

HEALTH & HYGIENE POLICY

Policy Owner	Head of School and Medical Team
Approved by	Ms Sapna Changrani (Head of School)
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Circulation	All Staff, Students, Parents; School Website; KHDA Inspection File

1. PURPOSE

- To ensure a safe, healthy, and hygienic environment for all students, staff, and visitors.
- To promote practices that support physical wellbeing, prevent the spread of illness, and maintain cleanliness across the school premises.
- To support infection prevention and control and promote lifelong healthy hygiene habits within the school community.

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 unwell, particularly with symptoms of infectious diseases such as fever, vomiting, diarrhoea, rashes, or respiratory symptoms.
- A medical certificate may be required before returning to school following certain illnesses.
- Parents/guardians must inform the school if their child is diagnosed with a contagious illness.
- Immunisation records must be kept up to date and submitted to the school as required.

3.2 Medical Emergencies

- The school will maintain a well-equipped first aid kit and 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.
- Emergency services will be called when necessary; a staff member may accompany the student if required.

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 medication must be clearly labelled and stored in a secure location in the school clinic. A designated staff member will manage, administer, and record all medication given, as set out in DS's Medication Management Policy.

4. HYGIENE PRACTICES

4.1 Personal Hygiene

Students will be taught the importance of personal hygiene including handwashing, toilet hygiene, and grooming. Handwashing with soap and water is mandatory: before and after eating; after using the restroom; after outdoor activities; and after coughing or sneezing.

4.2 Respiratory Hygiene

- Students and staff should cover their mouth and nose with a tissue or elbow when coughing or sneezing.
- Used tissues should be disposed of immediately and hands washed or sanitised.

5. HAND HYGIENE POLICY

5.1 When to Perform Hand Hygiene

All staff, volunteers, and students must clean hands:

- Before direct contact with students or patients.
- After contact with bodily fluids.
- After removing gloves.
- After touching contaminated surfaces or objects.
- After using the toilet or assisting a child.
- Before and after eating or handling food.
- After handling animals, waste, or outdoor play activities.

5.2 Handwashing Procedure

1. Check availability of disposable paper towel.
2. Turn on warm running water and apply liquid soap.
3. Rub hands vigorously for at least 10–20 seconds, including between fingers and nails.
4. Rinse thoroughly under running water.
5. Dry hands using a disposable paper towel; turn off taps using the towel.
6. Dispose of towel in a lined waste bin.

5.3 Use of Hand Sanitiser

- Alcohol-based hand sanitiser may be used when hands are not visibly soiled.
- Soap and water must be used when hands are visibly dirty.

6. RESPONSIBILITIES

6.1 Head of School

- Ensure health and hygiene policies are implemented and communicated effectively.
- Review the policy annually and update as required.

6.2 Teachers and Staff

- Model and reinforce good hygiene practices at all times.
- Monitor student health and wellbeing and report concerns to the school nurse or administration.

6.3 Parents/Guardians

- Support good hygiene and health practices at home.
- Inform the school of any health issues or contagious conditions.
- Ensure students attend school in a clean and healthy condition.

6.4 Students

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

7. MONITORING AND REVIEW

The school will monitor hygiene practices regularly across all areas. This policy will be reviewed annually or updated as required. The school leadership and medical team will ensure compliance and continuous improvement.

12. POLICY REVIEW

 This policy will be reviewed annually, or sooner if required, to reflect operational needs, changes in legislation, or updated guidance from DHA.