

St Joseph's Catholic Primary School



Our Mission Statement


We grow together in God's Love as we Pray, Learn and Play

"Dym ni'n tyfu gyda'n gilydd mewn cariad Duw wrth i ni weddio, dysgu a chwarae"

HEALTH, HYGIENE AND TOILET POLICY

Article 16:

You have the right to have privacy

This Policy was approved by the Governing Body on	May 2024	The first policy was drawn up and ratified by the Governing Body	Signed: 
This policy is due to be reviewed by the Governing Body	November 2025	This Policy was reviewed by the Governing Body and ratified	Signed:
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Introduction

Health and Hygiene is an essential part of every pupil's development. It helps protect children from illness and risks and develops healthy lifestyles.

The *United Nations Convention on the Rights of a Child (UNCRC)*, which has been adopted by the Welsh Government, identifies key services which children and young people are rights holders of. Some of the articles identified within the UNCRC can be related directly to the area of *Health & Hygiene and School Toilets (School toilets: Good practice guidance for schools in Wales)*:

- **Article 3 – The best interests of the child**
- **Article 6 - The right to develop healthily**
- **Article 12 – The right to participate in decision making**
- **Article 16 – The right to privacy**
- **Article 23 – The right to receive special care and support if you have a disability**
- **Article 24 – The right to food quality health care.**

At St. Joseph's RC Primary School, we seek to uphold and adhere to the UNCRC, and acknowledge the skills development encapsulated within an effective *Health, Hygiene and Toilet Policy*.

Key Skills:

- Promotes the spiritual, moral, cultural, mental and physical developments of pupils at school, and within society.
- Prepares pupils for the opportunities, responsibilities and experiences of adult life.

Aims:

- To ensure all children are provided with an excellent standard of health and hygiene.
- To maximise access to learners' toilet facilities during the day to promote the health, well-being and learning opportunities of all learners.
- To provide good quality toilet facilities throughout the school.

Rationale:

- We value and respect our learners and want them to be able to benefit from good provision and practice.
- The school recognises that well-maintained toilet facilities where learners feel comfortable, safe and have open access to throughout the school day, are essential for health, well-being, and learning.

Objectives:

- To ensure that this policy is both accepted and upheld by the whole-school community – school management, staff, learners, governors, parents/carers, cleaning and ancillary staff.
- To ensure that health and hygiene standards are met throughout the school – school toilets, school kitchen, staff-room, etc.
- To ensure children are aware of health and hygiene issues during varying times of the day – hand-washing, transference of germs, cross-contamination during *Design to Smile*, lunch-time, fruit and milk time.
- To keep all toilets open and available to learners throughout the school day. While learners can use toilet facilities at break and lunchtimes if they need to, we ensure learners have access at all times.
- To ensure that the toilet and washroom facilities are suitable for the range of anticipated users, including learners with disabilities and additional needs, as well as learners from certain ethnic and religious communities; to ensure these needs are met in a sensitive, informed and appropriate manner.
- To ensure at all times that all toilet/ hand-washing areas have appropriately maintained supplies of warm and cold water, liquid soap, hand drying facilities and toilet tissue in dispensers, which are provided at a convenient height.

- To locate drinking water supplies and outlets in safe and appropriate locations, (not in toilet areas).
- To ensure water bottles are cleaned on a regular basis, and standards of hygiene are adhered to.
- To actively seek the views of the whole-school community in relation to any concerns about toilet provision and access issues (ensuring a child-friendly procedure for learners to report deficiencies or problems) and to respond seriously to these and deal promptly with any problems highlighted by the learners.
- To actively consult and involve the learners in managing the toilets (via the *school council* and *healthy club*).
- To encourage learners to respect the toilets and each other (via the school council, in PSE lessons etc).
- To implement and maintain annual reviews of the policy to monitor that it is being adhered to and remains relevant.

Procedures:

The hygiene procedures are in place in line with recommendations from the Welsh Government. Our school promotes a high standard of health and hygiene in its day-to-day work with children and adults. This is achieved in the following ways:

Illness:

- If a child has an accident in school, we will administer First Aid as needed, report the incident to the parents/ carers at the end of the day. Parents/ carers 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 the class teacher/ Foundation Phase or Learning Support Assistants to decide if they should go home. If so, parents/ carers 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 a minimum of 48 hours has lapsed since the last attack.
- Incidents of cuts or open sores will be addressed and any action taken will equate to the severity of the injury; if necessary the parent/ carer will be contacted.
- A designated Teaching Assistant has responsibility for ensuring that all classes have a first aid box, and that 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.
- If a child is on prescribed medication the following procedures will be followed:
 - i. School staff will receive training in any medical conditions which have not been met before, in order to ensure a full understanding of the condition: anaphylactic shock, severe visual impairment, mobility problems, etc.
 - ii. All medication must have written consent provided by the parents/ carers.
 - iii. School staff will not administer medication, unless an emergency occurs, e.g. anaphylactic shock.
 - iv. 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 and spacer devices, providing written permission is given by parents/ carers.

Information

- Parents/ carers have the opportunity to discuss health issues with school staff.
- 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

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

Personal Hygiene

- Hands washed after using the toilet and before eating.
- 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 encouraged to shield their mouths when coughing.

Cleaning And Clearing

Any spills of blood or vomit are wiped up and disposed.

- Excrement will be flushed down the toilet. Disposable gloves are always used when cleaning up spills of body fluids. Floors and other affected surfaces are disinfected using anti-bacterial spray/ wipes accordingly.
- 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.

Toilets and Toileting

To ensure staff are aware of and are able to carry out effective hygiene practices, the head teacher 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, following a risk assessment and implementation of a care plan, including pupils with disabilities and additional needs and pupils from certain 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 (for girls aged eight and over)
- ensure drinking water supplies are available in appropriate locations, and not in toilet areas

To prevent the spread of all infection, staff at St Joseph's will ensure the following toileting good practices are observed: -

- Only staff members will accompany pupils to the toilets, as appropriate and required
- Staff will consider every child's individual needs and work in partnership with Parents/Carers in toileting matters
- Any accidents are dealt with swiftly, with minimal fuss, involving a change of clothing for the child
- Spare laundered pants, and other clothing, will be available in case of accidents. Polythene bags will be available in which to wrap soiled garments in order to return them to the Parent/Carer
- The use of electric hand dryers will be supervised. Paper towels will be available, and disposed of appropriately when used.
- Hand washing and all aspects of hygiene are encouraged by all staff
- To implement and maintain an effective toilet cleaning, supervision and inspection regime to ensure appropriate standards of provision and cleanliness throughout the school day
- To encourage pupils to respect the toilet facilities and each other (via the School Senedd, in Health and Wellbeing lessons, and for pupils to establish a Pupil Code of Conduct in toilets and washrooms)

- To regularly include toilet management issues in all appropriate School Senedd, staff, parent and governor meetings.

Nappy Changing

(In our Nursery setting or with children with Additional Learning Needs)

- Staff should gather all the necessary items needed before each nappy change, for example, nappy, wipes, nappy sack, cream if necessary.
- Gloves and an apron should be worn, with a new set of gloves and apron for each nappy change.
- Using wipes, clean the child from front to back and place the used wipes in the nappy sack. Nappies, wipes aprons and gloves must be disposed of in the clinical waste bin provided.
- Staff should ensure that children wash and dry their hands.
- The changing mat, surrounding area and underneath the mat must be cleaned using anti-bacterial spray and paper towels before leaving to dry.
- Staff should wash and dry their hands.

Head lice

Parents/carers should notify the school if they discover that their child has head lice. The school will follow most recent public health Wales guidelines with regards to the notification of and advice on treating head lice. Advice may be sought from the school nurse.

Immunisations

Parents are encouraged to have their child immunised and any immunisation missed or further catch-up doses organised through the child's GP. See links for current UK Universal Immunisation Schedule:

<http://www.nhs.uk/Conditions/vaccinations> <https://www.gov.uk/government>

Food

- The school will observe current legislation regarding food hygiene, registration and training.
- In particular, each adult will:
 - Always wash hands their 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.
 - 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.
- 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.
- Microwaves are cleaned regularly.
- Lunchboxes need to be stored in a suitable area.
- Water bottles are cleaned daily and re-filled with fresh water each morning.

RESPONSIBILITIES OF PUPILS

All pupils are expected to:

- Exercise personal responsibility for the safety of themselves and their fellow pupils.
- Wear school uniform, PE kit for sports and exercise, indoor footwear when in the school building, and appropriate footwear for outdoors.
- 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.
- Observe all the safety rules of the school and in particular the instructions of the teaching staff in the event of an emergency;
- Use and not wilfully misuse, neglect or interfere with things provided for safety purposes.

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

Equal Opportunities for All

- At St Joseph's, we are committed to providing the highest possible standard of education for all our pupils and will endeavour to meet the needs of all without unfair discrimination of any kind.
- Everyone is treated fairly and given equal access to learning and resources.
- We aim to achieve the highest quality of educational opportunities for all pupils within our care.
- We seek to celebrate diversity and recognise the value of learning from each other.
- We aim to ensure an inclusive education and social inclusion for all (*full details can be found in our Inclusion School Policy*).

References:

- **Framework for Children's Learning for 3 to 7 year olds in Wales, DCELLS 2008**
- **Equal Opportunities Policy**
- **School Toilets Good Practice guidance for schools in Wales, Welsh Government 2012**
- **Mind the germs! Infection Control Guidance for Nurseries, Welsh Government, 2006**
- **Teach germs a lesson! Infection Control Guidance for Primary and Secondary Schools, Welsh Government, 2006**