

Date Valley School

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Hygiene Policy

Good hygiene is essential for the prevention of the spread of infection. This is especially important in a school environment, where children are prone to infections and illnesses. This policy will set out the practices and procedures to be followed in order to ensure up to date infection control procedures and the provision of an environment which is clean and hygienic.

Policy Statement:

The school is committed to the provision of:

- A clean and hygienic environment
- An environment which provides infection control methods to minimise the spread and risks of infectious diseases and illnesses in children, staff and any other persons in attendance at the school

Preventing illness:

The spread of infections and illnesses within the school setting cannot be prevented, however can be minimised with the implementation of infection control procedures. The three most effective practices are:

- Effective hand washing
- Exclusion of sick children and staff
- Immunisation

Infections spread by:

- Person with the infection spreads the germ into their environment
- The germ must survive in the environment
- The germ is then passed to another person
- The next person becomes infected

The implementation of hygiene practices and procedures aims to prevent the spread of infections at every step.

Good hygiene practices will be promoted and implemented by abiding by the following procedures:-

General:

- All staff are required to wear rubber gloves when dealing with any type of body fluid spillage or bleeding
- Cuts and open sores must be covered with a dressing, whether on adults or children
- Any type of spillage must be cleaned up as quickly and effectively as possible
- Any clothing subjected to body spillage must be placed in a bag which is then tied up ready to be passed to child's parent / guardian
- Tissues and waste bins must be readily accessible for children, to encourage good hygiene practices
- Kitchen utensils / water jugs are to be cleaned with washing up liquid and rinsed thoroughly with hot water
- Children should be discouraged in sharing water bottles and drinking glasses
- Toilet sponges / wash clothes and mops to be identified and kept separately from kitchen sponges / wash clothes and mops

- Equipment in the school requires cleaning. The school cleaners are responsible for dusting and cleaning shelves, windows, behind cupboards and vacuuming or wet mopping the floor. The classroom staff are responsible for ensuring equipment and resources are clean
- Cleaning fluids are to be placed safely, out of reach of children
- Annual risk assessment checks of the kitchen and toilet areas should reflect through cleaning practices and the monitoring of

Toileting of children:

- Children must sit when they use the toilet, and wash / clean themselves in accordance with Islamic practice
- Children should be encouraged to flush the toilet after use
- Children should be encouraged to inform a staff member if they have had a toileting accident
- Toileting facilities are maintained in a safe, clean and hygienic manner whilst children are in attendance
- Soap and drying facilities must be available at all times, when children are in attendance
- Children must wash their hands after using the toilet, and dry using paper towels
- Children should be encouraged not to touch the tap after they have washed and dried their hands

Children's contact with one another:

Educating and encouraging children in good personal hygiene practices such as:

- Washing their hands after blowing and wiping their nose
- Not touching each other where they are cut or bleeding
- Disposing of used tissues promptly and appropriately, and not lending to other children
- Hand sanitizers should be used in conjunction with hand washing, not instead of

Indoor and outdoor environment:

- Indoor and outdoor environments should be kept clean and hygienic as possible
- Blood, vomit, urine and faeces (either indoors or outdoors) should be promptly cleaned (Appendix 1)
- Covering the sandpit when not in use, to prevent contamination by animals
- Removing any animal faeces promptly and disposing of in an appropriate manner
- Disposing of any dead creatures found on the premises in an appropriate manner

Cooking with children – food hygiene rules:

Cooking is an enjoyable educational activity, which is encouraged at school. It provides for an ideal opportunity to teach children food hygiene concepts.

It is necessary for staff to have a working knowledge of food hygiene procedures (Appendix 2)

The parents / guardians are responsible for:

- Ensuring immunisations are up to date for their child / children and details of immunisations are correctly documented on the registration form
- Keeping their child / children home if Health Protection Agency guidelines specify
- Informing the school if their child / children have an infectious disease

This policy has been read and approved for Date Valley School, by the School Principal and the Date Valley Trust Policy Committee.

Date: February 2014

Appendix 1:

Procedure for cleaning up body fluids etc:

- Keep children away from the area and call another member of staff, if necessary
- Put on disposable gloves
- Cover spill with paper towels or newspaper, then mop up with the appropriate floor mop
- Put waste in plastic bag and dispose of outside straight away
- Clean area with anti-bacterial cleaner and bleach
- Dry area using paper towels, if necessary
- If area remains wet please put up the yellow wet floor sign, until area is dry

Appendix 2:

Food Hygiene in the classrooms:

Cross Contamination, maintain strict personal hygiene by:

- Hand washing
- Clean clothes
- Disposable aprons and gloves
- Hair tied back or in hijab
- No hand or wrist jewellery. Remove before hand washing
- No smoking, drinking or eating food whilst handling food
- Be fit for work
- Stay at home for 48 hours after last bout of diarrhoea and vomiting
- Cuts and sores to be covered

Safe and clean environment:

- New cloths or kitchen tissue towels to be used to clean food prep surface and all tables. Discard after use
- Use antibacterial spray on tables
- Wash all utensils to be used before use. Throw away any broken utensils
- Cracked and chipped plates and cups to be thrown away
- Chopping boards to be clean and undamaged
- Uncooked meat items to be kept away other food items
- Uncooked and cooked food to be covered at all times
- Be aware of food allergies in the room
- Rubbish to be cleared immediately and dispose of correctly
- Wash and wipe away spills as soon as they happen

Protocol for classroom cooking lessons:

Prior to lesson:

- Be aware of any allergies in the class
- Purchase and store food appropriately
- Ask the children to bring in suitable containers to allow them to take food home
- Make note of any risks involved in using cooking equipment

On the day of the lesson:

- Are u fit for work?
- Wear clean clothes
- Store food appropriately in school
- Locate disposable aprons, gloves, cloths and antibacterial spray
- Wash utensils required for session
- Cover any cuts and grazes with plasters

- Remove hand and wrist jewellery
- Tie up hair if uncovered

Start of the lesson:

- Wipe surfaces to be used using new cloth and antibacterial spray
- Set up food and utensils to be used
- Place rubbish bin for easy use
- Wash hands
- Children to wash hands and wear aprons and gloves
- Commence lesson, removing rubbish and wiping spills immediately
- No eating or drinking during lesson. If need to taste use clean spoon, taste and dispose of spoon or cup in the sink
- Towards end of lesson, dispose of rubbish, place food in covered containers for the children to take home
- Clean surface areas and wash up utensils used

Appendix 3:

Hand washing guidelines:

- Use soap and running water
- Wash hands vigorously, between fingers, counting to 10
- Rinse hands well, between fingers, counting to 10
- Turn off tap
- Dry hands well, between fingers too

When to wash hands:

- Before handling food
- Before eating
- After changing a nappy
- After removing gloves
- After going to the toilet
- After cleaning up blood, urine, faeces or vomit
- After wiping a nose, a child's or your own
- Before giving medication
- After handling garbage
- After coming in from outside play