

**HEALTH & HYGIENE POLICY**

Notre Dame Preparatory School promotes the good health of children and takes positive steps to prevent food poisoning, the spread of infection, and takes appropriate measures when they are ill.

Notre Dame Preparatory School operates a **No Smoking Policy**.

**Illness**

Parents and staff are asked to keep their children at home if they have any infection or illness, and to inform the School of the nature of the illness/infection. The School can then alert other parents if necessary and make careful observations of children who seem unwell.

Parents in some cases are asked to take their child to the doctor before returning them to School; the School can refuse admittance to children who have a temperature, sickness and diarrhea or a contagious infection or disease.

Children who have vomited or had diarrhea are asked not to attend School until at least 48 hours after the last episode.

Staff who become ill should inform the Head Teacher or a member of the SMT by telephone at the earliest opportunity so the correct cover can be arranged. Staff who have vomited or had diarrhea are asked not to return to work until at least 48 hours after the last episode.

**Reporting of ‘notifiable diseases’**

If a child or adult is diagnosed suffering from a notifiable disease under the Public Health (Infectious Diseases) Regulations 1988, the GP will report this to the Health Protection Agency.

When the setting becomes aware, or is formally informed of the notifiable disease the Local Authority will be notified and staff will act on any advice given by the Health Protection Agency.

Food poisoning affecting two or more children will be reported to the Local Authority.

Written parental permission is requested at the time of entry to the seeking of any necessary emergency medical advice or treatment while the child is at School.

Any accidents at School are recorded in the accident book by a member of staff and an accident slip signed by the class teacher is sent home with the child, thus informing the parents that an accident however small has occurred; we have a separate accident slip for head injuries. In addition and if possible, particularly in the EYFS, the staff will inform parents personally.

**First Aid**

The majority of staff are trained in Basic First Aid. In addition, all of the Early Years staff are trained in Pediatric First Aid. New members of staff will be given training at the first reasonable opportunity.

**Please see our Medication and First Aid Policy for further details in this respect.**

**Food**

With effect from September 2017, Notre Dame Prep School has a fully functioning professional kitchen which provides hot meals to both pupils and staff. All relevant policies, procedures and risk assessments have been carried out to ensure food safety standards are met. The School follows the councils ‘Safer Food Better Business’ guidelines thus ensuring good practice with regards to Hazard Analysis and Critical Control Points (HACCP) *(See also Food Safety Policy & Special Diets Policy).*

**Sources of Information**

Parents will be kept updated on relevant health issues via email, newsletter and contact books if appropriate.

The School will maintain links with outside agencies for health/hygiene information and advice.

The School has a list of excludable diseases and current exclusion times located in the Medical Room.

**Hygiene**

* Staff are informed of and kept updated with hygiene procedures at staff meetings.
* All kitchen staff and EYFS staff are regularly trained in food safety and hygiene.
* The premises and equipment will be kept clean. This includes regularly sweeping the floor, wiping surfaces and cleaning toys.
* All surfaces will be cleaned daily with an appropriate cleaner.
* Different cleaning cloths will be used for kitchen (Green), classrooms (Blue) and toilet areas (Red).
* Children at School will be encouraged to learn about personal hygiene through the daily routine. We will ensure that hands are washed after using the toilet.
* Antibacterial soap is available in all toilet and hand washing areas
* Automatic hand dryers are used alongside paper towel which if used are disposed of appropriately.
* Tissues will be available and children will be encouraged to blow their noses when necessary. Tissues will be hygienically disposed of.
* Children will be encouraged to cover their mouths when coughing.
* Bodily fluids will be cleared with consideration of hygiene rules.
* Using rubber gloves blood, vomit or excrement wiped up and flushed away down the toilet. Floors and other affected surfaces disinfected using chlorine or iodine bleach diluted according to the manufacturer’s instructions. Affected fabrics will be thoroughly rinsed in hot water and stored in a plastic bag.
* Tables and other furniture, furnishings or toys affected by blood, urine, faeces or vomit are cleaned using a disinfectant
* Waste will be disposed of properly in plastic bags kept in the cleaning store and kitchen; these are placed in the wheelie bin after each session. When disposing of rubbish hands are washed afterwards.

**Head Lice**

* Notre Dame Prep School will take reasonable precautions to prevent further infestations within the setting where children play in close proximity to each other.
* Parents, Staff and volunteers at School will remain vigilant to cases of head lice.
* If a case is noted at School staff will encourage the family to seek treatment. This will be carried out in a discreet manner, maintaining respect for the family and child.
* Where a case is identified treatment should be immediate.
* Staff will inform other parents that there has been a case of head lice by email.
* Advice leaflets are always available from the School Office
* Staff will provide help and support to families in the effective treatment of head lice. This could be to an individual parent, or to all parents through a poster or the newsletter.
* Should a child continue to suffer from head lice after repeatedly speaking to parents, staff will have the discretion to phone the parent to come and collect their child. The child will return to School at their next session on the proviso that an effective treatment has been carried out.

**HIV/AIDS/Hepatitis procedure**

HIV virus, like other viruses such as Hepatitis, (A, B and C) are spread through body fluids. Hygiene precautions for dealing with body fluids are the same for all children and adults.

**See also:**

Medication & First Aid

Health & Safety,

Nursery Changing & Feeding and

Critical Incident Policy.

Food Safety Policy

Privacy and the Protection of Data Policy

Covid-19 Policy

Covid-19 Outbreak Management Plan

Covid-19 Risk Assessment

(This list is not exhaustive and other NDPS policies may apply)

***Reviewed September 2025 by S Smith***

***Approved September 2025 by L Campbell***

***To be reviewed no later than September 2026***