



Hygiene Policy

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Location

All Coburg High School policies are located under the 'community tab' on Compass, sub-section 'School Documentation' and then 'Policies.

Language Opportunities



If you require this document to be translated into another language, please contact:

info@coburg.vic.edu.au

Se si richiede che questo documento sia tradotto in un'altra lingua, si prega di contattare:

info@coburg.vic.gov.au

Εάν ζητήσετε να μεταφραστεί αυτό το έγγραφο σε άλλη γλώσσα, επικοινωνήστε με την ηλεκτρονική διεύθυνση
info@coburg.vic.edu.au

यदि आपको इस दस्तावेज़ को किसी अन्य भाषा में अनुवादित करने की आवश्यकता है, तो कृपया संपर्क करें:

info@coburg.vic.edu.au

اگر شما نیاز دارید که این سند به زبان دیگری ترجمه شود ، لطفاً با این آدرس تماس بگیرید: info@coburg.vic.edu.au

หากคุณต้องการแปลเอกสารนี้เป็นภาษาอื่นกรุณาติดต่อ: info@coburg.vic.edu.au

إذا كنت تريد ترجمة هذا المستند إلى لغة أخرى ، فيرجى الاتصال بـ: info@coburg.vic.edu.au

Purpose

Coburg High School focuses on a holistic concept of health and hygiene. It recognises the importance of creating an environment that is hygienic; this ensures the safety of not only the students and staff but their families, the wider community and our public health systems. Using best evidence-based health and hygiene practices, Coburg High School identifies that this policy is a shared responsibility involving the combined efforts of many. Coburg High School's values are: Excellence, Integrity, Curiosity and community. This policy was written with these values in mind.

Objective

This policy aims to provide guidelines for procedures to be implemented at Coburg High School to:

- Ensure all students and staff maintain their health.
- Help students manage their own personal hygiene routines.
- Minimise the risk of infection while at school.
- Provide a safe, clean and hygienic learning environment.

Scope

This policy applies to staff, students, families and carers.

Definitions

Hand Hygiene (HH) is a general term referring to any action of hand cleansing. It includes: handwashing with soap and water and the use of antimicrobial hand rubs; for example an alcohol-based hand rub.

Handwashing is the action of washing hands with plain soap and water for 20 seconds or longer.

Antiseptic hand rubbing (or hand rubbing) is the action of applying an antiseptic hand rub to reduce or inhibit the growth of microorganisms without the need for water.

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.

Menstrual hygiene management (MHM) is a necessary aspect of hygiene for those who menstruate 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 individuals have their menstrual period.

Infectious Diseases are caused by pathogenic microorganisms, such as bacteria, viruses, parasites or fungi; the diseases can be spread, directly or indirectly, from one person to another.

Environmental cleaning is the action of using adequate procedures for the routine cleaning and disinfection of environmental and other frequently touched surfaces .

Respiratory Hygiene is the action of covering the nose and mouth when coughing/sneezing with a tissue or mask, disposing of used tissues and masks, and performing hand hygiene after contact with respiratory secretions.

Cough Etiquette: is the action of covering the mouth and nose when coughing or sneezing. Best practice when sneezing/ coughing is to use the inner elbow or use a tissue to cover the mouth and nose discarding of tissues into a bin, then cleaning hands with soap and water or a disinfectant hand rub.

Oral Hygiene: Good oral hygiene includes regular brushing, flossing and dental appointments.

Policy

STRATEGIES AND ACTIONS

HAND HYGIENE

Coburg High School shall	<ul style="list-style-type: none"> ➤ Ensure standard precautions for infection control are met. ➤ Train staff in these procedures and have appropriate material and equipment available. ➤ Display infection control & hand hygiene posters in all bathrooms & throughout the school. ➤ Provide handwashing stations including consumables like, soap (via a dispenser) a method for hand drying and an alcohol based hand rub.
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	(Personal Hygiene)
Coburg High School Staff shall	<p>Educate and encourage students in good personal hygiene practices including but not limited to hand hygiene and/or hand sanitisation for 20 seconds or longer:</p> <ul style="list-style-type: none"> ➤ before, during and after preparing food ➤ before and after eating ➤ after using the toilet ➤ after coughing, sneezing or blowing nose ➤ after touching animals or pets ➤ before and after treating a wound or cut ➤ after handling garbage ➤ when hands are visibly soiled <p>(Personal Hygiene)</p>
Coburg High School Students shall	<ul style="list-style-type: none"> ➤ Follow guidelines set out by CHS and staff, which include but are not limited to frequently washing their hands for 20 seconds or longer.
Coburg High School Parents/ Carers shall	<ul style="list-style-type: none"> ➤ Encourage students to frequently maintain good hand hygiene at home and at school.

PERSONAL HYGIENE - BODY ODOR & ORAL HYGIENE

Coburg High School shall	<ul style="list-style-type: none"> ➤ Provide educational material to students. ➤ Provide some hygiene products upon request. e.g deodorant and soap.
Coburg High School Staff shall	<ul style="list-style-type: none"> ➤ Provide education around good personal hygiene in a classroom setting. ➤ Practice good personal hygiene.
Coburg High School Students shall	<ul style="list-style-type: none"> ➤ Practice good hygiene, including but not limited to showering, brushing of hair and teeth and applying deodorant.
Coburg High School Parents/ Carers shall	<ul style="list-style-type: none"> ➤ Encourage their children to maintain good hygiene practices at home.

MENSTRUAL HYGIENE

Coburg High School shall	The Victorian Government has allowed the provision of free sanitary pads and tampons in school with the aim of:
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	<ul style="list-style-type: none"> ➤ Providing students with the confidence that there will always be sanitary items available at school ➤ Relieving students of the stigma, anxiety and discomfort that can be associated with menstruation and its management so they can focus on their studies ➤ Easing the cost of living for families. <p>Pads and tampons are available at the School First Aid Office and in some female bathrooms (x2) & reception & SST.</p> <p>(FREE SANITARY PADS AND TAMPONS IN ALL PUBLIC SCHOOLS)</p>
Coburg High School Staff shall	<ul style="list-style-type: none"> ➤ Promote a positive social environment, having open discussions about the safest way to use sanitary products. This will help build positive social norms and help young people to manage their menstrual hygiene with dignity and comfort. ➤ Education will be provided through the curriculum in a classroom setting. ➤ Coburg High School has a Health Promotion Nurse on campus two days a week who is available by appointment for any students or staff that wish to be provided with further information. <p>(Promoting Positive Menstrual Health in Schools) & (Personal Hygiene)</p>
Coburg High School Students shall	<ul style="list-style-type: none"> ➤ Be aware of the importance of menstrual hygiene.
Coburg High School Parents/ Carers shall	<ul style="list-style-type: none"> ➤ Be aware of the importance of menstrual hygiene.

RESPIRATORY HYGIENE & COUGH ETIQUETTE

Coburg High School shall	<ul style="list-style-type: none"> ➤ Provide and display information around the school from the Victorian Department of Health and Human Services recommended best practices.
Coburg High School Staff shall	<ul style="list-style-type: none"> ➤ Encourage and teach students about the best practices when it comes to respiratory hygiene & cough etiquette. Refer to definition; Cough Etiquette. ➤ Cover mouth and nose when coughing or sneezing. ➤ Practicing hand hygiene after contact with respiratory secretions.
Coburg High School Students shall	<ul style="list-style-type: none"> ➤ Cover mouth and nose when coughing or sneezing. ➤ Practice hand hygiene after contact with respiratory

	secretions. (Standard Precautions in Healthcare)
Coburg High School Parents/ Carers shall	➤ Help remind children/child of the importance of respiratory hygiene and cough etiquette.

HANDLING OF INFECTIOUS DISEASE

- Refer to [School Policy and Advisory Guide: Infectious Diseases](#)

HANDLING OF BLOOD AND BODILY FLUIDS

- Refer to [School Policy and Advisory Guide: Managing Open Wounds and Blood Spills](#)

HANDLING OF SOILED CLOTHING

Coburg High School shall	➤ Provide privacy and spare uniforms for students to borrow.
Coburg High School Staff shall	➤ Act with discretion and suggest that the student head down to First Aid to get cleaned up.
Coburg High School Students shall	➤ Present to First Aid for assistance. ➤ Return the borrow uniform after it has been cleaned.
Coburg High School Parents/ Carers shall	➤ Return the borrow uniform after it has been cleaned.

ENVIRONMENTAL CLEANING

- Refer to [Access to Cleaning Supplies and Services](#)
- Refer to [Cleaning Metropolitan Melbourne Schools](#)

HEAD LICE

- [Refer to School Policy and Advisory Guide : Head Lice](#)

Communication

- This policy will be communicated to our school community via the website and on Compass under School Documentation.

Further Information and Resources

School Policy and Advisory Guide:

- [Access to Cleaning Supplies and Services](#)
- [Cleaning Metropolitan Melbourne Schools](#)
- [Free sanitary pads and tampons in all public schools](#)
- [Head Lice](#)
- [Infectious Diseases](#)
- [Managing Open Wounds and Blood Spills](#)
- [Personal Hygiene](#)
- [Promoting Positive Menstrual Health in Schools](#)
- [Promoting positive menstrual health in schools](#)

World Health Organisation

- [Standard Precautions in Healthcare](#)
- [WHO Guidelines on Hand Hygiene in Health Care: a Summary](#)
- [Infectious Diseases](#)

[The Royal Women’s Hospital - Hand Hygiene](#)

[Better Health Channel - Personal Hygiene](#)

[Girls with autism spectrum disorder: periods](#)

Policy Review and Approval

Policy last reviewed	2024
Approved by	Principal
Next scheduled review date	2028