



The Maria Montessori Training Organisation
trading as
The Maria Montessori Institute

Health and Hygiene Policy

The Maria Montessori Institute (MMI) 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

- All snacks and meals 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 and proper hygiene.

Illness

- Parents are asked to keep their children at home if they have any infection, and to inform the School as to the nature of the infection so that the school can alert other parents, and make careful observations of any child who seems unwell.
- Parents are asked not to bring into school any child who has been vomiting or had diarrhea until at least 48 hours has lapsed since the last episode.
- Children arriving at school with or developing any of the following must be asked to return home (and not return until completely free).
 - Red-eye/conjunctivitis
 - Stomach pains
 - Temperature
 - Unidentified rashes
 - Nits (where nits seem to be a continued problem a child may be asked not to return until completely free)
- Cuts or open sores, whether on adults or children, will be covered with hypoallergenic plasters if the incident happens at school.
- The school 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.
- Parents will have the opportunity to discuss health issues with school staff and will have access to information available to the school.

What to do if your child has coronavirus symptoms

Attending education is hugely important for children and young people's health and their future. Children and young people with mild symptoms such as a runny nose, sore throat, or slight cough, who are otherwise well, can continue to attend school.



If you suspect you or your child has Covid-19, please follow the NHS guidance;
<https://www.nhs.uk/conditions/covid-19/covid-19-symptoms-and-what-to-do/>

Children and young people who are unwell and have a high temperature should stay at home and avoid contact with other people, where they can. They can return to school and resume normal activities when they no longer have a high temperature, and they are well enough to attend.

It is not recommended that children and young people are tested for COVID-19 unless directed to by a health professional. If, however, your child (18 years of age or under) has a positive Covid-19 test result, they should stay at home and avoid contact with other people for 3 days after the day they took the test. After 3 days, if they feel well and do not have a high temperature, the risk of passing the infection on to others is much lower.

Adults who have tested positive for Covid-19 are advised to stay at home and avoid contact with other people for 5 days.

Administration of Medicines

As a general rule, children should not be at school if they need medicine that is prescribed by a doctor. Teachers are not legally or contractually required to give children their medicine, or to supervise them taking it. Those who agree, do so voluntarily.

Staff members should have appropriate information or training in how to give children their medicine in the case of technically complex administration like insulin injectors and adrenaline auto-injectors.

Parents are generally encouraged to schedule their child's medication so that they do not need a dose during the school day. If, however, the child needs medication during school hours, the following guidelines must be followed:

- Only prescribed medicine should be brought into school (this includes antibiotics, and medicine in case of emergency asthma inhalers, adrenaline auto injectors, etc.)
- Medicine must be brought into school in their original container, as dispensed by a pharmacist, labelled with your child's name. All medicine must be in date.
- Parents must provide a written consent for their child to be given the medicine. The written **consent for medicine administration** must include instructions for administration, dosage and storage, as well as possible side effects and GP contact details. Parents will need to complete this form every time their child brings a new type of medicine to school and should be reviewed annually.
- The completion of the **consent for medicine administration** form does not act as a guarantee that the School will administer medicine and the School may refuse to administer medicine at any time.
-



- Any medicine to be administered must have been administered previously by the parent to minimise the risk of adverse or allergic reaction to any new medicine.
- The smallest possible amount of medicine should be brought into school.
- All medicines must be clearly labelled and kept together with the Consent Medicine Administration form.
- Medicine should be kept in a secure place such as a locked cabinet or a sealed box in a fridge, according to storage instructions. However, medicine that are needed to be accessed quickly in an emergency should not be locked away. This includes asthma reliever inhalers and adrenaline auto-injectors. These storage requirements apply on school premises as well as trips outside the schools.
- If a sharps box is required for the disposal of injectors, parents should obtain it on prescription for the school.
- Teachers should keep a record of children's medicine given and whether there were any side effects.
- Parents must collect any leftover medicine that their child no longer needs, or medicines that have passed their expiry date, from the school.
- Members of staff should check routinely every term if any medicine will expire soon, expired medicines should be returned to parents.

HYGIENE

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

Personal hygiene

- Staff members and children should wash hands after using the toilet and doing activities in the garden. Hands should be washed before handling food, and at regular intervals throughout the day.
- Children with pierced ears are not allowed to try on or share each other's earrings.
- Boxes of tissues will be available, and children encouraged to blow and wipe their noses when necessary. Soiled tissues to be disposed of hygienically.
- Children encouraged to shield their mouths when coughing or sneezing. Catch it, bin it, kill it protocols encouraged.
- Hand sanitizer to be available.
- Hygiene rules related to bodily fluids followed with particular care and using PPE. All staff and volunteers aware of how infections, including HIV infection, can be transmitted.
- Staff members and children are encouraged not to touch eyes, nose and mouth with unwashed hands.
- Children are asked not to share items that come into contact with the mouth.

Cleaning and clearing

- In the unusual event that someone is taken ill and there is blood or bodily fluid spills (e.g. urine, vomit) protective gloves should be worn, antibacterial cleaner or sterilising solution



- should be used. Towels and any other waste must be disposed into a yellow plastic rubbish separately to other waste.
- After a child showing symptoms of a virus has left the premises, all materials that they have touched and the areas where they have been (including the bathroom) should be sanitised and disinfected using standard cleaning products and disinfectant before being used by anyone else. Waste should be disposed of safely.
- Spare laundered pants, and other clothing are available in case of accidents. Polythene bags are available in which to wrap soiled garments.
- Professional cleaning of the premises and waste disposal at the end of the day. Clothes and other similar items should be put in the washing machine on a daily basis at appropriate temperature (min. 60°).
- Staff members to ensure rooms are well ventilated.

Food

The school will observe current legislation regarding food hygiene, and all staff are required to do Food & Hygiene training, keeping their certificates up to date and current.

In particular, each adult will:

- Always wash hands under running water and using soap before handling food and after using the toilet and coming back from garden or playground.
- Not be involved with the preparation of food if suffering from any infectious/contagious illness or skin trouble.
- Never smoke in the school grounds.
- Never cough or sneeze over food.
- Use different cleaning cloths/mops for 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 hands after using it.
- Wash fresh fruit and vegetables thoroughly before use.
- Cracked or chipped china will not be used.

Any food or drink that requires heating will be heated immediately prior to serving and not left standing.

We follow the following procedures for food handling at lunch:

- All staff and children are required to wash their hands prior eating lunch. Check that all food deliveries are in date and undamaged.
- Food delivered by external caterers is kept covered in the kitchen.
- Where frozen food is delivered, ensure it is placed in the freezer immediately upon delivery
- Inspect all areas where food is prepared, served and consumed for cleanliness and hygiene at start and end of every meal.



- Ensure that all spills are dealt with promptly and safely if necessary, cordon off areas of the floor that have become slippery.
- Unused food is disposed of appropriately into covered bins that are emptied daily.
- At lunchtime, before serving food, take temperature with a clean probe to ensure that it is above 63 °C. For 'Hot holding' safe method, it is a legal requirement that hot food must be kept above 63 °C.
- If food needs to be reheated, take the temperature of the food before serving. Food is safe if it has reached a high enough temperature for a long enough time. Examples of safe time/temperature combinations include: 80°C for at least 6 seconds, 75°C for at least 30 seconds, 70°C for at least 2 minutes, 65°C for at least 10 minutes, 60°C for at least 45 minutes.
- Check the digital probe in boiling water (it should be between 99°C and 101°C) at least once every half term.

Cleaning:

- Cutlery and crockery are scraped and placed in dishwasher.
- Dishwasher is run at least once per day
- Any leftover food is covered and placed in the fridge.
- Work surfaces are cleaned.
- Dishwasher is run on empty at least once per half term

Related MMI policies:

- First Aid Policy
- Food and Drink Policy