



# Personal Hygiene Policy

## DEPARTMENT OF EDUCATION & TRAINING POLICY

Schools Policy & Advisory Guide (SPAG) – Last updated October 2019

Source: <https://www.education.vic.gov.au/school/principals/spag/health/Pages/personalhygiene.aspx>

### PURPOSE

To protect the health of the school community and help students manage their own personal hygiene routines

### SCOPE

This policy applies to:

- all staff, including casual relief staff and volunteers

### POLICY

#### Definitions

*Personal Hygiene:*

- is the action, habit or practice of keeping oneself clean, especially as a means of maintaining good health.
- The practice of personal hygiene can also protect the health of others.

*Hand Hygiene:*

- Is a general term referring to any action of hand cleansing.
- It includes hand washing with soap and water and the use of antimicrobial hand rubs (for example, alcohol-based hand rub).

*Menstrual Hygiene Management (MHM):*

- Is a necessary aspect of hygiene for women and girls for a significant period of their lives.
- Describes the practice of using clean materials to absorb/collect menstrual blood that can be changed in privacy as often as necessary when girls and women have their menstrual period.
- Good management includes using soap and water for washing the body as required and having access to facilities to dispose of used sanitary products.

#### Strategies & Actions

The following table outlines the strategies and actions that schools can undertake to help students manage their own personal hygiene routines.

Draft Date:	14/03/2020	Ratified by School Council:	NA	YES	NO	Date:
Review Cycle:	Annually	Staff Consultation/Endorsed:	NA	YES	NO	
Review Date:	March 2021	Community Consultation:	NA	YES	NO	

Strategy	Action
Provision of soap and other hygiene consumables	<p>Schools have a responsibility to provide appropriate hand hygiene consumables to support the personal hygiene routines of students. Consumables include:</p> <ul style="list-style-type: none"> <li>• soap, preferably in liquid form via a dispenser (for example, wall mounted)</li> <li>• a method for hand drying (for example, paper towel or hand dryer)</li> <li>• alcohol-based hand rub (where deemed appropriate).</li> </ul> <p>Although washing hands with soap and water is the preferred method of hand hygiene, alcohol-based hand sanitisers are a useful adjunct to hand washing and can be provided in classrooms or where running water is not available. Non-alcohol-based hand sanitisers are not recommended.</p> <p>Provision for the cost of school consumables such as soap is included in the cash component of the Student Resource Package.</p>
Menstrual hygiene management	<p>Menstrual hygiene is a basic need for all women and girls who menstruate. It is an important part of a women's reproductive health. Having periods is a normal and healthy part of growing up.</p> <p>Having a supply of sanitary pads and tampons available in toilets in schools can help to normalise menstruation. Having open discussions about the safest way to use sanitary products will help to build positive social norms and help girls and women to manage their menstrual hygiene with dignity and comfort.</p> <p>With the provision of sanitary items, schools also have a duty of care to provide students with information about the safe use of sanitary items, see: <a href="#">Promoting Menstrual Health In Schools</a></p> <p>For further information about the implementation of the Free Sanitary Pads and Tampons in All Public Schools initiative, see: <a href="#">Frequently asked questions - Sept 2019</a></p>
Hand hygiene education	<p>Schools can incorporate hand hygiene education into the curriculum and daily school activities to maximise opportunities for students to develop personal hygiene practices. <i>See the Clean Hands hand hygiene curriculum resource in Department resources below.</i></p> <p>Hand hygiene should be routinely performed:</p> <ul style="list-style-type: none"> <li>• before, during and after preparing food</li> <li>• before and after eating</li> <li>• after using the toilet</li> <li>• after coughing, sneezing or blowing your nose</li> <li>• after touching animals or pets</li> <li>• before and after treating a wound or cut</li> <li>• after handling garbage</li> <li>• when hands are visibly soiled.</li> </ul>

<b>Strategy</b>	<b>Action</b>
Personal hygiene care and learning plan	<p>Schools can create a personal hygiene care and learning plan that positively reinforces progress for students identified with a learning need in the step-by-step processes of:</p> <ul style="list-style-type: none"> <li>• hand hygiene</li> <li>• face washing, especially after eating</li> <li>• blowing and wiping their noses</li> <li>• toileting</li> <li>• menstruation management for those who need reassurance, verbal support or assistance, see the Raising Children Network's webpage: <a href="#">Girls with autism spectrum disorder: periods</a></li> </ul> <p>The <a href="#">Toileting Care and Learning Plan (docx - 44.28kb)</a> is an example of a care and learning plan that can be customised.</p> <p><a href="#">Health Support Planning Forms</a> are also available when health advice on an identified health need has been received from the student's medical practitioner.</p>
Occupational health and safety	All personal hygiene management practices must reflect occupational health and safety standards for the school.

#### RELATED POLICIES

- Contenance Care  
<https://www.education.vic.gov.au/school/principals/spag/health/Pages/contenance.aspx>
- Health Support Planning Forms  
<https://www.education.vic.gov.au/school/principals/spag/health/Pages/supportplanning.aspx>
- Infectious Diseases  
<https://www.education.vic.gov.au/school/principals/spag/health/Pages/infectiousdiseases.aspx>
- Personal Care Support  
<https://www.education.vic.gov.au/school/principals/spag/health/Pages/personalcare.aspx>

#### FURTHER INFORMATION AND RESOURCES

##### **DET Resources**

- [Clean Hands curriculum resource](#): for hand hygiene curriculum (and other support materials) for primary schools
- [Toileting Care and Learning Plan \(docx - 44.28kb\)](#): a tool schools may use to maximise opportunities for students to self-manage their toileting as far as possible

##### **Other Resources**

- [Be a Soapy Hero!](#): Better Health Channel video for primary school students and information for parents/guardians and teachers
- [Healthy swimming](#): information on practicing good hygiene before swimming (Better Health Channel)
- [Personal Hygiene](#): Better Health Channel's community page on personal hygiene
- [Resources for the Community](#): information for caregivers of children from Hand Hygiene Australia (see 'Hand Hygiene Information Brochure for Childcare')

#### EVALUATION

As this is a DET policy, changes and amendments will be checked for and updated on an annual basis. The policy will be presented to School Council and staff after review.

Amendments to this policy will be discussed with all teaching and classroom based ESO, administration staff, OSHC and Canteen staff, First Aid Officers, Principal Class members and School Council.

#### REVIEW CYCLE

This policy was last updated on 14/03/2020 and is scheduled for review and endorsement in March of 2021.

#### ENDORSED:

<b>Role</b>	<b>Name</b>	<b>Signature</b>	<b>Date</b>
<b>School Council President:</b>	<i>Christine Gouramanis</i>		
<b>Principal:</b>	<i>Alison Rees</i>		

**APPENDIX B: STRATEGIES TO MINIMISE RISK OF EXPOSURE TO KNOWN AND NOTIFIED ALLERGENS**

**TVPS Example**

Student's Name:	<b>Fred Valley</b>		
Date of Birth:	<b>19/11/2012</b>	Class/Year Level:	<b>2RC</b>
Severe Allergies:	<b>Peanut</b>		
Other Known Allergies:	<b>None</b>		

<b>Risk</b>	<b>Strategies</b>	<b>Person Responsible to implement strategy</b>
Fred may ingest peanut from foods provided by other parents in their child's lunchbox.	Fred knows to only eat food provided from home and does not share food, water bottles or utensils with other children.	Fred
	Students in his class know not to share food with Fred to "keep him safe"	Teacher in charge of class/lesson
	Families in the class are informed that a child in their class is allergic to peanut.	Teacher in charge of class/lesson
Fred may ingest peanut from food purchased from the Canteen.	Fred knows to only eat foods as ordered or to ask if a food contains peanut.	Fred
	Canteen does not serve foods that contain peanut.	Canteen convener Volunteers
	Products that "may contain traces of nuts" are not served to Fred.	Canteen staff Volunteers
	Fred's name and photo is displayed in the canteen and advises that she is allergic to peanut.	Assistant Principal First Aid Officer
	Canteen staff and volunteers are aware of, and take action to prevent, cross contamination.	Canteen convener Volunteers
Birthday/celebration treats may contain peanut.	Families in the class are informed that a child in their class is allergic to peanut.	Letter from AP Class teacher
	Parent to supply alternative "treats" for Fred.	Parents
Cooking/food preparation in curriculum activities may include peanut.	Cooking projects will not include peanuts as ingredients.	Class Teacher
"Event" foods (eg Pizza, gelati on Italian Day) may contain peanut.	Order forms for event foods will advise if peanut is present in the food	Teacher in charge of event
All staff may not be aware that Fred is allergic to peanut.	A designated staff member will inform casual relief teachers,	Assistant Principal: <ul style="list-style-type: none"> <li>notes listed in CRT folder</li> </ul>

	specialist teachers and volunteers of the names of any students at risk of anaphylaxis, the location of each student's Individual Anaphylaxis Management Plan and Adrenaline Autoinjector, the School's Anaphylaxis Management Policy, and each individual person's responsibility in managing an incident.	ALL staff briefed on 'alert' students: <ul style="list-style-type: none"> <li>at the start of the year</li> <li>and in semester updates</li> <li>and if students/profiles change</li> </ul>
Fred may have a reaction while playing in the yard during recess or lunch.	<ul style="list-style-type: none"> <li>Yard duty staff are trained in the use of an Epi Pen and are able to identify Fred and know that he is at risk of anaphylaxis.</li> </ul>	Assistant Principal leads staff briefing: <ul style="list-style-type: none"> <li>at the start of the year</li> <li>and in semester updates</li> <li>and if students/profiles change</li> </ul>
	An Epi Pen is easily accessible from the yard, and staff are aware of its exact location.	
Fred may be exposed to peanut while on a school excursion.  <i>The risks/protocols are included in the excursion specific IAMPlan that is formulated prior to an excursion.</i>	Prior to each excursion an individual risk minimisation plan will be prepared for Fred by the school in consultation with the parents.	Assistant Principal
	A School staff member trained in the recognition of anaphylaxis and the administration of the Epi Pen will accompany Fred on all excursions.	ALL TVPS staff are EpiPen trained
	All School Staff members present during the excursion will be able to recognise Fred and will be aware that he is at risk of anaphylaxis if exposed to peanut.	Teacher-in-charge
Fred may be exposed to peanut while on a school camp.  <i>The risks/protocols are included in the camp specific IAMPlan that is formulated prior to Camp.</i>	Prior to each camp an individual risk minimisation plan will be prepared for Fred by the school in consultation with the parents.	Assistant Principal
	A School staff member trained in the recognition of anaphylaxis and the administration of the Epi Pen will accompany Fred on all camps.	All TVPS staff trained in administration of EpiPen
	All School Staff members present at the camp will be able to recognise Fred and will be aware that she is at risk of anaphylaxis if exposed to peanut.	Teacher-in-charge All staff attending camp
	Prior to booking a camp the School will obtain confirmation from the camp that it is safe for anaphylactic students.	Teacher-in-charge

	<p>The camp cook should be able to demonstrate satisfactory training in food allergen management and its implications on food-handling practices.</p>	<p>Teacher-in-charge</p>
	<p>Fred's Epi Pen, Individual Anaphylaxis Management Plan, including the ASCIA Action Plan and a mobile phone will be taken on camp. If mobile phone access is not available, an alternative method of communication in an emergency will be arranged.</p>	<p>Teacher-in-charge Group leader</p>
	<p>Families will be asked to not send along food for the bus ride to and from camp.</p>	<p>Teacher-in-charge</p>