo	Until affected areas are crusted and healed, or 48 hours after commencing antibiotic treatment	Antibiotic treatment speeds healing and reduces the infectious period	
Measles*	Four days from onset of rash	Preventable by vaccination and contained within the routine immunisation schedule (MMR x 2 doses). SEE: Vulnerable individuals and Pregnant Women	
Molluscum contagiosum	None.	A self-limiting condition	
Ringworm	None.	Treatment is required	
Roseola (infantum)	None.	None	
Scabies	Individual can return after first treatment	Household and close contacts require treatment	
Scarlet fever*	Individual can return 24 hours after commencing appropriate antibiotic treatment	Antibiotic treatment recommended for the affected individual.	
Slapped cheek / fifth disease. Parvovirus B19	None (once rash as developed)	SEE: Vulnerable individuals and Pregnant Women	
Shingles	Individual only to be kept away from setting if rash is weeping and cannot be covered	Can cause chickenpox in those who are not immune i.e. have not had chickenpox. It is spread by very close contact and touch. If further information is required, contact the Health Protection Team.  SEE: Vulnerable individuals and Pregnant Women	
Warts and Verrucae	None.	Verrucae should be covered in swimming pools, gymnasiums and changing rooms	
Diarrhoea and vomiting i			
Diarrhoea and/or vomiting	48 hours from last episode of diarrhoea or vomiting		
E. coli O157 VTEC	Should be kept away from the setting for 48 hours from the last episode of Diarrhoea	Individuals aged 5 years of younger and those who have difficulty in maintaining good personal hygiene need to be kept away from the setting until there is proof that they are not carrying the germ	
Typhoid [and paratyphoid] (enteric	Some individuals may need to be kept	(microbiological clearance) adhering to hygiene practices. Need to be kept away from setting.	

faces 18		
fever)*	away from the setting until they are no longer excreting	This guidance may also apply to some people that the individual
Shigella (dysentery)		may have been in contact with that may also require microbiological clearance. Please contact health Protection Team for Further Advice.
Cryptosporidiosis	Keep away from setting for 48 hours from the last episode of diarrhoea.	Individuals should not be permitted to swim for two weeks after the last bout of diarnhoed has ended.
Respiratory illnesses		
Flu (influenza)	Until recovered	SEE: Vulnerable Children
Tuberculosis*	Always consult the Health Protection Team	Requires prolonged close contact for spread
Whooping cough (pertussis)*	48 hours from commencing antibiotic treatment, or 21 days from onset of illness if no antibiotic treatment	Preventable by vaccination and contained within the UK Routine Immunisation Schedule. After treatment, non-infectious coughing may continue for many weeks. The Health Protection Team can assist in tracing people that the individual may have had contact with if necessary.
Other infections		
Conjunctivitis	None.	If an outbreak/cluster occurs, consult the Health Protection Team
Diphtheria*	Must not attend setting. Always consult the Health Protection Team	Preventable by vaccination and contained within UK Routine Immunisation Schedule. Family contacts must be kept away from setting until cleared to return by the Health Protection Team. The Health Protection Team will consider the risk that any contact the individual has had with others if necessary.
Glandular fever	None.	
Head lice	None.	Treatment is recommended only in cases where five fice have been seen
Hepatitis A	Individual should be kept away from the setting until seven days after onset of jaundice (or seven days after symptom offset if no jaundice)	In an outbreak of hepatitis A, the Health Protection Team will advise on control measures
Hepatitis B, C, HIV/AIDS	None.	Hepatitis B and C and HIV are blood borne viruses that are not infectious through casual contact.
Meningococcal meningitis / septicaemia*	Until recovered	Several types of meningococcal disease are preventable by vaccination. There is no reason to keep siblings or other close contacts of the individual from attending settings. In the case of an outbreak, it may be necessary to provide antibiotics with or without meningococcal vaccination to close school contacts. The Health Protection Team will advise on any action needed.
Meningitis due to other bacteria	Until recovered	Hib and pneumococcal meningitis are preventable by vaccination.  There is no reason to exclude siblings or other close contacts of a case away from settings. The Health Protection Team can advise on actions needed
Meningitis viral	None.	Milder illness. There is no reason to keep siblings and other close contacts of the individual away from setting. Tracing people that individual has had contact with is not required.
MRSA	None.	Good hygiene, in particular hand washing and environmental cleaning, are important to minimise any danger of spread. If further information is required, contact the Health Protection Team
Mumps*	Keep away from setting for five days after onset of swelling	Preventable by vaccination (MMR x 2 doses)
Threadworms	None.	Treatment is recommended for the child and household contacts
Tonsillitis	None.	There are many causes, but most cases are due to viruses and do not need an antibiotic

# Vulnerable Individuals

Some medical conditions make children vulnerable that would rarely be serious in most children, these include those being treated for leukaemia or other cancers, on high doses of steroids and with conditions that seriously reduce immunity.

#### Pregnant Women (including pregnant children)

If a pregnant woman develops a rash or is in direct contact with someone with a potentially infectious rash, this should be investigated by a doctor. The greatest risk to a pregnant woman from such infections comes from their own child/children, rather than the workplace.

#### Immunisation

Immunisation status (staff and children) should always be checked before starting school/pre-school at the time of any vaccination. Parents are encouraged to immunise their child or to arrange further does through the family doctor. For further information about the immunisation schedule, please visit: <a href="http://www.wales.nhs.uk/sitesplus/888/page/43510">http://www.wales.nhs.uk/sitesplus/888/page/43510</a>

Adapted from: "All Wales Infection Prevention and Control Guidance for Education Settings" (2017)

# **Routine Cleaning and Disinfection of Equipment**

