

Polish British Academy of Warsaw

Primary School

and

Kids' Academy Preschool

Health and Hygiene Policy

Headteachers:

Head of the Primary: Kamila Wilczyńska

Head of the Preschool: Mirosława Bejgier

Superiors name: Magda Eysmont, Monika Konieczna-Kowalczyk

Approval date: 31st August 2016

Policy is: PUBLIC

Aims:

- To promote the health and well-being of all staff and pupils
- To highlight the need for high standards of hygiene and personal care
- To promote healthy eating
- To provide a safe and healthy environment for all pupils, employees and visitors
- To ensure the work and activeness within the school does not affect the health and safety of any person
- To provide adequate first aid as necessary
- To encourage children and adults to take responsibility for Health and Safety and hygiene

The health of young children is of vital importance to ensure continuity of education.

KA and PBA recognizes its responsibility to promote a culture where health and hygiene issues are discussed in an open and positive way to achieve a greater understanding of the need to live a healthy lifestyle and maintain high standards of personal care.

Guidelines

KA and PBA promotes a healthy lifestyle and a high standard of hygiene in its day to day work with children and adults. This is achieved in the following ways:

Health: [Food]

We fully understand how important it is in providing children with proper food. Good diet ensures proper development and influences children's intellectual capabilities. That's why we rely wholly on the food cooked by our chefs, whose dishes are always prepared from scratch. Our menu is planned in accordance with high food safety regulations. The ingredients come from reliable producers. We feel great responsibility for the quality of the food served in our school and ensure it is varied and meets the expectations of our children.

Children drink only low-sugar juices and have unlimited access to spring water. Any dietary requirements are taken into consideration in individual cases.

The school and preschool has the responsibility for the provision of school meals and the supervision of the pupils at that time. Students are not permitted to bring their own food or drink (the only exception is birthday cake/treat or special dietary needs).

The school provides three meals per day:

- Second breakfast (10:05-10:25)
- Lunch- soup and main dish (between 12:55-13:30)
- Snack (4:00-4:20)

The preschool provides five meals per day:

- Breakfast - 8:30 a.m.
- Fruit & veg snack - about 10:00 a.m.
- Two-course lunch - about 1:00 p.m.
- First after-lunch snack - about 3:00 p.m.
- Second after-lunch snack - 5:00 p.m.

1. All snacks provided are nutritious, we pay attention to children's particular dietary requirements.
2. When cooking with children as an activity, staff will provide healthy, wholesome food, promoting and extending the child's understanding of a healthy diet.

The first aid box

The first aid box will always be kept clean and fully stocked. It will be located in the staffroom in a marked cupboard and in the kitchen.

The contents of each First Aid Kit should be regularly checked. Items should be replaced.

A secondary First Aid Box must be taken on all outside trips.

Medicines

- 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 container clearly labelled with the dosage. The school does not accept responsibility for missed doses.
- Short term medication (for example antibiotics or cough syrups) are not administered by staff.

Illness/Sickness:

Parents are required to keep their child at home if he/she has any infection, and to inform the school as to the nature of the infection. This is to alert other parents as necessary and to make careful observations of any other child that seems unwell.

- It is the school policy that children should not attend the school if they have a fever, have been vomiting within the previous 12 hours, have diarrhea or contagious illness.
- 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 the school.
- Children who require antibiotics should not attend school and parents should not bring children to school until medication is finished.
- Parents must inform the school if their child develops a contagious condition- rubella, mumps, etc.
- Cuts or open sores whether on adults or children will be covered with an appropriate dressing.
- Parents must alert staff promptly of any allergies or medical issues relating to their child. All information on this will be kept in confidential files, staff will be informed.
- All medicines will be kept in a secure cupboard.
- The school will be arranging head lice inspections of students.

First Aid- Basic procedures

- Small cuts/minor accidents- the wound should be washed with water, an antiseptic spray applied around the injury area and plaster or gauze and loose bandage applied if needed. Parents will be informed- a note in the “Student Record Book” or telling the parent directly during pick up time
- If a child has fever over 37,5°C the school will inform parents. If a child has a temperature 38°C or more the school will inform parents/guardians, so the child is collected from school immediately
- **If a child is vomiting or has diarrhea at school a parent or guardian will be informed instantly, so the child is collected from school immediately**
- **Where a child has head lice, that child should not return to school until appropriate treatment has commenced**
- Head Injuries- parents must be contacted immediately and notified of any injury to the head.

All accidents/incidents will be recorded in the Accident /Incident Book and signed by the person attending to the incident.

Where at all possible, reference will be made to staff qualified in first aid to ensure that practise is appropriate to the injury/illness.

Spills/deposits relating to body fluids will be cleaned up promptly and disposed of appropriately. Those cleaning such spillages should wear gloves, available in the staffroom.

Controlling Risks

- Children should be encouraged to wash their hands particularly: before and after handling food, after going to the toilet and playing outside
- Children should be reminded to flush the toilet after using it
- Teachers should be aware that handling eggs might be a potential source of salmonella. To eliminate this it is very important to wash hands after every contact with eggs, shells, and egg boxes
- The kitchen staff should collect and keep food samples (24h) in case food poisoning
- Children should never be left unsupervised especially when using knives, scissors, tools, in the playground

- It is the responsibility of the teacher to take precautions of any potential hazards. Scissors, tools and knives should be stored safely and children should be instructed on the correct use
- Children should be allowed to participate in Physical Education lessons only if they have appropriate clothing. Teachers should encourage pupils to understand the need of hygiene such as changing before and after PE
- Long hair should be tied back and any jewellery removed before PE
- Children are required to wear indoor shoes and change them for outside activities
- Children should spend some time outside, however teachers should limit children's exposure to strong sun and strong cold.
- The following are conditions that require children and staff to be temporarily excluded from the school until treatment is received
 - a) Fever with signs symptoms of illness
 - b) Diarrhoea
 - c) Vomiting
 - d) Persistent abdominal pain (more than 2 hours)
 - e) Rash with fever
 - f) Purulent conjunctivitis
 - g) Head lice
 - h) Scabies
 - i) Tuberculosis, impetigo
 - j) Strep throat
 - k) Chicken pox- until all sores have dried and crusted
 - l) Mumps
 - m) Hepatitis A virus
 - n) Measles
 - o) Rubella
 - p) Unspecified respiratory track illness
 - q) Shingles

Recommended practice

Parents should be encouraged to mention any concerns they may have regarding the state of their child's health.

Following forms should be completed for every child:

- Parental consent form for trips – Appendix 1
- Health form- Appendix 2
- Consent form to conduct head lice inspections- Appendix 3

Appendix 1

.....
imię i nazwisko Dziecka
Child's name and surname

.....
klasa / grupa
class / group

Niniejszym wyrażam zgodę na udział mojego Dziecka w wybranych przeze mnie wycieczkach odbywających się poza terenem Szkoły / Przedszkola, w tym w wycieczkach autokarowych.

I agree that my Child will participate in the trips taking place outside the School / Preschool, including coach tours.

.....
podpis Rodzica / Opiekuna
Parent's / Guardian's signature

Appendix 2

.....
imię i nazwisko Dziecka
Child's name and surname

.....
klasa / grupa
class / group

**DOLEGLIWOŚCI ZDROWOTNE ORAZ LEKI PODAWANE NA STAŁE | HEALTH PROBLEMS AND
PERMANENT MEDICINES**

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UCZULENIA POKARMOWE I KONTAKTOWE | FOOD AND CONTACT ALLERGIES

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WADY SERCA | HEART DEFECTS

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.....
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INNE UWAGI O DZIECKU | OTHER COMMENTS ABOUT CHILD

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.....
podpis Rodzica / Opiekuna
Parent's / Guardian's signature

Appendix 3

CONSENT FORM TO CONDUCT HEAD LICE INSPECTIONS

Permission to cover the duration of the student's schooling at:

Throughout your child's schooling, the school will be arranging head lice inspections of students. The school is aware that this can be a sensitive issue and is committed to maintaining student confidentiality and avoiding stigmatisation. The inspections of students will be conducted by a trained person approved by the Head teachers or principals. The person conducting the inspections will check through each student's hair to see if any lice or eggs are present. Person's authorised by the head teacher or principal may also visually check your child's hair for the presence of head lice, when it is suspected that head lice may be present. They do not physically touch the child's head during a visual check.

In cases where head lice are found, the person inspecting the student will inform the student's teacher and the Head teacher. The school will make appropriate contact with the parents/guardians/carers.

Please note that where a child has head lice, that child should not return to school until appropriate treatment has commenced

Name of child attending the school:.....

I hereby give my consent for the above named child to participate in the school's head lice inspection program for the duration of their schooling at this school.

Signature of parent/guardian/carer: Date.....

Signature of parent/guardian/carer: Date.....