



Whole School General Health and Hygiene Policy

03.010_1

Standardized Cover Page of Internal policy

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A school where people want to be

Whole School General Health and Hygiene Policy

Note: The Health & Hygiene Officer is Eva Cyrusova

Aims

1. To provide a safe and healthy environment for all pupils, employees and visitors.
2. To ensure the work and activities within the school do not adversely affect the health and safety of any person.
3. To provide adequate first aid as necessary from qualified or trained First Aid personnel within the school.
4. To encourage children and adults to take responsibility for Health and Safety within the school.
5. To ensure clothing and footwear worn throughout the school day takes account of safety and hygiene.

Procedures to ensure high standards of Health and Safety in the School

School and staff

1. Each school should have at least one fully trained member of staff who can provide First Aid in the event of a situation occurring that individual class teachers are unable to deal with. Every staff member should know who this person(s) is/ are.
2. The Health and Hygiene officer provides regular training selected staff who have been designated by Heads of School or department. We ensure that every area of the school is included.
3. A First Aid Kit is located in each school and should be accessible to all staff. The contents of each First Aid Kit should be checked regularly by the School Administrator. Items should be replaced.
4. The First Aid Kit **should not** contain medicines of any kind other than painkiller tablets for staff.
5. A secondary First Aid Box must be taken on all outside trips including ski and summer residential trips (It should include medication according to an official list).
6. The arrangements for first aid for sports or trips are the responsibility of supervising staff or the Party Leader (see Out of School Activities Policy).
7. Disposable vinyl gloves must be kept in all Primary school classrooms and worn when dealing with body fluids. Individual teachers are responsible for ensuring these are replaced when used.
8. Long term Medicines, brought by children into school (including inhalers) may be administered only if the school has written permission from the parent (there is a special form for this purpose) and the medicine is in the original container and clearly labeled with the dosage. *The school does not accept responsibility for missed doses.*
9. Short-term medication (for example antibiotics or cough syrups) is not administered by staff.

Parents

1. During the enrolment process parents are required to complete the Medical Details form detailing vaccinations and information regarding health conditions.
2. On joining PBS parents/guardians provide consent to the Head of school and/or other members of the school staff to request medical assistance from the emergency section of the Children's Emergency Hospital (see the application form).
3. If a child has a chronic condition parents are required to inform the school of appropriate emergency procedures to be taken.
4. It is the school's policy that children should not attend school if they have a fever, have been vomiting have diarrhea or a contagious illness.
5. It is the school's policy that children in the Primary School should not attend school if they have been vomiting within the previous 12 hours. In the case of Senior School pupils and adults - 2 or more episodes of vomiting in the previous 24 hours.
6. In the event of conflicting views between parents and school staff regarding a child's state of health, the school reserves the right to request a doctor's certificate to verify the child is well enough to attend school.
7. Children who require antibiotics should not attend school and parents should not bring children to school until medication is finished.
8. Parents must inform the school if their child develops a contagious condition – rubella, mumps etc. A health certificate is required before the child returns to school.

Administering First Aid – some basic procedures.

1. Small cuts / minor accidents – The wound should be washed with water, an antiseptic spray applied around the injury area and a hypoallergenic plaster or gauze and loose bandage applied if necessary.
2. Fever / sickness – If a child is suffering from fever or sickness, parents should be called and the child collected from school. No medicines should be administered.
3. An entry in the Accident Book must be filled in whenever First Aid is administered giving details of the accident and the procedure taken. The member of staff should sign his/her name and this should be verified by another member of staff if appropriate.
4. Where possible, parents should be also be notified by telephone or in person.
5. Head Injuries – Parents **must** be contacted immediately and notified of any injury to the head. (In the Primary school - The appropriate form should be filled out by the member of staff and a copy given to the parent)

Controlling Risks

1. Water in water trays (Foundation Stage) should be changed daily.
2. Water trays must be washed daily and sanitised once each week.
3. Sand in sand-tray must be changed at least termly and more often according to needs.
4. Equipment, such as construction toys should be washed regularly.

5. Baby bath liquid should be used for making bubbles in the water trays rather than washing-up liquid.
6. All water spills should be mopped up immediately. Staff in Early Years classes that use water as part of their classroom activities should be vigilant at all times in this matter.
7. School bags should not be placed on desks as they may well have been on the ground outside.
8. Parents should be encouraged to avoid dairy and meat products in the children's snacks as it is not possible to refrigerate the food the children bring in.
9. Toilet rolls casing should not be used in school – kitchen rolls are the recommended alternative.
10. Children should be encouraged to wash their hands particularly:
 - before and after handling food;
 - after going to the toilet;
 - after outside play.

Teachers should be aware that handling eggs and egg cases might be a potential source of salmonella. To eliminate this, it is very important that children and adults wash hands after every contact with eggs, eggshells and egg boxes.

11. Children should never be left unsupervised in any of the following situations:
 - When using knives, scissors and tools etc.
 - When in the vicinity of a cooker or any other similar equipment.
 - In the playground. (Each school should ensure adequate supervision during all playtimes and classwork that is conducted outdoors)
12. It is the responsibility of the teacher to take precautions of any potential hazards. Scissors, knives and tools should be stored safely and children should be instructed in the correct way of use.
13. Children should be allowed to participate in Physical Education lessons only if they have appropriate clothing. Teachers should encourage pupils to understand the need for basic rules of hygiene such as changing before and after PE lessons.
14. Long hair should be tied back and any jewellery removed before Physical Education activities and lessons.
15. Children should be encouraged to walk in school.
16. Children are required to wear indoor shoes in school and to change their footwear for outdoor activities.
17. Staff should limit children's exposure to strong sun.
18. Staff should limit children's exposure to cold and pollution levels above those recommended. The recommendations for both vary for different age groups.
19. The following are conditions that require children and staff to be temporarily excluded from the school until treatment is received:
 - a) Fever, accompanied by behaviour changes or other signs or symptoms of illness;
 - b) Symptoms and signs of possible severe illness;
 - c) Diarrhea
 - d) Blood in stools not explainable by dietary change, medication or hard stools;
 - e) Vomiting illness

- f) Persistent abdominal pain (continues more than 2 hours) or intermittent pain associated with fever or other signs or symptoms;
- g) Mouth sores with drooling, unless a health care provider or health department official determines that the child is not infectious;
- h) Rash with fever or behaviour change, until a doctor determines that these symptoms do not indicate a communicable disease;
- i) Purulent conjunctivitis (defined as pink or red conjunctivitis with white or yellow eye discharge);
- j) Head lice – in this situation individuals can stay until end of day but then should get treatment;
- k) Scabies;
- l) Tuberculosis; impetigo;
- m) Strep throat or other streptococcal infection;
- n) Chicken-pox, until all sores have dried and crusted;
- o) Pertussis (whooping cough);
- p) Mumps;
- q) Hepatitis A virus;
- r) Measles;
- s) Rubella;
- t) Unspecified respiratory tract illness;
- u) Shingles (herpes zoster).

Recommended Practice

1. Parents should be encouraged to mention any concerns they may have regarding the state of their child's health. In Foundation Stage, staff should try to make general enquiries as to the child's health on arrival. In the case where any symptoms persist through the morning, the parents should be contacted to take the child home.
2. Emergency contact numbers should be regularly updated – at least annually.
3. The following standard letters are kept on the Internet for use by the School Nurse / appropriate person:
 - a) Parental consent forms for trips.
 - b) Consent forms for First Aid at school.
 - c) Accident notes to inform parents of injuries especially head injuries.
4. Each school should ensure that the following forms have been completed for every child:
 - a) Parental consent forms for trips.
 - b) Consent form for First Aid.



Please note that in The Czech Republic it is against the law NOT to give first aid to those needing it.

See Also: Pollution Policy

PBS Pandemic Action Plan

This policy will be reviewed annually.

January 2015

Eva Cyrusova

Health and Hygiene Officer

Whole School General Health and Hygiene Policy 03.010_1

Standardized Acknowledgment list of Internal Policy by the Board Standardizované prohlášení o Vnitřním předpisu „ Boardem “

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Standardized Acknowledgment list of Internal Policy by the Board of Directors

Standardizované prohlášení o Vnitřním předpisu „Boardem“

The member of the Board of Directors accepts and by signature acknowledges enactment of Internal Policy name: **Whole School General Health and Hygiene Policy**
Number: **03.010_1**

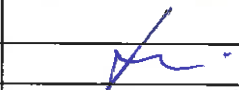

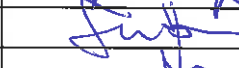
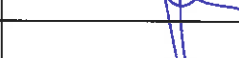

I, a member of the Board of Directors declare that I am familiar with the Internal Policy, and I will inform managers and employees in my line of management about its existence and /or update.

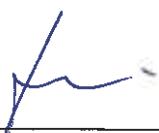
Členové „Boardu“ **PŘIJÍMAJÍ** a svým podpisem **STVRZUJÍ** platnost vnitřního předpisu.

Název: **Whole School General Health and Hygiene Policy**

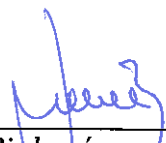
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Zároveň **PROHLAŠUJI**, jako člen „Boardu“, že jsem se s vnitřním předpisem seznámil/a, a budu o jeho vzniku a/nebo aktualizaci informovat jednotlivé manažery a zaměstnance, kteří jsou v mé kompetenci a zodpovědnosti.

School/Department Škola / Oddělení	Name and Surname Jméno a Příjmení	Signature/ Podpis	Date /Datum
Finance, ICT, HR	Michal Bočan		21/6/2015
Head of Primary Schools	John Bagust		21/6/2015
Head of Senior School	Tim Roberts		21/6/2015
Marketing, Admission	Fraser Litster		21/6/2015
Sourcing and Services, Office	Lenka Bizdrová		21/6/2015


Ing. Michal Bočan
Managing Director_Executive head
Výkonný ředitel/Jednatel

Date/Datum: 21/6/2015


Lenka Bizdrová
Executive head CBZS
Jednatelka ČBZŠ