

MAVISBANK SCHOOL

All Classes

Prevention of Infection

In Mavisbank School we adhere to North Lanarkshire Council Education Department policies.

We ensure that the guidelines for infections diseases are followed re advice given from the Integrated Community Children's Nurse, and parents are asked to keep their child away from school if there is any doubt about illness.

All surfaces are cleaned with anti-bacterial spray and disposable cloths.

Staff wash their hands on a regular basis and children's before snack and mealtimes or as necessary.

If child comes into school with a cough/sneeze, they are checked by the integrated community children's nurse.

If nurse thought that child was displaying symptoms of an infectious disease - this would be reported to the Head Teacher, parents would be contacted and asked to take the child home.

In the event of a child being sick/soiled or bleeding, the staff would wear protective clothing to prevent cross infection when dealing with child.

Any soiled laundry would be dealt with immediately in an appropriate manner -

Refer separate guidelines:

LAUNDRY - ALERT

HANDWASHING GUIDELINES

Dealing with M.R.S.A

Commoner Gastrointestinal Infection - Guidance for Head Teachers

Commoner Communicable Diseases - Guidance for Head Teachers

Letter from Head teacher to Parents

Dealing with C.Diff

HYGIENE POLICY

A. Toilet Procedures

- 1) The changing plinth should be disinfected / sterilised with Dettol after each child has been toileted.
- 2) All wet nappies should be disposed of immediately.
- 3) All soiled nappies should be placed in nappi-sacs before disposal.
- 4) Wet wipes should be used only for identified children.
- 5) Disposable gloves and aprons should be worn at all times for all toilet procedures.
- 6) Curtains should be closed during all toilet procedures.

B Lunchtime Procedures

- 1) Before lunch, all pupils should have their hands washed in orange scented water, which also serves as a signifier. All pupils having lunch in school should have their hands, face and teeth cleaned and hair brushed after lunch.

C Classroom Procedures

1. All chairs, trays, equipment in use, etc. should be cleaned daily and disinfected on a weekly basis.
2. All individual pupils' boxes of toys should be sterilised weekly.

Reviewed by John Lochrie, Eileen McDonnell July 2015
Date of next review: July 2015

MAVISBANK SCHOOL

POLICY FOR PREVENTION OF INFECTIONS IN TOILET AREAS

AIM: To ensure a safe environment for staff and pupils during the changing of pupils and to ensure cross infections are minimised. Toilet procedures should be used as a further opportunity for learning & Teaching e.g. familiarity of routine procedures, anticipation, co-operation and body awareness all form an integral part of each child's learning experiences

GUIDELINES:

- The dignity of pupils must be a primary concern of all staff
- All pupils have individualised toiletries and pad boxes
- All pupils provide their own pads on a regular basis
- Pupils are toileted once a day or as per necessary
- Staff use a pad as a signifier before entering the changing area with the pupil
- The use of hoists where appropriate must be observed
- Moving and handling guidelines should be followed (copies of guidelines are available from Senior Management Team)
- The changing plinth must be adjusted to a height suitable for staff
- Pupils should be involved as much as possible in the procedure e.g. holding pad, interacting with staff etc.
- Prepare area for pupils prior to toileting *Always wear gloves and aprons
- Ensure cleaning items to hand. Wipes may be used by staff unless otherwise notified. Cream will be used on parental request
- After changing ensure soiled pads are put in plastic bags, double bag if soiled, and bin immediately
- Clean bed with solution and wipe dry with blue towel. Bin refuse.
- Bin gloves and tidy toilet area
- Report any concerns to SMT as soon as possible

CLEANING PROCEDURES

Please ensure that your **MICROWAVE** is **wiped out after use**.

Please clean **thoroughly** on a **weekly** basis- using hot soapy water and designated disposable cloths - dry using white disposable roll. Record and sign on record chart.

Please ensure that your **FRIDGE** is functioning at the **appropriate temperature** on a **daily basis** and **kept clean at all times**. Record and sign on record chart.

Please **clean out thoroughly** on a **weekly basis**. Record and sign on record chart.

All fridges must be **defrosted and emptied** before the **end of each term**.

All **items stored** must be **checked** for "**use by dates**" and dealt with appropriately

Mavisbank School July 2015

Reviewed by; John Lochrie, Eileen McDonnell July 2015

Date of next review; July 2015

Guidelines for Hand Washing

Procedure:

1. Ensure nails are kept short and clean at all times.
2. Use running water, adjust to a temperature comfortable to hands.
If at all possible, operate elbow-operated taps with elbows, **do not** use hands.
3. Wet hands then apply sufficient anti-bacterial soap to produce a good lather, covering back and front of hands, between fingers and up to wrists, not forgetting the tips of the fingers and thumbs.
4. Use friction, one hand upon the other, then with fingers intertwined for approximately 30 seconds.
5. Rinse all areas of the hands thoroughly under running water.
6. Dry hands and wrists thoroughly with a clean paper towel.

Mavisbank School Jan 2004

Reviewed by: John Lochrie, Eileen McDonnell July 2015

Date of next review: July 2018

Dear Parents

ILLNESS

As you know coughs, colds and other viruses are spread by close personal contact.

All these infections can become more serious in individuals who have other conditions affecting their health. This applies in general to all pupils at Mavisbank School and there are some who are at an even higher risk because of their particular problems and low immunity. If a child who is ill and infectious is sent into school, then the health and wellbeing of all the other children in the school may be put at risk.

To lessen the chances of spreading infections, please keep your child at home if they have any of these conditions -

- Fever
- Runny nose
- Streaming cold
- Heavy cough
- Cough producing green mucus
- UNEXPLAINED vomiting
- UNEXPLAINED diarrhoea
- UNEXPLAINED general lethargy/ill health
- Any pupil who is prescribed an antibiotic must wait 48 hours from the first dose before returning to school
- Any pupil or staff member who contracts "unexplained" diarrhoea i.e. not due to medication for example, should wait a clear 48 hours before returning to school- consequently pupils and staff cannot use the hydrotherapy pool until 14 days have passed

If under any circumstances it is felt that your child is too unwell to remain at school, arrangements will be made to send them home. It is vital that the school has a telephone number where you can be contacted at any time.

Thank you for your help in this.

John Lochrie
Head Teacher

LAUNDRY PROCEDURES

All items **MUST** be washed at 60°C in line with INFECTION CONTROL recommendations.

HOTPOINT machine must be set at CYCLE D to ensure 60°C wash.

BOSCH machine must be set at MIXED LAOD to ensure 60°C wash.

Mavisbank School Jan 2004

Reviewed by John Lochrie, David Smith, Eileen McDonnell July 2015

Date of next review: July 2018

LAUNDRY PROCEDURES- SOILED ARTICLES

SOILED LAUNDRY should be placed in a bag and taken to the laundry area immediately.

If pupil's clothing is soiled, place in a plastic bag and return home to parents.

All items **MUST** be washed at 60°C in line with **INFECTION CONTROL** recommendations.

Mavisbank School Updated Dec 2003

Reviewed by John Lochrie, David Smith, Eileen McDonnell Mar 2010

Date of next review: Mar 2013

FOOD HYGIENE PROCEDURES

TRAYS, TABLES & WORK SURFACES

All trays, tables, work surfaces, and equipment must be wiped clean immediately after use using anti-bacterial spray & kitchen roll, and cleaned more thoroughly with hot soapy water on a weekly basis.

HAND WASHING

All staff must wash their hands prior to feeding any child and as necessary. All pupils should have their hands washed prior to snack/ lunchtime and as necessary.

CROCKERY & CUTLERY

All cups, plates, bowls and spoons used by pupils must be washed immediately after use and sterilised in Milton solution on a daily basis.

EATING & DRINKING PROFILES

All staff should observe advice given in the above before commencing feeding - paying particular attention to ALLERGIES & TEXTURE OF FOOD.

SPILLAGES

All spillages must be wiped up immediately.

Reviewed by: John Lochrie, David Smith, Eileen McDonnell Mar 2010
Date of next review: Mar 2013

Safety & Hygiene Procedures

TOYS

All toys must be washed / wiped immediately after use and sterilised on a weekly basis.

Toys should be in good condition and checked on a regular basis - all damaged / broken toys must be disposed of immediately & taken off classroom inventory.

TRAYS, TABLES & WORK SURFACES

All trays, tables, work surfaces, and equipment must be wiped clean immediately after use using anti-bacterial spray & kitchen roll and cleaned more thoroughly with hot soapy water on a weekly basis.

SHARP CORNERS

All equipment must have sharp edges protected.

POTENTIALLY DANGEROUS MATERIALS

All potentially materials must be kept out of reach - scissors, knives, electric cords, cleaning materials etc.

CUPBOARDS & DRAWERS

All cupboards must be kept locked at all times. Classroom drawers and cupboards must be kept tidy and washed out on a termly basis.

ELECTRICAL EQUIPMENT & SOCKETS - (Observe O2 Guidelines)

All electrical equipment used should be checked on a regular basis to ensure good condition.

All unused electric sockets must have safety plugs in use at all times. Electrical equipment must NEVER be placed near water.

FLOOR SURFACES

All floor surfaces must be kept clear / uncluttered particularly prior to moving children.

SPILLAGES

All spillages must be wiped up immediately.

Reviewed by John Lochrie, David Smith, Eileen McDonnell Mar 2010

Date of next review: Mar 2013