





## DINGLE COMMUNITY PRIMARY SCHOOL

### HEALTH AND HYGIENE POLICY AND PROCEDURE

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Reviewed by:	Safeguarding Committee of Governing Body
Signed:	 (Headteacher)
Signed:	 (Co-chairs of Governing Body)
Date:	9 <sup>th</sup> March 2023

## **Dingle Community Primary School**

### **Health and Hygiene Policy and Practice**

Our school aims to promote a healthy lifestyle and a high standard of hygiene in its day to day work with children and adults. This is achieved in the following ways:

#### **Health**

##### **Food**

All meals and snacks provided will be nutritious and pay due attention to children's particular dietary requirements.

All food consumed by children at school is prepared/cooked on premises, supplied by Dudley Client Catering or purchased from a reputable retailer.

When cooking with children as an activity, the adults will provide healthy, wholesome food, promoting and extending the children's understanding of a healthy diet and making choices.

Through outdoor play children will have the opportunity to play in the fresh air daily (either in the school's own outside play areas or on outings to parks or other community playspaces.) Pets are not permitted onto school grounds or premises due to health & safety considerations.

In the event of illness parents are required to inform school as soon as possible if their child is ill, before the beginning of the session if possible. An absence form is completed and their child is marked absent in the attendance register.

Parents are 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 take any action if necessary, and make careful observations of any child who seems unwell.

Parents are asked not to bring into the school any child who has been vomiting or had diarrhoea until at least 48 hours has elapsed since the last attack.

If parents enquire about recommended period of absence from school due to illness, information can be obtained from the health guidelines school holds and is available to parents, or to check with their GP.

In the case of a confirmed notifiable disease, contact will be made with Ofsted and the Black Country Health Protection Unit. A list of such notifiable diseases is held at pre school and is available upon request.

In the event of a pandemic, school will follow government guidelines and Dudley LA guidelines, keeping parents up to date with any developments as they arise. If a child is taken ill whilst at school the child will be looked after by a qualified first aider whilst the parent or named carer is contacted and asked to collect the child as soon as possible. The child will be made as comfortable as possible whilst minimising the risk of cross-infection. In the event of a child possibly needing hospital treatment, a 9-999 call will be made by a staff member followed immediately by a call to a parent or carer. A qualified first aider will look after the child and administer any first aid as necessary until the Emergency Services arrive.

Other children will be taken from the immediate vicinity to another part of the school setting where possible. If the child requires medical attention or hospital treatment a staff member will accompany the child (in the case of the setting not being able to contact the parent).

Please note that consent for hospital treatment cannot be given by school staff.

When children play together, small accidents sometimes occur. Minor bumps and bruises will be dealt with by the members of staff trained in first aid, and your child will be cared for and reassured. The incident will be noted on an accident record sheet, and you will be asked to sign to verify that you have been advised of the incident. Where a child is picked up by someone other than the child's parent, with the permission of the parent, we would normally accept that notifying this person is sufficient to satisfy this requirement.

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

If a child is diagnosed with a specific illness or requires special medication, a care plan will be completed with consultation with parents.

If a child is on prescribed medication please see policy for supporting pupils at school with medical conditions.

School will ensure that the first aid equipment is kept clean, replenished and replaced as necessary. Sterile items will be kept sealed in their packages until needed.

In the event of a child leaving during a session, a member of staff will complete details in the school visitor log book (in red biro) of time child collected, by whom and the reason.

### Hygiene

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

#### Personal Hygiene

Toilets are flushed after use.

Hands are washed after using the toilet.

Children with pierced ears are not allowed to try on or share each other's earrings.

Boxes of tissues are available and children are encouraged to blow and wipe their noses when necessary. Soiled tissues are disposed of hygienically. Children are encouraged to wash their hands.

Children are encouraged to shield their mouths when coughing.

Paper towels are provided for drying hands.

Hygiene rules related to bodily fluids followed with particular care and all staff and volunteers are aware of how infections, including HIV infection, can be transmitted.

### Procedure for Changing a Child

Staff to wear disposable apron, face covering and gloves at all times.

Child is taken into changing area, where door is always wide open, whilst reassuring them if necessary.

Staff always inform another member of staff they are changing a child and that staff member would visually check changing area when in use.

Another member of staff to clean any soiled area in nursery if necessary.

Remove any soiled clothes, placing them in nappy sack and put into child's personal bag until collection by parents/carer at end of session.

Clean child as necessary with moist wipes and replace with any necessary clean clothes. Spare laundered pants and other clothing are always available in case of accidents. Where individuals are likely to have repeated accidents (e.g. because of potty training or health conditions), parents will be asked to provide spare clothing to be kept in school. Arrangements for the storage of this will be based on the needs of the individual child.

Disposal of soiled pull-ups in nappy sack in grey lidded bin located on the shelf in the toilet area.

Clean and disinfect toilet area as necessary, washing hands thoroughly.

### Cleaning and clearing

Any spills of blood, vomit or excrement wiped up and flushed away down the toilet using the Vomit Kit supplies and yellow mop bucket. Rubber gloves and aprons are always used when cleaning up spills of body fluids.

Floors and other affected surfaces disinfected using Nova multi-purpose cleaner or Protect (as provided by Dudley Client & Catering Services) Any fabrics in nursery contaminated with body fluids are thoroughly washed in hot water. Child's soiled clothing is sent home in a sealed bag.

All surfaces cleaned daily with an appropriate cleaner.

### Food

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

In particular, each adult will:

Always wash hands 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 for kitchen and toilet areas.

Keep food covered and either refrigerated or 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 fruits and vegetables thoroughly before use.

Any food that requires heating will be heated immediately prior to serving and not left standing. No food will be reheated.

Tea towels will be kept scrupulously clean and washed after each session.

All utensils will be kept clean and stored in a dust-free place e.g./closed cupboard or drawer.