

## THE EDITH BORTHWICK SCHOOL

### BASIC HYGIENE PROCEDURES

It is important that high standards of basic hygiene are universally maintained and practiced at all times throughout the school and that all the basic hygiene practices below are part of normal routine.

#### **HAND HYGIENE**

Hand washing is the single most effective means of reducing cross infection. Its purpose is to remove or destroy any micro-organisms which have been picked up on the hands. Those causing disease are usually easy to remove by careful and regular hand washing.

- Warm running water, liquid dispensed soap and disposable individual towels **must** be used. It is essential that all areas of the hands are washed and dried thoroughly.
- Emollient hand cream should be applied regularly (seek advice if a particular product causes skin irritation).

#### ***Hand washing must be practiced by everyone:***

- Before meals.
- Before preparing food.
- After using the toilet.
- When attending to any body fluids or other potentially infectious material.
- When carrying out any medical procedure.

#### ***Children must be:***

- Encouraged to wash their hands after every visit to the toilet.
- Encouraged to wash their hands before eating.
- Supervised when hand washing to ensure that they wash their hands correctly.
- Encouraged to wash their hands after handling animals, soil etc.,

#### ***Food handlers must:***

- Ensure high standards of hygiene at all times.
- Wash and dry their hands thoroughly before touching food.
- Be completely well and not work if suffering from diarrhoea or open septic sores. They should not return to work until they have been well for 48 hours.
- Cuts and abrasions must be covered with a waterproof dressing.

#### ***Protective Clothing:***

- Disposable gloves and aprons are available for staff to use whenever required.

#### ***It is essential that disposable gloves and aprons must be worn at all times when:***

- Changing nappies/pads.
- Changing sanitary protection.

- Wiping after passing urine/bowel motion.
- Attending to a child who has vomited.
- Attending to a child who has bleeding.
- Carrying out medical procedures.
- ❖ **A new pair of gloves must** be worn after every procedure.
- ❖ Gloves and aprons **must** be disposed of immediately after use and before returning to the class area.
- ❖ Hands **must** be washed after gloves are removed.

## **DEALING WITH BLOOD AND BODYFLUIDS**

### **(Urine, faeces, saliva, vomit and blood)**

Spillages should be dealt with promptly to avoid hazards to others. The member of staff with the pupil at the time **must** take responsibility for cleaning up any spillage.

#### **Staff should:**

- Keep people away from the area.
- Wear vinyl or latex free gloves and a disposable apron.
- Soak up excess of spill with paper towels and dispose of them in clinical waste bags (yellow) in the bathroom areas.
- Wipe surface with general purpose detergent and hot water.
- Dispose of protective clothing into clinical waste bag.
- Wash hands.
- **Inform cleaning staff** so that any necessary arrangements may be made to ensure any additional cleaning required at the end of the school day.

## **MAINTENANCE OF ENVIRONMENT**

A regular programme of cleaning must be followed. Thorough cleaning with hot water and detergent using disposable cloths, followed by adequate drying, will render the environment and items of equipment free of micro-organisms likely to cause infection. Disinfectants are not necessary for general environmental cleaning.

#### **Areas which require particular attention during the school day are:**

- **Changing benches:** Which must be covered with protective sheeting for each procedure or must be cleaned between each procedure?
- **Class and lunch table surfaces:** All lunch surfaces must be cleaned prior to food being served.
- **Wheelchair tables.**
- **PE mats.**
- Toilets and washbasins must be cleaned daily by the cleaning staff and during the day by the member of staff supporting, whenever there is visible soiling.
- Potty contents must be carefully emptied down the toilet. The potty must be washed with hot water and detergent and dried thoroughly.
- Toys must be washable and need to be cleaned on a regular basis.

## **DISPOSAL OF WASTE**

The correct disposal of waste is an important part of safety practice and all staff needs to be aware that the law imposes a duty of care upon all for the safety, health and welfare of

themselves and other employees. All waste should be disposed of in an approved way i.e. sacks should be not more than 2/3 full and properly secured.

Yellow plastic bags are for disposal by incineration of waste that has been contaminated with body fluids, excretions and recreations. Small amount of such waste (other than sharps) may be placed in normal waste, but large amounts should be placed in the yellow bags labelled with the words '*clinical waste*' and collection arranged through a licensed contractor.

***Sharps disposal:***

A sharp is considered to be any object actually or potentially contaminated with blood or body fluids that may pierce the skin of a person coming into direct contact, examples of such an object are hypodermic needles, blood lancets and any other similar instruments.

- Sharps should be placed directly in a sharps container.
- Sharps boxes should be carefully assembled in order to prevent leakage.
- Containers should be sealed out of reach of pupils.
- The containers should be sealed when about  $\frac{3}{4}$  full.
- All sharps boxes must be disposed of by incineration of a licensed contractor and be labelled with the name of the source establishment.