

Personal Hygiene Policy

PURPOSE

To ensure parents/carers, students and staff understand the processes Tucker Road Bentleigh Primary School use to demonstrate and manage effective Personal Hygiene while at school.

OBJECTIVE

To ensure Tucker Road Bentleigh Primary School assists it's students to effectively manage their own personal hygiene.

SCOPE

This policy applies to:

- all staff, including casual relief staff, contractors and volunteers
- all students and any parents/carers that come into the school environment.

POLICY

This policy should be read with Tucker Road Bentleigh Primary School's Health Care Needs 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. MHM 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 and actions

The following table outlines the strategies and actions that Tucker Road Bentleigh Primary School will undertake to help staff and students manage their own personal hygiene routines.

Strategy	Action
<p>Provision of soap and other hygiene consumables</p>	<p>Tucker Road Bentleigh Primary School will provide soap in a liquid form via a wall mounted dispenser.</p> <p>Paper towel or a hand dryer for hand drying.</p> <p>Alcohol-based hand sanitiser (where deemed appropriate).</p> <p>Although washing hands with soap and water is the preferred method of hand hygiene, alcohol-based hand saniters 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>Menstrual hygiene Management</p>	<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 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>Tucker Road Bentleigh Primary School will:</p> <ul style="list-style-type: none"> • have the installation of a sanitary dispenser in the grade 5/6 female toilets which are located in the SOL Centre. • First Aid Officer and 5/6 female teaching staff to hold information sessions with the grade 5/6 female students to help normalise menstruation and to provide opportunity for open discussions. <p>With the provision of sanitary items, Tucker Road Bentleigh Primary School will provide students with information about the safe use of sanitary items, see: Promoting Menstrual Health In Schools</p>
<p>Hand Hygiene</p>	<p>Tucker Road Bentleigh Primary School will incorporate personal hand hygiene into daily school activities in order to maximise opportunities for students to develop personal hygiene practises.</p> <p>WASHING HANDS PROPERLY:</p> <p>STEP 1. Wet Hands with running water</p> <p>STEP 2. Apply enough soap to cover wet hands</p> <p>STEP 3. Scrub all surfaces of the hands- including backs of hands, between fingers and nails for at least 20 seconds.</p> <p>STEP 4. Rinse thoroughly with running water</p> <p>STEP 5. Dry hands with a single use paper towel.</p> <p>It is essential to wash hands:</p> <ul style="list-style-type: none"> • Before and after eating • After going to the bathroom • After coughing, sneezing or blowing your nose • Before, during and after preparing food • Whenever hands are visibly dirty

<p>Personal hygiene care and learning plan</p>	<p>If soap and water are not readily available, an alcohol based sanitiser (at least 70%) will be made available.</p> <p>Tucker Road Bentleigh Primary School utilises ‘Soapy Hero ‘ posters which are printed and displayed around the school.</p> <p>Any student , teacher or staff member that is sick should NOT attend school.</p> <p>Health Support Planning Forms are also available when health advice on an identified health need has been received from the student’s medical practitioner.</p>
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COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Available publicly on our school’s website
- Included in staff policy packs
- Hard copy available from school administration upon request

FURTHER INFORMATION AND 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
- [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’)

POLICY REVIEW AND APPROVAL

Policy last reviewed	March 2023
Approved by	Principal
Next scheduled review date	March 2025