



*Making the difference*

# Hygiene Policy



## Hygiene Policy

The Health and Safety Officer is the Chief Executive.

The functions of the Health and Safety Officer are:

1. To investigate complaints with regard to health and safety.
2. To investigate potential hazards and dangerous occurrences.
3. To carry out inspections and make good where practicable any identified deficiencies.

### Personal Protection

The following is very important for staff's own safety and to prevent cross infection. All staff must have short nails and if wearing rings ensure they do not have stones.

### Hepatitis

All staff coming into contact with children's body fluids must have a Hepatitis B vaccine. This must be arranged through the member of staff's own G.P. who may ask for payment. This may be claimed back through the Finance Office.

### Hand Washing

Hands must be washed with soap and water and thoroughly dried with paper towels. Gloves must be worn in the sluice when toileting children, changing contaminated clothing and cleaning up all potentially contaminated spillages. Surgical hand gel is to be used between handling each child when hand washing is not available or practical.

Hands must be washed between each child whenever possible.

Hands must be washed before handling food and before and after feeding children.

Hands must be washed as soon as possible, with an application of hand gel, after becoming contaminated with urine, faeces, vomit, blood, saliva etc.

### Cuts

To prevent cuts becoming infected all wounds must be covered with a waterproof dressing. This may be either a waterproof adhesive dressing or a double spray of Opsite (spray dressing).

### Aprons

Aprons must be worn in sluices when changing soiled clothing or nappies and when dealing with spillages of urine, faeces, vomit and blood in other areas of school and disposed of in clinical waste bins (yellow).

### Sharps

Sharp items i.e. hypodermic needles, scalpel blades etc. must be handled with great care and not left lying around.



All sharp items must be immediately disposed of in a 'yellow sharps bin' in the Nurses' room for eventual disposal via the Hospital Trust.

#### Treatment and Disposal of Body Fluids and Waste Materials

Handle all body fluids and waste materials as being potentially contaminated and infectious.

#### Urine, Faeces and Vomit

Urine, faeces and vomit must be eliminated or discarded into the toilet and flushed away as soon as possible.

Potties/toilet chairs must be washed, dried and cleaned with antibacterial spray/wipes after each use.

Spillages or incontinence of urine, faeces and vomit must be cleared up immediately with paper towels. The area must then be washed with soapy water and dried thoroughly with paper towels and sprayed with the disinfectant spray provided.

#### Blood

Blood spillage must be treated by the School Nurse where possible. Disposable latex gloves must be worn and Precept Disinfectant Granules applied liberally over spillage to completely cover the area. This must be left for two minutes and then removed using paper towels. Finally the surface must be wiped with a damp paper towel and disposed of, double wrapped in a plastic bag and finally disposed of in a 'yellow clinical waste bag'. (Precept Granules are kept in the Nurses room.)

#### Disposal of Contaminated Materials

All material contaminated by urine, faeces and vomit must be double bagged in plastic bags, well secured and placed in 'yellow clinical waste bags'.

This includes paper towels and cleansing wipes used for washing children and those used for cleaning up spillages.

All nappies, wound dressings, gloves and aprons must also be disposed of in this way.

### **General Waste**

#### Classrooms and other areas of the School

Washbasins in classrooms to be used for washing crockery and utensils.

Clothing and children's nylon aprons must be washed in the sluice, sink or in the laundry room.

### **General Hygiene**

#### Sluice

Paper or material pillowcases must be changed immediately if soiled or must be changed weekly.



Changing benches, potties, potty-chairs and toilet seats must be washed weekly with soap, water and paper towels, dried thoroughly then sprayed with disinfectant spray and polished with a paper towel.

### Classrooms

Disposable cleansing wipes or soft paper towels must be used to wash the children's hands and faces.

Each child must have its own drinking utensil, toothbrush and mug. After use, with the exception of toothbrushes, each item must be washed in hot soapy water and dried thoroughly with paper towels. Toothbrushes must be washed under running water and dried thoroughly with paper towels.

Beanbags and physiotherapy foam wedges, cushions and rolls should have a waterproof protective covering and, if necessary, a removable washable material cover – washed or wiped over with disinfectant spray after each use.

Material removable covers must be washed when soiled after use.

Carpets will be shampooed annually and when necessary.

Tea towels must be changed daily.

