

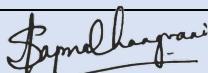


DUBAI SCHOLARS
PRIVATE SCHOOL



Post Box No : 2819
Dubai, UAE
Tel : 971-4 7069 000
Email : admin@dubaischolars.com
Url : www.dubaischolars.com

HEALTH & HYGIENE POLICY

Review date	June 2024
Circulation	
Approval Signature	Ms Sapna Changrani (Head of School)
Signature	



Last review date	22/12/2024
Next review due by	22/12/2025
Owner	Head of School and medical team
Version number:	5
Working date:	22/12/2016
legal sign:	DHA / DM/ PHC
Type of policy:	Statutory
Authorized by:	Principal/Head of School
Authorized by board:	Yes
Effective date of policy:	22/12/2016

Health and Hygiene Policy

1. Purpose

The purpose of this policy is to ensure a safe, healthy, and hygienic environment for all students, staff, and visitors at Dubai Scholars Private School. The policy promotes practices that support physical well-being, prevent the spread of illness, and maintain cleanliness across the school premises.

2. Scope

This policy applies to all students, teachers, support staff, administrative personnel, parents, and visitors within the school premises.

3. Health Guidelines

3.1 General Health

- Students and staff must stay home if they are unwell, particularly with symptoms of infectious diseases (e.g., fever, vomiting, diarrhea, rashes, or respiratory symptoms).
- A medical certificate may be required before returning to school after an illness.
- Parents/guardians must notify the school if a child is diagnosed with a contagious illness.
- Immunization records must be up to date and submitted to the school.



3.2 Medical Emergencies

- The school will maintain a well-equipped first aid kit and have trained first aid personnel on site.
- Emergency contact information for each student must be updated regularly.
- In the event of a serious illness or injury, parents will be contacted immediately and emergency services will be called if necessary.

3.3 Administration of Medication

- Medications will only be administered during school hours with written permission from a parent/guardian and instructions from a healthcare provider.
- All medications must be labeled and stored in a secure location.
- A designated staff member will manage and record medication administration.

4. Hygiene Practices

4.1 Personal Hygiene

- Students will be taught the importance of personal hygiene, including regular handwashing, proper use of toilets, and grooming.
- Handwashing with soap and water is mandatory:
 - Before and after eating
 - After using the restroom
 - After outdoor activities
 - After coughing or sneezing

4.2 Respiratory Hygiene

- Students and staff must cover their mouths with a tissue or elbow when coughing or sneezing.
- Used tissues must be disposed of in covered bins, and hands should be washed afterward.

4.3 Menstrual Hygiene (for applicable students)

- The school will provide guidance and support for menstrual hygiene.
- Sanitary products will be made available in school clinic.

5. Environmental Hygiene



5.1 Classroom and Facilities

- Classrooms, restrooms, and common areas will be cleaned and disinfected daily.
- Restrooms will be equipped with soap, toilet paper, and hand-drying materials.
- Regular inspections will ensure that hygiene standards are maintained.

5.2 Waste Management

- Waste bins will be available in all classrooms and common areas.
- Bins will be emptied and cleaned regularly.
- Hazardous or medical waste will be disposed of according to safety regulations.

5.3 Water and Food Safety

- Safe, clean drinking water will be available to all students and staff.
- Any food provided or sold by the school will comply with food safety standards.
- Lunch areas will be cleaned before and after use.

6. Health and Hygiene Education

- The school clinic staff members take classes on health and hygiene.
- Workshops and awareness campaigns will be organized periodically for students and staff.

7. Responsibilities

7.1 School Administration

- Enforce this policy and ensure resources are allocated for its implementation.
- Review the policy annually.

7.2 Teachers and Staff

- Model and reinforce healthy and hygienic behaviors.
- Monitor students' health and refer concerns to the school nurse or administration.

7.3 Parents/Guardians

- Support the policy by promoting good hygiene and health practices at home.
- Inform the school of any health issues concerning their children.



7.4 Students

- Follow hygiene practices as taught and instructed.
- Report to a teacher or nurse if feeling unwell.

HANDWASHING

Personnel should always decontaminate their hands:

- Before having direct contact with patients.
- After situations during which unanticipated microbial contamination of hands might have occurred, especially those having contact with mucous membranes, blood or other body fluid, secretions, or excretions.
- Gloves should be removed and hands sanitized if moving from a contaminated body site to a clean body site.
- After touching inanimate sources that might have been contaminated with virulent or epidemiologically important microorganisms.
- After removing gloves upon completion of patient care.

Wearing gloves does not replace the need for handwashing because gloves may have small unapparent defects, may be torn during use and hands can become contaminated during removal of gloves.

Hands are to be washed with hospital-approved soap and water. Routine hand washing should involve vigorous rubbing of all surfaces on lathered hands for at least 15-20 seconds, followed by a thorough rinse under a stream of water. Dry hands thoroughly with tissue paper.

Hospital-approved waterless hand sanitizer may be used in place of washing hands with soap and water as long as hands are not visibly soiled.

Natural nail tips must be kept $\frac{1}{4}$ inch long or less.

All staff, volunteers, and children shall follow the procedure for handwashing at the following times:

- a) Upon arrival for the day or when moving from one childcare group to another.
- b) Before and after:
 - Eating, handling food or feeding a child.



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- Giving medication.
- Playing in water that is used by more than one person.

c) After

- Nappy Changing.
- Using the toilet or helping a child use a toilet.
- Handling bodily fluid (mucus, blood, vomit), from sneezing, wiping and blowing noses, from the mouth or from sores.
- Handling uncooked food, especially raw meat and poultry.
- Handling pets and other animals.
- Playing in sandboxes.
- Cleaning or handling the garbage.



HANDWASHING PROCEDURE

Children and staff members shall wash their hands using the following method:

- a) Check to be sure a clean, disposable paper (or single-use cloth) towel is available.
- b) Turn on warm water.
- c) Moisten hands with water and apply liquid soap to hands.
- d) Rub hands together vigorously until a soapy lather appears and continue for at least 10 seconds. Rub areas between fingers, around nail beds, under fingernails, jewelry, and back of hands.
- e) Rinse hands under running water, until they are free of soap and dirt.
- f) Dry hands with the clean, disposable paper or single-use cloth towel.
- g) Turn taps off with a disposable paper or single-use cloth towel.
- h) Throw the disposable paper towel into a lined trash container, or place single-use cloth towels in the laundry hamper; or hang individually labelled cloth towels to dry.

ASSISTING CHILDREN WITH HANDWASHING

Staff members shall aid with handwashing at a sink for infants who can be safely cradled in one arm and for children who can stand but not wash their hands independently. A child who can stand shall either use a child-size sink or stand on a safety step at a height at which the child's hands can hang freely under the running water. After assisting the child with handwashing, the staff member shall wash his or her own hands.

If a child is unable to stand and is too heavy to hold safely to wash the hands at the sink, staff members shall use the following method:

- Wipe the child's hands with a damp paper towel moistened with a drop of liquid soap. Then discard the towel.
- Wipe the child's hands with a clean, wet, paper towel until the hands are free of soap. Then discard the towel.
- Dry the child's hands with a clean paper towel.

If an employee is non-complaint, they must wear gloves at all times when they are with patients and the Hand Hygiene Policy must be reviewed with the employees and documented as a corrective action.

PROCEDURE FOR NASAL SECRETIONS

Staff members and children shall blow or wipe their noses with disposable, one-use tissues and then discard them in a plastic-lined, covered, hands-free trash container. After blowing the nose, they shall wash their hands, as specified earlier, or use hand sanitizer.

كيفية فرك اليدين

How To Hand Rub



Apply a palmful of the product in a cupped hand, covering all surfaces



2 Rub hands palm to palm



3 Right palm over left back of hand with interlaced fingers and vice versa



4 Palm to palm with fingers interlaced



5 Backs of fingers to opposing palms with fingers interlocked



6 Rotational rubbing of left thumb clasped in right palm and vice versa



7 Rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa



8 Once dry, your hands are safe



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BSME
BRITISH SCHOOLS IN THE MIDDLE EAST

Member

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لا تنس أن تغسل Don't Forget To Wash



WET HANDS



APPLY SOAP



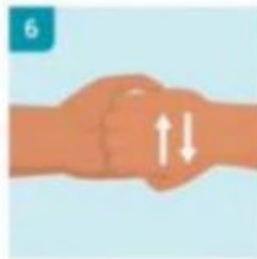
RUB HANDS
PALM TO PALM



LATHER THE BACKS
OF YOUR HANDS



SCRUB
BETWEEN YOUR FINGERS



RUB THE BACKS
OF FINGERS ON
THE OPPOSING PALMS



CLEAN THUMBS



WASH FINGERNAILS
AND FINGERTIPS



RINSE HANDS



DRY WITH
HAND DRYER



YOUR HANDS ARE CLEAN !

BE A GERM BUSTER!



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