

## Health and Hygiene policy

***Please review The Pace Centre Covid 19 risk assessments to support and show additional actions taken to support the following policy.***

The PACE Centre (Pace) promotes a healthy lifestyle and a high standard of hygiene in its day-to-day work with children. This is achieved in the following ways:

### Health

#### Food

- All meals and snacks provided will be nutritious and pay due attention to children's particular dietary requirements.
- When cooking with children as an activity, the adults will provide healthy, wholesome food, promoting and extending the children's understanding of a healthy diet.

#### Outdoor play

- Children will have the opportunity to play in the fresh air throughout the year (either in the school's outside play areas or on outings to other community play spaces).

#### Illness

- Parents should keep their children at home if they are unwell
- The parents of children who arrive in school unwell, or who become unwell during the day, will be contacted and asked to make arrangements for their son or daughter to be collected
- If staff have concerns about the health of a pupil, they should contact the school nurses or a senior member of staff, who will make a judgement as to whether or not the child's parents should be contacted
- If your child is unwell due to an infection, please inform Pace so that we can alert other parents and make careful observations of any child who seems unwell
- Parents are asked not to bring into Pace any child who has been vomiting or had diarrhoea until at least 48 hours have elapsed since the last attack
- If the children of Pace staff are unwell, the children will not accompany their parents/carers to work in Pace
- Cuts or open sores, whether on adults or children, will be covered with a sticking plaster or other dressing
- If a child is on prescribed medication, the Medication Policy will be followed
- Pace will ensure that the first aid equipment is kept clean, replenished and replaced as necessary. Sterile items will be kept sealed in their packages until needed

### Information sources

- Parents will have the opportunity to discuss health issues with the School Nurses and Pace staff and will have access to information available to Pace
- Pace will maintain links with health visitors and gather health information and advice from the local health authority information services and/or other health agencies

## Hygiene

To prevent the spread of infection, adults at Pace will ensure that the following good practices are observed:

### Personal hygiene

- Hands washed after using the toilet
- Toothbrushes are not shared
- Children with pierced ears are not allowed to try on or share each other's earrings
- A large box of tissues is available, and children are encouraged to blow and wipe their noses when necessary. Soiled tissues are disposed of hygienically
- Children are encouraged to shield their mouths when coughing
- Individual towels are available, or paper towels are used and disposed of appropriately
- Hygiene rules related to bodily fluids are followed with particular care, and all staff and volunteers are aware of how infections, including HIV infection, can be transmitted

### Intimate Care

- All staff supporting pupils with their intimate care will wear the gloves provided
- All staff supporting pupils with their intimate care will use the hygienic wipes provided to clean the pupil as required
- All soiled pads, gloves and wipes will be bagged appropriately and placed in the sanitation bin
- Any soiled clothing will be bagged appropriately for returning to the pupil's home
- All staff supporting pupils with their intimate care will wash their hands immediately after they have finished

### Cleaning and clearing

- Any spills of blood, vomit, or excrement are wiped and flushed away down the toilet. Gloves are always used when cleaning up spills of body fluids. Fabrics contaminated with body fluids are thoroughly washed in hot water
- Spare clothing is available in case of accidents, and polythene bags are available in which to wrap soiled garments
- All surfaces are cleaned daily with an appropriate cleaner

- All staff and people entering Pace have access to Alco-gel to help prevent any cross-contamination

## Food

Pace will observe current legislation regarding food hygiene, registration and training.

In particular, each adult will observe the guidelines below in all matters of food preparation and general hygiene.

## Food Preparation and General Hygiene

- Always wash your hands under running water before handling food and after using the toilet
- Do not under any circumstances be involved with the preparation of food if suffering from any infections/contagious illness (e.g., symptoms of food poisoning such as diarrhoea, vomiting, or stomach pains) or skin trouble
- Do not touch food if you have sores or cuts, unless they are covered with a waterproof-coloured dressing
- Never smoke in any Pace building
- Never cough or sneeze over food
- Use different cleaning cloths for the kitchen and toilet areas
- Prepare raw and cooked food in separate areas
- Keep food covered and either refrigerated or piping hot
- Ensure waste is disposed of properly and out of reach of the children. Keep a lid on the dustbin and wash your hands after using it
- Wash fresh fruits and vegetables thoroughly before use
- Heat foods or drinks (where required) immediately before serving and do not leave them standing
- Only use tea towels for drying dishes and utensils and keep them scrupulously clean
- Wash tea towels daily, separately from other washing
- Keep all utensils clean and store them in a dust-free place, e.g., a closed cupboard or drawer
- Discard any cracked, chipped or damaged serving dishes, cutlery or chinaware
- Ensure food is placed in the fridge immediately when children arrive at school
- Heat meals only once to a temperature of 75°C, using the temperature probe provided
- Do not go through toilet areas carrying food and drink
- Ensure that the kitchen is kept clean and tidy so that it can safely be used as a food preparation area for children over the lunchtime period, i.e., wash, dry and put away all utensils immediately after use
- Use clean chopping boards when preparing children's food
- Check that fridge temperatures are between 0° and 4° (maximum)
- Ensure that all work services, microwaves, fridges and door handles are cleaned and sterilised at least once a week

- Ensure plastic gloves and aprons are worn whenever children are taken to the toilets and that they are disposed of after use in the bins within the cloakroom areas

**Date: September 2025**

**Review Date: September 2026**

**To be reviewed by – Head of Operations**