



Rhwydwaith Ysgolion Cymru
sy'n Hybu Iechyd a Lles
Welsh Network of Health and
Well-being Promoting Schools

Ysgol Gynradd Wood Memorial Wood Memorial C.P. School

'From little acorns, mighty Oaks grow'

Hygiene & Infection Control Policy September 2025

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Kindness



Determination



Nurture



Respect



Integrity



Education & Youth

Hygiene and Infection Control Policy

Model Policy for all primary and secondary school provisions including specialist school and pupil referral unit (PRU). This policy sets out the approach to Hygiene in Flintshire schools.

To be completed by Education & Youth:

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Version	3
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To be completed by the school:

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Chair of Governor Declaration	<i>(Signature)</i>
Headteacher Declaration	<i>(Signature)</i>

Accessible Formats This document is available in English and Welsh in Microsoft Word and pdf formats in Arial font size 12 as standard. Other accessible formats including large print, Braille, BSL DVD, easy-read, audio and electronic formats, and other languages can be made available upon request. To request a copy of this document in an accessible format contact the school office.



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1. Overview & Introduction

1.1

In schools, where learners are in close and frequent physical contact with each other, infectious diseases can spread rapidly. Wood Memorial C.P. School will seek to help protect learners and staff from infections and reduce the risk of outbreaks by ensuring:

- Rigorous hygiene procedures are in place.
- Guidance is provided to parents and staff on keeping infectious learners and staff away from the premises to prevent the spread of illness.

As prompt exclusion of people who are unwell with an infectious disease is essential to preventing the spread of infection in settings Wood Memorial C.P. School will refer to Public Health Wales's Exclusion guidance (see Appendix 2), for support on managing an infectious individual. Wood Memorial C.P. School will ensure that there is a procedure in place for contacting parents and/or carers when learners become unwell in the setting.

Understanding how germs spread and the actions to break the chain of infection is crucial. The mode of transmission refers to how germs spread from person to person or environment to person. These transmission methods vary, and the precautions needed to reduce spread depend on the specific mode. Infections can be "Airborne or Droplet Spread" or "Direct Contact Spread" - See Appendix 3 for detailed definitions.

The content of this policy outlines the pattern of development through learning about hygiene, which boys and girls who attend Wood Memorial C.P. School will follow. The policy refers to the teaching of health and wellbeing, with regard to learners from 3-11 years.

Educating learners about proper hygiene can empower them to make informed decisions that positively impact their health. Learner's physical development depends upon the attention given to proper nutrition, sufficient exercise, appropriate hygiene, safety and positive healthy choices. Learners need to appreciate the relationship between diet and growth, between exercise and wellbeing, and between personal hygiene and disease.

Wood Memorial C.P. School will support families and the wider community, by ensuring the ethos of the school is established as a health promoting environment.



1.2 Definition

For the purpose of this policy, the following definitions will apply:

- **Blood and body fluids:** Blood and body fluids such as urine, faeces (bowel movements), vomit or diarrhoea which can all cause infection.
- **Diarrhoea:** Three or more loose or liquid bowel movements in 24 hours or more often than is normal for the individual (usually at least three times in a 24-hour period).
- **Disinfectant:** A chemical that will reduce the numbers of germs to a level at which they are not harmful.
- **Exclusion:** Refers to the amount of time an individual should be advised to not attend a setting to reduce transmission while they are infectious.
- **Germs:** Micro-organisms such as bacteria, viruses, fungi, and parasites.
- **Hand hygiene:** The process of cleaning your hands by washing them thoroughly with liquid soap and warm water and then drying them thoroughly or using alcohol based handrub solutions.
- **Outbreak:** When there are two or more linked cases of the same illness or when there are more cases than the number expected.

1.3 Legislative Context

In accordance with the United Nations Convention on the Rights of the Child (UNCRC) this policy supports the following specific articles:

Article 6: You have the right to life, to grow up and reach your full potential.

Article 13: You have the right to information.

Article 24: You have the right to good quality healthcare, clean water, nutritious food, and a clean and safe environment.

Article 36: You should be protected from doing things that could harm you.

Section 175 of the Education Act 2002 requires school governing bodies, local education authorities and further education institutions to make arrangements to safeguard and promote the well-being of all children who are students at a school, or who are students under 18 years of age.

The Children Act 1989 and 2004 places a statutory duty on a range of organisations to make arrangements to ensure that their functions, and services provided on their behalf, are discharged having regard to the need to safeguard and promote the wellbeing of children.

The food and drink provided in all council-maintained schools must meet The Healthy Eating in Schools (Nutritional Standards and Requirements) (Wales)



Regulations 2013. These Regulations are based on the previous Appetite for Life guidelines and form part of the wider Healthy Eating in Schools (Wales) Measure 2009.

The Governing body at Wood Memorial C.P. School are aware of the relevant legislation and guidance and will have due regard for the following:

- **Social Services and Well-being (Wales) Act 2014**
Basic Care; Social Presentation
- **Well-being of Future Generations (Wales) Act 2015**
A Healthier Wales
- **Healthy Eating in Maintained Schools 2013** (Nutritional Standards and Requirements)
Practical Advice - Cleaning
- **Rights of Children and Young Persons (Wales) Measure 2011** which encompasses the United Nations Convention on the Rights of the Child.
- **Human Rights Act 1998**
Right to life
- **Equality Act 2010**
Section D: Normal day-to-day activities

1.4 Related Policies

Wood Memorial C.P. School will monitor to ensure there is consistency and coherence in the way hygiene is considered. Linked school policies include:

- Food and Fitness Policy
- Water Cooler Policy
- Managing Healthcare Needs Policy
- Educational Visits Policy
- Complaints Policy
- Equality & Diversity Policy
- Other: _____

2. Aims and Objectives

2.1 The Aims of the Hygiene and Infection Control policy are:

- 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 learners and staff.
- To provide staff with information and guidance to manage infections.
- To fully uphold the Rights of the Child with specific reference to Article 24:



Article 24: You have the right to good quality healthcare, clean water, nutritious food and a clean and environment.

2.2. The Objectives of the Hygiene and Infection Control policy are:

- To ensure all aspects of good hygiene are encouraged among learners, staff and visitors.
- To ensure the delivery of consistent messages about good hygiene practices, both within the curriculum and in other aspects of school life.
- To increase learners' knowledge, understanding, experience and attitudes towards good hygiene.
- To ensure the provision for hygiene in school reflects the cultural and medical needs of all learners.
- To ensure the school environment is a hygienic place to learn and work in.
- To ensure staff have guidance to effectively manage a range of infections and minimise disruption.

3. Rationale

The rationale behind this policy stems from the vision outlined in the Welsh government's strategic plan, "A Healthier Wales," which calls for a transformative, "whole system approach" to improving the health and wellbeing of the population, by focusing on health and well-being, and preventing illness (A Healthier Wales, 2018).

Attending in-person education and childcare is crucial for the health and development of learners and young people. However, these settings also carry infection risks, as germs from the home or community can be brought in or spread within the setting itself. These germs, which include bacteria, viruses, fungi, and parasites, can lead to symptoms like fever and illness if they enter the wrong environment. While many germs are ubiquitous and even beneficial, certain types can cause harmful infections when they proliferate. Careful hygiene and preventive measures are therefore essential to protect the health of students and staff in educational and childcare facilities. (Public Health Wales, 2024: See Appendix 3).

Therefore, implementing a whole school approach to hygiene and infection control is crucial for delivering consistent health education and fostering the development of hygiene skills within a supportive school environment. Following the Pennington Inquiry (2009), which investigated the E.coli outbreak in South Wales, recommendations were made regarding hygiene and handwashing in schools.



These were reinforced during the COVID-19 pandemic and remain a priority. Welsh Government and Public Health Wales have since issued further guidance, including the “All Wales Infection Prevention and Control Audit Tool” (2023), to ensure that robust systems are in place in educational settings.

4. Roles and Responsibilities

4.1 Role of the Governing Body

The role of the Governing Body at Wood Memorial C.P. School is to ensure that:

- The school is delivering a broad and balanced cross-curricular programme of hygiene to all learners.
- Consistent messages are promoted through the formal and informal curriculum.
- The governor with the responsibility for Health & Safety /Hygiene will liaise with the head teacher and caretaker regularly.
- The Health and Safety governor will ensure that there is adequate training and resources available for all staff involved in the delivery of the aims and objectives of the Hygiene and Infection Control Policy.

4.2 Headteacher and Senior Leaders

The role of the Headteacher and Senior Leaders at Wood Memorial C.P. School is to ensure:

- All staff responsible for food preparation and handling undertake the Level 2 award in Food Safety, and that this is updated as required.
- The school premises (furniture, furnishings and fittings) are clean and safe before the learners arrive each day.
- A documented programme of cleaning for the entire school is in place.
- Cleaning staff are appropriately trained and aware of British Institute of Cleaning Science (BICS) guidance and COSHRegulations (training can be accessed from Facility Services).
- All cleaning equipment is colour coded in line with Flintshire County Council's Colour Coding Chart (Appendix 1).
- All cleaning chemicals and equipment are stored safely in a lockable cupboard.
- Procedures for removing spills of blood and body fluids are in place (Appendix 4).
- Hygiene and infection control procedures are included in staff induction and training.
- Waste is removed promptly and is not allowed to accumulate.
- Well-maintained toilet facilities are provided where learners feel comfortable and safe and have open access to throughout the school day.
- Provision of suitable, sufficient, and readily accessible hand washing and drying facilities for staff and learners are available.



- A maintenance contract is in place for all water coolers in the school.
- Use notices, posters, and staff meetings to promote good hygiene practices.
- A list of notifiable diseases is kept, and staff are familiar with local guidelines and procedures for notifying relevant authorities/departments e.g. Corporate Health and Safety, Environmental Health, Occupational Health for outbreaks of disease.
- Display a list of addresses and telephone numbers for key health contacts including the nearest Accident and Emergency Department, Health Centre, Environmental Health Department, Public Health Department, Corporate Health and Safety, Occupational Health, NEWydd Catering and Cleaning.

All Wales Infection Prevention and Control Audit Tool

The head teacher will further ensure that the following Infection Prevention and Control (IP&C) Audit Tool is completed by a person within the school who is designated as the responsible lead for IP&C. This tool aims to encourage self-assessment of Education settings in Wales to promote evidence-based/best practice infection prevention and control standards, therefore reducing the potential for cross infection within the settings and can be found at:

[Public Health Wales Health Protection Team Infection Prevention and Control Quality Improvement \(Audit\) Tool For Childcare and Education Settings in Wales \(2023\)](#)

4.3 All teaching and non-teaching staff.

The role of all teaching and non-teaching staff at Wood Memorial C.P. School is to ensure:

- They act as positive role-models.
- Consistent messages are provided/ mixed messages are avoided in relation to hygiene.
- That they support implementation of the policy.
- Delivery of effective hygiene education as agreed in this policy.
- That they encourage good hygiene practices by providing information to parents to reinforce key messages in the home environment.

4.4 The role of Parents and Carers

We ask that all Parents/Carers of Wood Memorial C.P. School to support the policy by:

- Following the school's guidelines and procedures.
- Reporting any illnesses to the school.
- Providing a clean drinking water bottle for fresh, plain water only.
- Supplying an appropriate PE kit as per school uniform policy.



4.5 Responsibilities of ALL Learners

We ask all learners at Wood Memorial C.P. School to support the policy by:

- Following the school's guidelines and procedures.
- Only using their own equipment.
- Developing their own routines to maintain personal care and hygiene when undertaking activities.
- Taking opportunities to participate in learner surveys and learner voice groups.
- Developing positive, informed behaviours that encourage them both to care for and respect themselves and others.
- Being encouraged to develop the confidence, motivation, physical competence, knowledge and understanding that can help them lead healthy and active lifestyles which promote good physical health and well-being.
- Understanding the factors that affect physical health and well-being. This includes health-promoting behaviours such as physical activity, including but not limited to sport; balanced diet; personal care and hygiene; sleep; and protection from infection. It also includes an understanding of health-harming behaviours.
- Recognise some of the behaviours, conditions and situations that affect their physical health and well-being and know how to respond and get help in a safe way.

5. Curriculum

Effective Hygiene education will enable learners at Wood Memorial C.P. School to make responsible informed choices. This will not be delivered in isolation and reflect the approach within the Health and Wellbeing AoLE and the Science and Technology AoLE, which underpins this Policy.

Our whole school Hygiene provision uses resources which are selected for their suitability and are reviewed for their effectiveness following their use by teachers and the Health and Wellbeing lead member of staff.

The delivery of Hygiene education at Wood Memorial C.P. School supports the United Nations Convention on the Rights of the Child (UNCRC), protecting all learners and young people aged 0-17 years with their human rights:

Article 6: You have the right to life, to grow up and reach your full potential.

Article 13: You have the right to information.

Article 24: You have the right to good quality healthcare, clean water, nutritious food, and a clean and safe environment.

Article 36: You should be protected from doing things that could harm you.



5.1 Hygiene within the Curriculum for Wales 2022 (See

Appendix 7).

Further aspects will be addressed within daily routines and on an incidental basis. Staff will raise learner's awareness of good hygiene practices by teaching them about the importance of;

- **Hand Washing:**

Hand hygiene is one of the most important ways of controlling the spread of infections, especially those that cause diarrhoea and/or vomiting and respiratory infections.

Wood Memorial C.P. School will ensure that all individuals have access to liquid soap, warm water, and paper towels, a bar of soap should not be used.

Learners and staff will wash and dry their hands;

- Before and after eating or handling food or drink.
- After using the toilet, potty or changing a nappy.
- After nose blowing, coughing or sneezing.
- After touching animals/pets or animal/pet waste, equipment or bedding.
- After contact with contaminated surfaces (e.g. food-contaminated surfaces, rubbish bins, cleaning cloths).
- When returning from outside play or breaks e.g. playing with sand.

- **Nose wiping and disposal of tissues / The spread of infection through coughing and sneezing:**

Coughs and sneezes spread diseases. Covering the nose and mouth when sneezing and coughing can reduce the spread of infections. Staff should discourage spitting. Wood Memorial C.P. School will encourage all individuals, particularly those with signs and symptoms of a respiratory infection to follow respiratory hygiene and cough etiquette, specifically, to:

- Cover nose and mouth with a tissue when coughing and sneezing, dispose of used tissue in a waste bin, and clean hands
- Cough or sneeze into the inner elbow (upper sleeve) if no tissues are available, rather than into the hand
- Keep contaminated hands away from their eyes, mouth and nose
- Clean hands after contact with respiratory secretions and contaminated objects and materials.

- **Food and kitchen hygiene** (See section 6.1 below)

- **Puberty and growing up.** (Refer to the Relationships and Sexuality (RSE) Code)

5.2 Delivery

At Wood Memorial C.P. School, learners 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

5.3 Use of outside Speakers

Where people from external agencies are invited into the school they are 'visitors' and will be seen as contributing to the school's agreed programme and not replacing it. Visitors delivering any aspects of Hygiene will be involved in the planning of the full programme and contribute their specific expertise where required e.g. School nurse, Health Promoting Schools Team.

6. Environment

6.1 Food and Kitchen Hygiene

Maintaining cleanliness in all settings, including cleaning equipment thoroughly, is crucial to reducing the risk of transmission. Effective cleaning and disinfection are especially critical in areas where food is prepared. Cleaning with detergent and water is normally all that is needed as it removes most germs that can cause diseases.

The Food Standards Agency (FSA) strongly advises the use of either a dishwasher, a sterilising sink, or a steam cleaner to clean and disinfect equipment and utensils.

Wood Memorial C.P. 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 the Basic Food Hygiene Certificate level 2, 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.

In particular:

Staff will:
ensure all food and drink is stored appropriately, refrigerated as needed including considerations for the contents of learner's packed lunches
hand wash before touching food and immediately after handling raw food, especially meat and poultry
clean and disinfect kitchen work surfaces immediately before use and immediately after contact with raw food
regularly clean and disinfect contact surfaces (e.g. handles, taps)
regularly clear food debris from surfaces (e.g. cupboards, refrigerators, microwaves), and clean and disinfect them



ensure all cooking and eating utensils are properly cleaned before use
use a bin with a lid and clean and disinfect it regularly
wash fruit and vegetables well (especially if they are to be eaten raw) including considerations for fruit tuck shops
avoid contact between cooked and raw foods (e.g. use separate chopping boards and knives)
check use-by dates and avoid damaged food or packages
keep refrigerators set at or below 5°C (thus ensuring food remains below 8°C – the legal limit), and freezers at or below minus 18°C
cook food thoroughly and evenly (especially meat). Thorough cooking will destroy most germs. However, all parts of the food must reach at least 70°C
serve cooked food immediately, or cool and refrigerate it within 90minutes. Germs can multiply quickly in food left to stand at room temperature.
Keep tea towels clean and washed between sessions of activity with learners.
Staff should Not:
Drink unpasteurised milk or give it to learners
Eat raw or lightly cooked eggs or uncooked dishes made with them
Eat meat that is undercooked or still pink
Eat pâté or ripened soft cheese (e.g. camembert, brie and blue cheeses) if you are pregnant or allow young children to eat any of the above foods
Allow animals on kitchen surfaces
Refreeze food once it has defrosted
Reheat food more than once
Allow learners into the kitchen area, unless it is used solely for a supervised cooking activity
Use cracked or chipped crockery
Carry hot drinks through the play areas or place hot drinks within reach of learners

Appendix 1 provides a colour-coded system which aims to prevent cross-contamination when cleaning different areas.

Implementing a cleaning schedule is regarded as best practice, as it facilitates clear communication between management and staff, ensuring sufficient time and attention is dedicated to cleaning tasks. Furthermore, regular cleaning helps prevent the buildup of dirt, grease, and bacteria, which maintains equipment in good working order. See Appendix 4 for PHW's example of a cleaning schedule for education and childcare settings.

6.2 Dietary Requirements



Current information about individual learner's dietary needs is recorded centrally and key information is shared with catering staff (allergens) and key individual members of staff within the school on a 'need to know' basis. Please refer to the school's Healthcare Needs Policy for further information.

Newydd

6.3 Packed Lunches

Packed lunches can be a breeding ground for food poisoning bacteria. Please refer to the school's Food and Fitness Policy. Learners are reminded to keep their lunch box cool, covered and safe and:

- not to store near a radiator or hot pipes
- use of insulated boxes and bags, small ice / gel packs in warm weather
- keep lunch boxes and bags clean.

6.4 Water Bottles

There are many benefits of good water provision, but it is important to keep the bottles clean.

The school will promote:

- Water bottles are topped up from drinking water taps / fountains / coolers only. Please refer to the school's Drinking Water Provision in Schools policy. If taps are used to supply drinking water, then these should:
 - Be supplied directly from the mains.
 - Be clearly labelled as suitable for drinking.
 - Be kept in a clean state.
 - Not be situated in toilet areas. Label taps in toilet areas as non-drinking water.
 - Have available an ample supply of drinking cups/bottles available so that individuals do not drink directly from the tap faucet.
- Any water left in bottles at the end of the day should be discarded.
- Learners take their bottles home daily to be cleaned.
- Hard plastic bottles are suited to daily use rather than the disposable types which break down easily.
- Water bottles should not be shared.

6.5 Toilets and Toileting

Proper hygiene requires accessible facilities and well-defined procedures. Emphasizing hand hygiene is crucial for individuals assisting children and young people with toileting.

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



- all toilets are open and available to learners throughout the school day.
- the toilet and washroom facilities are suitable for the range of users, including learners with disabilities and special needs and cater for the needs of all learners from ethnic and religious communities.
- the toilet facilities provide appropriate privacy for users.
- all toilet areas have access to supplies of warm and cold water, liquid soap, hand drying facilities and toilet tissue in dispensers, provided at a convenient height, at all times.
- provision of sanitary disposal units in all female cubicles (for girls aged eight and over).
- 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, if required.

To prevent the spread of all infection, staff at Wood Memorial C.P. School will ensure the following toileting good practices are observed: -

<ul style="list-style-type: none">• Staff will consider every child's individual needs and work in partnership with Parents/Carers in toileting matters• Hand washing and all aspects of hygiene are encouraged by all staff• Any accidents involving a change of clothing for the child, are dealt with swiftly, with minimal fuss.• Spare laundered pants, and other clothing, will be available in case of accidents. Polythene bags will be available in which to wrap soiled garments in order to return them to the Parent/Carer• The use of electric hand dryers will be supervised where appropriate. Paper towels will be available and disposed of appropriately when used.• Only staff members will accompany learners to the toilets, as required
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6.6 Procedures for dealing with Spills

Spills of blood and body fluids (e.g. faeces, vomit, urine, nasal secretions) are regarded as potentially infectious and any contaminated surfaces are immediately cleaned and disinfected. Blood and bodily fluids can contain germs that cause infection. It is not always evident whether a person has an infection, and so precautions should always be taken.



The school protocol for dealing with spills is detailed below:

Staff will:	
<ul style="list-style-type: none">• Wear disposable (non latex) gloves and a plastic apron whilst cleaning spills of blood and body fluids	<ul style="list-style-type: none">• If use of a mop is required to clean a heavily contaminated area, e.g. a spill of vomit or faeces, it must be disposed of after use
<ul style="list-style-type: none">• Use disposable paper towels to wipe up the spill and discard in a plastic bag	<ul style="list-style-type: none">• The school will use disposable mop heads or commercial spill kits are available (training can be provided by Facility Services in their use).
Staff will not:	
<ul style="list-style-type: none">• Use bleach products on carpets or wooden surfaces, or in confined unventilated areas	<ul style="list-style-type: none">• Use bleach on spills of urine.

6.7 Ventilation

Proper ventilation introduces fresh air into indoor spaces and removes stale air. This can help dilute airborne viral particles, reducing the spread of COVID-19 and other respiratory illnesses.

To support COVID-19 pandemic response efforts, the Department for Education equipped state-funded schools and childcare facilities with portable CO₂ monitors. These monitors enable staff to assess ventilation levels across their entire premises, starting with potentially under-ventilated areas. Facilities can continue using the monitors alongside other transmission-reducing measures, such as vaccinations and enhanced hygiene protocols, to effectively manage indoor air quality and ventilation.

6.8 Illness absence



Parents of learners at Wood Memorial C.P. School are made aware that any individual who is acutely unwell should be kept away from school until they are well enough to benefit and participate. In addition, even if they appear well, it is necessary to keep learners who have certain infectious diseases away from school for an appropriate period, to help prevent others from becoming infected. Medical advice should always be obtained, however the table in **Appendix 2** provides guidance on appropriate absence periods for some common infections.

Parents/carers will be asked to keep their children at home if they have any infection, and to inform the school as to the nature of the infection, so that the school can inform other parents/carers if necessary, and to make careful observations of any child who seems unwell.

If a learner is issued prescribed medication, procedures outlined in the school's Healthcare Needs Policy will be followed.

6.9 Keeping Animals on Site

Allowing pets or other animals on-site can enhance the learning environment and provide therapeutic benefits for people. However, contact with animals also carries risks of infection, including bites, gastrointestinal issues, fungal infections, and parasites. Certain individuals may be at greater risk of severe infection.

To mitigate these risks, settings should only consider mature, house-trained pets. A knowledgeable staff member must be responsible for the animals' care and welfare, ensuring compliance with the Animal Welfare Act 2006. This includes keeping the animals up-to-date on recommended treatments and immunizations, regularly grooming them, and monitoring for signs of illness.

For support animals, a staff member should be assigned to implement infection prevention measures and support the individual handler. The setting should develop a written agreement detailing the types of allowed animals, management protocols, and insurance liabilities.

Animals must be supervised at all times when in contact with children and young people. Proper hand hygiene, clean environments, and appropriate handling of animal waste are critical. Certain animals, like reptiles, pose higher risks and should be prohibited. By following these best practices, settings can responsibly incorporate the benefits of animals while prioritizing health and safety.

6.10 Head lice



Parents/carers should notify the school if they discover that their child has head lice. In this instance the school will issue appropriate guidance to parents in the form of a letter / leaflet, advising of necessary precautions and advice for treatment.

6.11 Immunisations

Education and childcare settings play a crucial role in supporting routine immunisation by sharing information with parents and caregivers at key points. These settings should consult their health visitor, school nurse, or other healthcare providers to determine how they can best support immunization efforts.

Immunisation status is checked at school entry and at the time of any vaccination. Parents/carers are encouraged to have their child immunised and any immunisation missed or further catch-up doses organised through the child's GP.

Staff Immunisations

All staff should undergo a full occupational health check prior to employment; this includes ensuring they are up to date with immunisations. All staff aged 16–25 should be advised to check they have had two doses of MMR.

6.12 Managing Outbreaks and Incidents

To manage infectious diseases effectively, consider the following measures:

Encourage anyone who is unwell to stay away from the setting, if possible. Refer to the PHW document for guidance on specific exclusion periods for different infectious diseases(Appendix 2).

- Maintain good ventilation by letting in fresh air in occupied spaces.
- Reinforce good hygiene practices such as regular cleaning and handwashing.
- Request that parents, carers, or learners inform the setting of any infectious disease diagnosis before returning.

During an outbreak or more serious incident, additional steps may be warranted, such as:

- Communicating key messages to raise awareness among parents/carers and learners, ensuring accessibility for those with language or literacy needs.
- Reinforcing hygiene practices, using resources like e-bug, with children and young people.
- Consulting with health professionals like school nurses to support those who may face barriers to accessing care.



The key is for anyone showing symptoms or diagnosed with an infectious disease to stay away from the setting for the recommended minimum period, until they are well enough to return.

Maintaining an up-to-date outbreak record enables organizations to identify patterns and communicate effectively, helping to prevent the spread of the outbreak. See Appendix 5 for an example of an outbreak record.

7. Ethos

Our school recognises the significant impact of the whole school approach to personal, social, and emotional education of learners as well as their physical health and wellbeing.

We will engage with learners where appropriate in consultation on Hygiene related activities through our Student Senedd.

8. Equality and Diversity

As an employer and provider of services Wood Memorial C.P. School will not unlawfully discriminate on grounds of age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation, or on the grounds of Welsh Language.

The Equality Act states that it is illegal for institutions to discriminate against people with disabilities. This can include access to water. As a result, schools must consider different heights for water coolers and fountains to ensure wheelchair users and other disabilities are catered for.

All learners, their parents and carers, volunteers, staff and school governors are valued and will be treated with dignity and respect. Wood Memorial C.P. School will not tolerate any form of discrimination, harassment, or victimisation.

To make sensitive and well-informed professional judgments about a learner's needs and a parent's capacity to respond to their child's needs, it is important that school staff are sensitive to differing family patterns, and lifestyles and to child rearing patterns that vary across different racial, ethnic, and cultural groups.

We will work across our school community to ensure our commitment to equality and fairness is shared and take steps to ensure that our school is accessible, welcoming, and inclusive.

As a school we will ensure a Whole School Approach is taken to improve the well-being and equity of opportunity to all learners in relation to access to Hygiene.



9. Monitoring and Evaluation

This policy will be reviewed every three-years. The headteacher will ensure that the findings from staff, parent/carer and learner evaluations contribute to our school's self-evaluation process and to the policy review process.

- Opportunities will be provided which will enable learners 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 Wood Memorial C.P. School and the governor responsible for Health & Safety: specific issues will be discussed at staff meetings as appropriate.

10. References

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School Guide to Managing Emergencies (includes dealing with outbreaks of illness (2017) Accessed from [Health protection in children and young people settings, including education - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/health-protection-in-children-and-young-people-settings-including-education) on 17/6/2024.

BOG Standard Sample School Toilet Policy. Accessed from www.bog-standard.org on 12/6/2024

11. Appendices

Appendix 1 - Flintshire County Council Colour Coding Chart

Appendix 2 – Public Health Wales: Exclusion Period for Common Infections (May 2023) Including A-Z of Common Infections and Next Steps

Appendix 3 – Public Health Wales: Health Protection in Children and Young People settingd, including Education

Appendix 4 – Public Health Wales: Example of a cleaning schedule for Education and Childcare Settings

Appendix 5 – Public Health Wales: Example of an Outbreak record form for schools and childcare settings

Appendix 6 – Routine Cleaning and Disinfection of Equiptment

Appendix 7 - Hygiene within the Curriculum for Wales 2022



Appendix 1 - Flintshire County Council Colour Coding Chart

BLUE
General Low Risk Areas
Foyer Stairs Entrances Corridors Ledges Skirting Doors
Desks Window sills

RED
Higher Risk Areas Washrooms
**(most often used in high-sanitary washroom cleaning,
such as toilets and urinals)**
Toilets Floors Urinals

GREEN
General Kitchen area (not food Prep)
Sink Worktop Floor

YELLOW
Washrooms
Sinks Walls Surfaces Tiles Hand Dryers

The aim of a colour coding system is to prevent cross contamination.

Always use two colours within the washroom/sanitary area.

**The colour-coding system must relate to all cleaning equipment, cloths
and gloves.**



Appendix 2 – Public Health Wales: Exclusion Period for Common Infections (May 2023) Including A-Z of Common Infections and Next Steps

<https://phw.nhs.wales/services-and-teams/aware-health-protection-team/documents/exclusion-period-for-common-infections-may-2023-including-a-z-of-common-infections-and-next-steps/>

Appendix 3 – Public Health Wales: Health Protection in Children and Young People settings, including Education

<https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fphw.nhs.wales%2Fservices-and-teams%2Faware-health-protection-team%2Faware-folder%2Fhealth-protection-in-children-and-young-people-settings-including-education-v2-2024%2F&wdOrigin=BROWSELINK>

Appendix 4 – Public Health Wales: Example of a cleaning schedule for Education and Childcare Settings

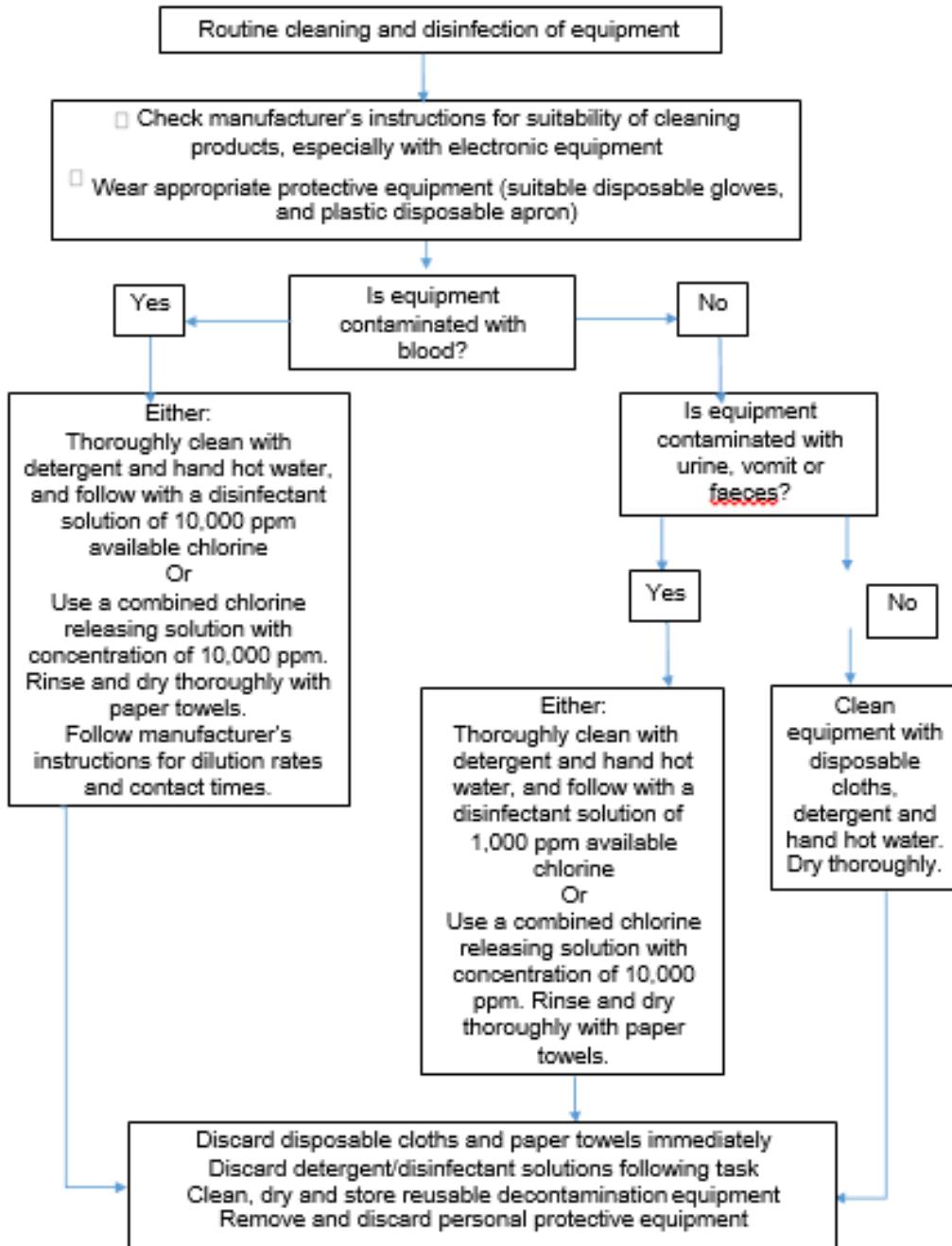
<https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fphw.nhs.wales%2Fservices-and-teams%2Faware-health-protection-team%2Fdocuments%2Fexample-of-cleaning-schedule-for-education-and-childcare-settings-2023%2F&wdOrigin=BROWSELINK>

Appendix 5 – Public Health Wales: Example of Outbreak Record form for schools and childcare settings

<https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fphw.nhs.wales%2Fservices-and-teams%2Faware-health-protection-team%2Fdocuments%2Fexample-of-outbreak-record-form-for-schools-and-childcare-setting-2023%2F&wdOrigin=BROWSELINK>

Appendix 6 – Routine Cleaning and Disinfection of Equipment

Routine Cleaning and Disinfection of Equipment





Appendix 7 - Hygiene within the Curriculum for Wales 2022

The tables below provide a breakdown of the descriptions of learning within the [Health and Well-being Area of Learning and Experience](#) and the [Science and Technology Area of Learning and Experience](#), with regard to hygiene.

Health and Wellbeing

Developing physical health and well-being has lifelong benefits		
What Matters: This Area can help learners to understand the factors that affect physical health and well-being. This includes health-promoting behaviours such as physical activity, including but not limited to sport; balanced diet; personal care and hygiene; sleep; and protection from infection.		
Progression Step	1:	I am beginning to recognise some of the behaviours, conditions and situations that affect my physical health and well-being and I am beginning to know how to respond and get help.
	2:	I can recognise some of the behaviours, conditions and situations that affect my physical health and well-being, and I know how to respond and get help in a safe way.
	3:	I can describe the behaviours, conditions and situations that affect my physical health and well-being, and I know how to respond to and/or manage these in order to actively reduce the risk of harm to myself.

Science and Technology

The world around us is full of living things which depend on each other for survival		
What Matters: This Area can help learners to understand the factors that affect physical health and well-being. This includes health-promoting behaviours such as physical activity, including but not limited to sport; balanced diet; personal care and hygiene; sleep; and protection from infection.		
Progression Step	1:	
	2:	I can recognise that what I do, and the things I use, can have an impact on my environment and on living things.
	3:	I can identify the threats to the development and health of organisms and recognise some natural defences, preventions and treatments.