



Our vision



# Waverley School

## Hygiene policy

<b>Name of School</b>	Waverley School
<b>The original policy</b>	May 1996
<b>Updated</b>	May 1998, January 2007, October 2008, November 2011, June 2014, November 2021
<b>Updated</b>	Every 2 years
<b>Updated</b>	November 2023

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**Introduction** In the continuing attention regarding infection and infection control, the following policy and procedures outline the good practice at Waverley school adopted to ensure that the risks of cross infection are kept to a minimum. It has been written in consultation with the Infection Control Nurse, North Middlesex Trust Hospital. The policy will be made available to staff, Governors and parents.

### **Principles**

- It is a fundamental principle that pupil's medical information is confidential, and that school staff will be informed on a 'need to know basis'.
- Staff should inform the School Nurse if they have concerns regarding a pupil's medical condition e.g. possible contagious diseases so the appropriate action can then be taken.
- These procedures will help prevent and control the spread of infection to other pupils or staff and, therefore, reduce the risk of infection.
- Careful washing with soap and water and drying with towels is sufficient to ensure that high standards of hygiene are achieved.

**Procedures** All staff must wash their hands with soap and dry thoroughly with towels before they change a pupil's pad.

Disposable gloves and aprons, available from the Stock Room, must be worn when changing pads. In the event of normal stools or urine the same apron can be used for several pupils. Gloves must be changed after each pupil. Changing benches will require cleaning between pupils and at the end of the day.

If a pupil has diarrhoea, gloves and apron must be changed immediately. Hands must be washed and dried again after changing a pupil. The School Nurse informed and a move made to send the child home for 48 hours.

Gloves and aprons must be worn when dealing with pupils with gastrostomy tubes as well as those requiring suction or who are naso-gastric fed.

Staff must wash and dry hands after they have cleaned up all body fluids, when ever possible this should include wiping noses. If a pupil is involved in an activity and requires frequent attention, then tissues can be used and staff must wash and dry their hands at the end of the activity and dispose of tissues in a yellow bag.

Body fluids should be wiped up with paper roll and the area cleaned using hot water and washing up liquid, rinsed and then dried with paper roll. Gloves should be worn when wiping up body fluids.

Paper roll (when used for body fluids), gloves and aprons must be disposed of in yellow bins. At the end of each day the bags from the bins must be sealed and an agreed person from each department must remove them to a separate bin, situated by the main dustbins outside.

Gastrostomy's and weeping wounds must be covered with Tegaderm waterproof dressings before swimming, hydrotherapy and sand and water. The parent/carer will provide the dressing.

Separate towels must be used for each pupil when swimming or using the hydrotherapy pool and Sand and Water room. Parents/Carers will be asked to provide two towels if necessary. If pupil's towels are kept in School, they should be stored in named individual baskets and/or bags. If School towels are used, they can be used several times if used by the same pupil. These must also be stored in named individual baskets and/or bags. Towels must be washed before another pupil uses them. Pupils must use paper roll or roller towel after washing their hands unless they have their own towel, which again must be kept separately.

Classroom sinks will be used to wash up any cups or eating utensils. These will only be used for washing hands or activities to do with non-food preparation. The sinks in the kitchen areas will be used for washing up anything related to food preparation. A labelled washing up bowl can be used in class sinks for washing cups etc., but this must not be left in the sink. It is good practice if different coloured bowls are used for different activities so that they are easily identified i.e. red for washing up, blue for the floor etc.

**Good practice** This policy will be accessible to all parents. A copy will be filed in the School Office and individual copies will be available on request.

Ongoing advice will be taken from the Infection Control Nurse, North Middlesex Trust Hospital.

Staff will be encouraged to take advantage of available protection including inoculation against Hepatitis B. The Borough's Occupational Health Service arranges Hepatitis B injections. Boosters are normally required every 5 years and it is staff's responsibility to keep a record of when this is due and contacting Occupational Health. All staff has access to the Borough's Occupational Health Service.