



Hygiene, Infection Prevention & Control Policy & Procedures

This policy is based on the exemplar policy developed by Public Health Wales National Healthy Schools working group. Consultation on the exemplar policy was carried out with Public Health Wales Health Protection Team.

Exemplar Hygiene Policy Checklist:

Heading	Present	Comments
1. Date of publication and review		
2. Context of policy / relationship with other policies		
3. Aims of policy clearly stated		
4. Statement of those consulted		
5. Location of policy		
6. Roles and Responsibilities defined		
7. Links to the curriculum (including: curriculum maps, planning, methodology, resources, visitor contributions and evaluation)		
8. Management of incidents, recording and exclusions		
9. Standard Infection Control Procedures		
10. Local and national guidance cited		
11. Monitoring, Review and Dissemination		

Hygiene Policy Statement

In schools, where pupils are in close and frequent physical contact with each other, infectious diseases can spread rapidly. Ysgol Parc y Tywyn will seek to help protect pupils and staff from infections and reduce the risk of outbreaks by ensuring;

- Rigorous hygiene procedures are in place
- Ensure information is provided to parents and staff on keeping infectious pupils and staff away from school to prevent contamination.

At Ysgol Parc y Tywyn we recognise that the health of children and adults is of vital importance to ensure continuity of education. We recognise our responsibility to promote a culture where health and hygiene issues are discussed in an open and positive way to promote the health and well-being of the whole school community.

Introduction

Education about hygiene can help pupils make informed choices that can affect their health. The physical development of pupils depends upon the attention given to proper nutrition, sufficient exercise, appropriate hygiene, safety and positive healthy choices. Pupils need to appreciate the relationship between diet and growth, between exercise and wellbeing, and between personal hygiene and disease.

We consider the role of the school to support families and the wider community, by ensuring the ethos of the school is established as a health-promoting environment.

Clear effective guidelines for the prevention and control of infection are in place and implemented within our school. This policy is not to be used for the diagnosis of illness but to help inform, advice and direct staff towards best practise and where to seek further advice.

Aim

- To establish and maintain life-long healthy lifestyles and good hygiene habits and to provide a clean and hygienic school environment to promote the welfare of pupils and staff.

Objectives

- To ensure all aspects of good hygiene are encouraged among Pupils, Staff and Visitors.
- To provide consistent messages in school about good hygiene within and outside of the taught curriculum.
- To increase pupils' knowledge, understanding, experience and attitudes towards good hygiene.
- To ensure the provision for hygiene in school reflects the cultural and medical needs of all pupils.
- To ensure the school environment is a hygienic place to learn and work in.

Scope of Policy

- The procedures and practices within this Policy relate to all times of the school day and during out of office hours, this includes off site school visits and trips.
- The Policy applies to all staff, pupils, parents/ carers, governors and partner agencies attending the school.

Related Policies

*This policy should be read in conjunction with other related policies and procedures that contribute to improving Infection Prevention & Control such as our schools **Intimate Care Policy & Health and Safety Policy***

Children's Rights

The United Nations Convention on the Rights of the Child (UNCRC), specifically Article 24 that states, and underpins this policy: *Every child has the right to the best possible health. Governments must provide good quality health care, clean water, nutritious food, and a clean environment and education on health and well-being so that children can stay healthy.*

Roles and Responsibilities

Responsibilities of the Governing Body

Governing bodies are accountable for ensuring effective policies and procedures are in place to ensure that all reasonable steps have been taken to reduce the possibility of infection, supporting the work of the Head teacher and the staff within the school setting.

Governors must ensure:

- That this policy is regularly reviewed and revised as and when necessary.
- That risk assessments are undertaken with any activity that has significant associated hazards and that a written record of these assessments are kept and reviewed regularly.
- That sufficient funding is allocated for hygiene issues e.g. staff training, provision of personal protective equipment, toilet facilities, maintenance, curriculum resources etc.
- That a positive health and safety culture is established and maintained
- To approve policy and ensure its implementation.

Responsibilities of the Head Teacher

The Head teacher is responsible and accountable for the implementation of this policy and the compliance with all relevant legislation. The Headteacher will:

- Ensure that all members of staff (including new staff, supply staff, probationers and students, voluntary helpers etc.) have read this policy, are aware of and

understand the contents of this and associated policies and have signed an acknowledgement to confirm this.

- Appoint one or more members of staff to undertake specific duties in relation to hygiene. This includes designating staff to clean and maintain the staff room facilities.
- Ensure that the school, its furniture and fittings are tidy, clean and hygienic
- Oversee the documented programme for cleaning the entire school and the protocol for the immediate removal of potentially infectious spills of blood and body fluids (vomit or faecal material).
- Ensure that there are established clear routines, rotas and staff responsibilities.
- Ensure that cleaning staff are appropriately trained and aware of national guidance.
- Ensure that pupils and staff have access at all times to school toilets that are open and functioning.
- Maintain a list of notifiable diseases and follow the 'Exclusion Period for Common Infections' (January 2022) published by the Health Protection Team, Public Health Wales. (see Appendix 1). This is displayed in the *main office, staff room & school website*

<https://phw.nhs.wales/services-and-teams/harp/infection-prevention-and-control/guidance/exclusion-period-for-common-infections-january-2022-english/>

- Ensure the school follows any regulations or guidance provided by the Welsh Government, Public Health Wales or Local Authority relating to specific outbreaks or infections.
- Ensure that all staff are familiar with local guidelines and procedures for notifying Public Health Wales and Environmental Health of outbreaks of disease, should they occur in the school. Health Protection (All Wales Acute Response) Team on 0300 003 0032.

Responsibilities of All Teaching Staff

Teachers have a duty of care under Health and Safety legislation. In addition to their duties outlined in the Health and Safety policy, staff will:

- Follow and adhere to the All Wales Infection Prevention & Control Guidance for Educational Setting of May 2017: [All Wales Infection Prevention and Control Guidance for Educational Settings_FINAL May 2017x.pdf](#)
- Notify the Head teacher of any reportable illness or disease concerning pupil(s) within their class.
- Help raise awareness of good hygiene practices by teaching pupils (educating learners) about the importance of hand washing, nose wiping, correct disposal of tissues and the spread of infection through coughing and sneezing (Catch it, Bin it, Kill it). Staff will also teach pupils about food, kitchen hygiene and dental hygiene.
- Use relevant educational resources, Growing Up, Jigsaw, Designed to Smile, Stories and e-Bug (www.e-bug.eu), to teach key hygiene messages.
- Follow good food safety/hygiene practices during cooking sessions and when completing any food-related tasks.

- Undertake any necessary training to ensure knowledge and continuous professional development in relation to hygiene and infection prevention e.g. Food Safety, e-Bug Health Educator Training and training provided by Healthy Schools.
- Act as role models to reinforce messages about infection control and ensure that they and their pupils follow relevant procedures related to specific outbreaks e.g. regular hand-washing, wearing face masks when required.
- Follow hygiene procedures in line with the Designed to Smile tooth-brushing programme.
- Follow the staff room cleaning procedures as allocated by Mrs Angharad Williams(Headteacher).
- Ensure all outside providers are made aware of this policy and any contributions are followed up and form part of a whole school approach to hygiene e.g. any lessons delivered by an outside agency are followed up by the class teacher and do not happen in isolation.

Responsibilities of staff involved in food preparation and kitchen hygiene

Parc y Tywyn School's food preparation areas conform to environmental health and food safety regulations. The school will ensure that all staff responsible for food preparation and handling undertake Level 2 Food Safety training, and that this is updated as required. Staff responsible for preparing and handling food in school are aware of and comply with regulations relating to food safety and hygiene.

Responsibilities of the Office, Cleaning, Caretaking and other staff

Office, cleaning and caretaking staff have a duty of care under Health and Safety legislation. In addition to their duties outlined in the Health and Safety policy, staff will:

- Keep the sickness register up to date
- Follow the specified cleaning schedule
- Ensure the facilities in the toilets are replenished
- Ensure the cleanliness of the dining hall in between sittings and at the end of lunchtime

Responsibilities of Pupils

All pupils are expected to:

- Take personal responsibility for the health and safety of themselves and their fellow pupils;
- Adhere to any procedures set out by the school relating to infection control or outbreaks of infectious diseases e.g. wearing face masks where appropriate.
- Treat all areas of the school, particularly toilet areas, with respect and leave in an appropriate manner for all users.
- Report any issues concerning the toilet facilities to a member of staff e.g. toilet roll, liquid / foam soap, spills, blockages etc.

- Follow the hand washing advice and posters located in the toilets and around the school.
- Wear school uniform, PE kit for sports and exercise, indoor footwear when in the school building, and appropriate footwear for outdoors.
- Remember to practice good hygiene habits outside school too.
- Label their water bottles with their own names as to avoid other pupils drinking from their bottle in error.

Responsibilities of Parents / Carers

All parents/carers are expected to:

- Abide by the school's Sickness Absence Policy.
- Follow any procedures that the school or local authority put in place relating to infection control and outbreaks e.g. by following one-way systems, staggered drop-off/pick up times.
- Ensure that water bottles and lunchboxes are cleaned daily.
- Ensure that their child's water bottle is clearly labelled with their Child's name, to avoid other learners drinking from their child's bottle in error.
- Register their child with a dentist and have regular check-ups.
- Encourage general good hygiene practices with their child.

Immunisation and Vaccinations for children and school staff

Immunisation and vaccinations are very important for keeping our children and community healthy. Vaccinations save more lives than any other medical intervention worldwide and we want to make sure that all the children here are well protected to give them the best start in life.

At Ysgol Parc y Tywyn we are keen to promote immunisation to the parents/carers of every child and ensure that the staff are well informed on the benefits of immunisation for themselves.

Where vaccinations are missed or vaccination history is unknown, parents/carers are encouraged to contact the child's GP. Further information can be found on www.nhs.uk/vaccinations.

Hand Hygiene

Good hand washing is the single most effective way of stopping germs from getting into our bodies and causing infection. Everyone should wash their hands:

- whenever they look dirty
- before eating
- after using the toilet

- after touching any potentially contaminated surfaces (e.g. drains, cleaning cloths, waste bins, soil).
- after contact with blood or body fluids (e.g. faeces, vomit, respiratory secretions).
- including after coughing, sneezing, or caring for the sick .
- after touching animals, their cages, feeding utensils or toys.
- immediately before handling any food and immediately after handling raw food
- before and after dressing a wound, giving or applying any medication, or applying contact lenses.
- before putting on a face covering and after removing it.

Effective hand drying is also important to help prevent the spread of infection. The school follows the guidance below:

- Disposable paper towels supplied from an enclosed dispenser are used which are well-maintained to prevent possible cross infection.
- Cloth, fabric or roller towels are not used at any point in the school.
- Paper towels should be disposed of in a lidded bin, lined with a disposable plastic bag and positioned near the hand wash basins.

School Toilet Facilities –

Toilets

To ensure staff are aware of and are able to carry out effective hygiene practices, the head teacher will ensure that;

- Pupils and staff have access at all times to school toilets that are open, well ventilated, have functioning locks, toilet seats and lids and are cleaned regularly.
- Staff toilets, other than those designated for disabled access, should be separate from pupil's toilets.
- The toilet and washroom facilities are suitable for the range of users, including pupils with disabilities and special needs and cater for the needs of all pupils from ethnic and religious communities.
- The toilet areas have access to supplies of warm and cold water and liquid soap.
- Nail brushes and bars of soap are not used as they can harbour bacteria.
- The toilet facilities provide appropriate privacy for users.
- Toilet paper is provided in toilets for pupils and staff in dispensers, provided at a convenient height, at all times and dispensers are cleaned and replenished regularly.

- Appropriate sanitary disposal facilities exist in toilets for female staff and pupils.
- Guidance is displayed near all hand washing facilities for pupils and staff on how to wash hands.
- Ensure drinking water supplies are available in appropriate locations, and not in toilet areas.
- Supervision of the toilets at break and lunchtimes is undertaken by Staff. There is a written cleaning schedule for toilet areas. All toilet equipment, including cubicle seats are thoroughly cleaned.
- Staff wear adequate PPE while cleaning toilets or undertaking toileting tasks.
- Cleaning equipment is never stored in toilets
- To regularly include toilet management issues in all appropriate school council, staff, parent/carer and governor meetings.

Curriculum

Effective hygiene education will enable pupils at Ysgol Parc y Tywyn to make responsible informed choices. This will not be delivered in isolation and reflect the approach within the Curriculum for Wales and Personal and Social Education (PSE) Framework for Wales, which underpins this Policy.

Delivery

At Ysgol Parc y Tywyn, pupils will learn about hygiene using approaches that provide:

- Consistent accurate information presented simply and clearly
- Informative and accessible reading material
- Access to peers and credible adult experts, in addition to teachers
- Stimulating and enjoyable tasks

e-Bug

Ysgol Parc y Tywyn will utilise the bilingual e-Bug health education resource aimed at 4-18 years to enhance learning around microbes, hygiene, the spread, treatment and prevention of infection and antimicrobial resistance (AMR)

Support From Outside Agencies

Outside agencies or visitors may provide sessional learning opportunities for pupils. The school will ensure that if external personnel are delivering information in relation to hygiene:

- The school and the visitor have agreed the aims, content and approach of inputs by the visitor

- The school has checked that the work of the agency or visitor is known to them and considered appropriate in respect of safeguarding/child protection procedures
- The school will make the visitor aware of any relevant school policies
- The school will ensure that all visitors are in receipt of a DBS check
- The school has planned for the visitor to be supervised/actively supported by an appropriate member of staff

Ysgol Parc y Tywyn works in partnership with the local Healthy School Team, Health Protection Team, Designed to Smile Team, Environmental Health Officers, the School Nursing Service and Health Visitors to establish and deliver a coherent and consistent approach to hygiene.

Links with National Programmes

National programmes such as the Designed to Smile Scheme, the Food Standards Agency, *Catch it Bin it Kill it* campaign, and the Welsh Network of Healthy School Schemes are often used as educational platforms to address hygiene related issues.

Monitoring and Evaluation

- Opportunities will be provided which will enable pupils to participate and evaluate what they have learnt according to their age, needs and ability
- Parents will be invited to feedback their ideas for improvements on a regular basis both verbally and through questionnaires
- School Council
- Progress will be monitored at regular intervals by Mrs Angharad Williams (Headteacher) and Governor Mr Mathew Davies is responsible for Health & Safety: specific issues will be discussed at staff meetings as appropriate.

	Enw	Llofnod	Dyddiad
Chair of Governors	Mathew Davies	MDavies	02/03/24
Headteacher	Angharad Williams	<i>AWilliams</i>	02/03/24
Review Date	March 2026		

References

[All Wales Infection Prevention and Control Guidance for Education Settings \(2017\) replace with audit tool](#)

[Infection Prevention and Control Guidance \(2019\) for Childcare settings \(0-5 years\) In Wales](#)

[Public Health Wales Health Protection Team Infection Prevention and Control Quality Improvement \(Audit\) Tool For Childcare and Education Settings in Wales \(2019\)](#)

[Example of Checklist of Measures to Use During Outbreak 2019](#)

[Example of Cleaning Schedule for Education and Childcare Settings 2019](#)

[Example of Outbreak Record Form for Schools and Childcare Setting 2019](#)

[Guidance on Infection Control In North Wales – Schools and Pre-Schools Settings 2018- 2020 \(periods to keep individuals away\)](#)

[School toilets: Good practice guidance for schools in Wales \(2012\)](#)

[Personal and Social Education \(PSE\) Framework for 7-19 year olds in Wales \(2008\)](#)

[Design and Technology in the National Curriculum for Wales \(2008\)](#)

[National Infection Prevention and Control Manual \(<https://phw.nhs.wales/services-and-teams/harp/infection-prevention-and-control/guidance/>\)](#)

Key Contacts:

South Wales Health Protection Team [03000 030032](#)

[Environmental Health](#) [01267 234567](#)

[Occupational Health](#) [01554 781048](#)

<https://www.bics.org.uk/>

<http://www.wales.nhs.uk/>

<https://www.hse.gov.uk/coshh/>

<https://phw.nhs.wales/services-and-teams/harp/infection-prevention-and-control/>

Appendix 1: Recommended Time to Keep Individuals Away from Settings because of Common Infections (July 2020)



Iechyd Cyhoeddus
Cymru
Public Health
Wales

Public Health Wales Health Protection Team

Exclusion Period for Common Infections - January 2022

The table below is a guide on whether an individual with an infection should attend a setting e.g. a school or workplace. This is based on the level/period of infectiousness and not on whether the individual is well enough to attend. If uncertain, individuals should stay at home and seek advice from NHS Direct Wales 0845 46 47 (NHS 111 where available), their Pharmacy or General Practitioner (GP). If a setting requires advice on infections and length of time an individual should be kept away from the setting (exclusion period) then they are asked to: 1. Refer to the information table below 2. Seek advice, if required, from relevant health professionals such as GP, Pharmacy, Health Visitor, School Nurse etc 3. In the case of staff illness/exposure contact their own Occupational Health Team 4. Contact the Health Protection All Wales Acute Response (AWARe) Team on 0300 003 0032 When there are local/national outbreaks of illness, settings will usually be informed and advised of any actions they are required to take by the Health Protection/All Wales Acute Response Team. Settings are asked to keep a register of unwell individuals and also have a register of individuals who may be considered vulnerable to infection. If there are two or more cases of an infection; or more than the usual number of a common infection, then the setting should seek advice from the Health Protection (AWARe) Team. <https://phw.nhs.wales/services-and-teams/harp/infection-prevention-and-control/guidance/exclusion-period-for-common-infections-january-2022-english/>

Rashes and skin infections	Length of Time an individual is to be kept away from Setting (Exclusion Period)	Comments
Unexplained rashes should be considered infectious until health advice is obtained.		
Athlete's foot	None	Athletes' foot is not a serious condition. Treatment is recommended
Chickenpox	5 days from onset of rash AND until all vesicles (blisters) have crusted over	Infectious for 2 days before onset of rash. SEE: <i>Vulnerable Individuals and Pregnancy (below)</i>
Cold sores, (Herpes simplex)	None	Avoid kissing and contact with the sores. Cold sores are generally mild and self-limiting.
German measles (rubella)*	Four days from onset of rash	Preventable by vaccination and covered by the routine immunisation schedule (MMR x 2 doses). SEE: <i>Pregnancy (below)</i>
Hand, foot and mouth	None	Not to be confused with Foot and Mouth disease in animals
Impetigo	Until affected areas are crusted and healed, or 48 hours after commencing antibiotic treatment	Antibiotic treatment speeds healing and reduces the infectious period
Measles*	Four days from onset of rash	Preventable by vaccination and covered by the routine immunisation schedule (MMR x 2 doses). SEE: <i>Vulnerable individuals and Pregnancy (below)</i>
Molluscum contagiosum	None	A self-limiting condition
Ringworm	None	Keep covered. Treatment is recommended
Scabies	Affected individual can return after first treatment	Household and close contacts require concurrent treatment
Scarlet fever*	Individual can return 24 hours after commencing appropriate antibiotic treatment	Antibiotic treatment recommended for the affected individual. Please consult with Health Protection Team if Flu and/or Chicken Pox circulating at same time as Scarlet Fever in setting.
Slapped cheek/Fifth disease/Parvovirus B19	None	SEE: <i>Vulnerable individuals and Pregnancy (below)</i>
Shingles	Individual only to be kept away from setting if rash is weeping and cannot be covered	Can cause chickenpox in those who are not immune i.e. have not had chickenpox. It is spread by very close contact and touch. If further information is required, contact the Health Protection Team. SEE: <i>Vulnerable individuals and Pregnancy (below)</i>
Warts and Verrucae	None	Verrucae should be covered in swimming pools, gymnasiums and changing rooms

*denotes a notifiable disease/organism. It is a statutory requirement that doctors report a notifiable disease to the Proper Officer of the Local Authority (usually a Consultant in Communicable Disease Control/Health Protection).

Vulnerable Individuals: Some medical conditions make people vulnerable to infections that would rarely be serious in most people. These include those being treated for leukaemia or other cancers, on high doses of steroids and with conditions that seriously reduce immunity.

Pregnancy: If a woman develops a rash during pregnancy or is in direct contact with someone with a rash or an infection, they should ask their GP/Midwife if they need any relevant investigations e.g. blood test. The greatest risk during pregnancy from infections comes from their own child/children, rather than the workplace.

Immunisation: All individuals are encouraged to ensure they have received all the vaccines that are offered in the UK schedule. If anyone is uncertain which vaccines they have received they should contact their GP surgery. For further information about the immunisation schedule, please visit: [NHS 111 Wales - Vaccinations](#)

Appendix 3 Staff Signature List

Title of Policy: Hygiene Policy

I confirm that I have read and understood this policy. I have had an opportunity to ask questions and will ensure that the principles of this policy will be reflected in my practice.

Name of Staff Member	Job Role	Date	Signature