

Lovell Hygiene

1. Recording Accidents

- The school maintains an **Incident/Accident book** that must be completed in the event of an injury at school (nature of the injury, the treatment given, when and where the accident happened, witnessed, signed and dated).
- Parents are given a copy of the report. In the case of a serious accident children will be immediately taken to BANGKOK PATTAYA hospital and parents will be requested to meet the Head Teacher or senior member of staff at the hospital.
- The school will ensure that the first aid equipment is kept clean, not out of date and checked monthly by admin team.
- It is essential that staff clean up bodily fluids such as urine, bodily waste, blood, vomit, and eye discharge immediately, wearing disposable gloves. The area should be cleaned with detergent. In the event that a child bites another child or adult and draws blood both parties should seek medical attention.

2. Food Allergies

- We will make every reasonable effort to reduce the risk to children with severe allergies in accordance with this policy.
- All teachers should be instructed to recognise the signs and symptoms or reaction, as well as how and when to administer medication (if requested).
- Classroom activities that involve the use of food, either for craft or educational purposes, should require advance permission from the parent of a child with food allergies.
- Food allergies (if any) will be stated on the children's placemats
- **Children with food allergy should not be allowed to eat any food not specifically supplied or approved by parents.**
- **Teachers must make a note and post a notice in their classroom regarding the presence of children with food allergies in their class, as well as the location of the appropriate medications.** This will enable anyone who comes into the classroom as a substitute to be prepared for an allergic emergency.
- **Children with food allergy must dine at designated seats (child's place mat) to ensure staff can provide correct arrangement.**

3. Sickness Policy

	Symptoms	Procedures
Runny Noses	Runny nose with CLEAR discharge due to allergies	Please inform the School that your child has a runny nose. The school will closely monitor your child. Should fever occur or the discharge turn yellow/green, the child will be sent home.
Common Cold	Runny nose with yellow or green discharge or cough. An infected child is most contagious within the first 3 days and symptoms usually last between 7-10 days.	Please inform the school immediately and keep your child at home for the first 3 days that they exhibit symptoms.
Communicable Diseases (i.e. Chickenpox, Pink Eye, Influenza, Strep Throat,	<ul style="list-style-type: none"> ● Fever of 37.5C in the past 24 hours 	Please inform the school immediately before and after the diagnosis. Please keep

Scarlet Fever, Hand Foot Mouth disease, RSV, H1N1, Flu , and COVID19)	<ul style="list-style-type: none"> ● Sore throat or swollen neck glands ● Undiagnosed rash or skin eruptions ● Red/itchy eyes ● Vomit and/or diarrhea in the past 24 hours ● Dizziness, lack of appetite or energy, or coughing 	your child at home and monitor. To return to school, a doctor's note stating when the child will no longer be contagious must be shown.
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- **If your child has been admitted to hospital or diagnosed with communicable diseases, you must provide a medical certificate upon the child's return to school stating that he/she is well and able to attend class.**
- When your child is unwell and will be absent from school, please inform our office on the morning of the absence.
- Parents will be promptly notified of any cases of communicable or infectious diseases that have been reported to the school.
- In the event that a child becomes ill at school, staff will make every effort to contact the parent so that the child can be collected from school. Whilst waiting for the parent to arrive, a member of staff will sit with the child in the designated area (reception for classes on ground floor and teacher lounge for classes on 2nd floor) and care for the child's needs appropriately. Medicine will only be administered according to Medical Request Form only.
- Please kindly cooperate in keeping your child at home when he/she exhibits any symptom of illness, in order to ensure your child's well-being and maintain a safe and healthy learning environment for all.
- School strongly recommends that children stay home and rest for 24 hours after receiving vaccination or have the vaccine on Friday, giving them the weekend to recover from any reaction or symptoms.
- **Sick Child Procedure** - If the lead teacher or assistant teacher feels that a child is sick they should;
 - Check the child's temperature and assess the child's general well-being.
 - If it is felt that the child should go home take the child to the designated area and the office will notify head teacher.
 - Head Teacher/admin office will call the parents to collect child.
 - If there is care assistant available they should stay with the child, if not inform school office administrators and they will supervise until the parent arrives.
 - If the child has vomited or has had diarrhoea call our cleaning team to disinfect the area immediately.
 - Sick child must be separated and use the designated toilet.

4. Medication Policy

- **Prescribed Medication** - The school will only administer prescribed medication when it is essential to do so. Parent must sign a Medication Request Form.
- **Non-Prescribed Medication** - The school does not normally administer non-prescribed medication. With written advice from the child's doctor, the head teacher may agree to administer medication such as antihistamines.

- The school will not accept medicines that are not in their original containers as originally dispensed. All medicines must be clearly labelled with the child's name.
- Due to children with allergy to Camphor, any medicine/ointments containing Camphor (including Zambuk and Calamine) should not be used/brought to school.
- When administering any medication staff must ensure they receive the following information:
 - o Medication Request Form giving prior written permission for staff to administer medication completed by the parent, stating the name of medication, when the last dosage was given, the time and dosage that staff will be required to give medication.
 - o If the administration of medicines requires technical/medical knowledge then individual training is provided for staff from a qualified health professional (arranged by parents).
- All Medicine is stored in a lockable cupboard out of the reach of children or if required in the designated area of head teacher's refrigerator.

5. Morning Health Check

- At Lovell, children's health and safety is our priority. If your child is showing a sign of a cold or fever, please keep him/her at home to monitor. Please understand that, especially at the beginning of the school year, children will be more susceptible to a cold.
- Every morning, especially during the seasonal outbreak, we will conduct health checks upon a child's entry to the school. We check for temperature (over 37.5c), runny noses, rashes on hands, feet, and in the mouth. Children exhibiting these symptoms will be asked to return home.

6. Minor Injuries and Insect Bites

- If your child should have a minor accident while at school, our staff will administer basic first aid and notify parents.
- For minor cuts and grazes, the wound will be cleansed with sterilized saline solution, and antiseptic cream applied, as well as a Band-Aid if necessary.
- For minor bumps and insect bites, an ice pack will be applied to the area.

7. Emergencies

- In case of accidents/emergencies, parents will be informed immediately by our head teacher and your child will be taken to:

*Bangkok Pattaya Hospital
301, 6 Sukhumvit Rd, Muang Pattaya, Banglamung District, Chonburi 20150*

- If parents/guardians cannot be reached, the school will contact the emergency contacts provided in the application form. In the event that none of these contacts can be reached and the child requires immediate medical attention, parents/guardians agree to give permission to the physician at the selected hospital to decide on an appropriate course of action.
- Parents agree to take full responsibility in excess of THB15,000 for any medical and accidental cost incurred by the child while attending the school.

8. Highly Contagious Outbreaks Policy (e.g. Hand-foot-mouth, RSV, Herpangina)

- Hygiene and disinfecting procedure
 - The virus can be destroyed by ultraviolet sunlight. When dry, the virus cannot live long. The virus can be destroyed by chlorine bleach solution.
 - Deep clean the entire school with disinfectant, using a solution of chlorine bleach (1 tablespoon to 1 bucket 4L of water) or household disinfectants, and rinse with clean water.
 - Clean children's toys with bleach solution. All fabric to be washed and dried in high heat. For fabric that can't be washed, they should be steamed.
 - Open the doors, windows, and curtains to let the sunlight shine in. Consider air-conditioner cleaning.
 - Toilet to be cleaned with chlorine solution (Promax disinfectant)
 - Reduce toys in classes
 - No messy play (sand and water)
 - Limited cross - classes interaction (stagger snack/meal time and outdoor play)

9. Intimate Care Policy

- Any intimate care, such as nappy changing and toilet training, will be carried out with respect and regard to the child's right to dignity and privacy.
- Staff will have regard to strict hygiene procedures by wearing disposable gloves and appropriately cleaning equipment. Children should have their bottoms thoroughly cleaned from front to back and any soiled clothes should be changed. Soiled nappies must be placed in a nappy sack before disposing of in the nappy bin. Children should not be allowed to take toys into the bathroom.
- Older children will be encouraged to use self-help skills with regard to toileting but their class teacher should be aware of their abilities in this area and be available to offer help if necessary.

10. Nappy Changing Policy

- Parents are to bring respective children their own nappies.
- Staff in charge must complete Nappy Chart for each child after each nappy change
- School will stock some standard pull-ups nappies for emergency

11. Toileting Policy

- We recognise to support the natural development of toileting we should give children time to lead their own toilet training. A child's ability to toilet themselves does not affect how they are viewed by the teacher or how the child participates in the programme.
- We will work with parents to guide children to be toilet trained by end of Nursery.
- Children need to not only know when they have wet or soiled themselves, are wetting or soiling themselves BUT what it feels like before they need to go to the toilet.
- We recognise that the child's home and school are different environments; a child's interest in toileting at home may be recognised before the child is interested in toileting at the school. Staff will respect the difference between environments and will support how the child would like to toilet at the school. Staff will communicate with parents about toileting at home and at School.

12. CCTV Policy

- The CCTV system is owned and operated by the school. Viewing the CCTV is not open to parents, visitors, staff except by prior approval from the Leadership Team and good reason.
- The CCTV system is not monitored by staff. Footage to be stored up to one month, thereafter automatically destroyed.

13. AIR POLLUTION POLICY

PM2.5 Air Quality Index: at Lovell International School on AirVisual App. School uses real-time air quality index reading to determine air policy arrangement at the time of activities/meals.

AQI PM2.5	Classification	Who Needs to be Concerned	School Policy
0-50	Good	Great day to be active	-
51-100	Moderate	Individuals who are unusually sensitive to air pollution	-
101-120	Unhealthy for sensitive groups	People with heart/lung disease, older adults, children and teenagers	<ul style="list-style-type: none"> • Monitor sensitive children • PE conducted indoors
121 -150			<ul style="list-style-type: none"> • Outdoor playtime restricted to 15 minutes • PE conducted indoors • Outdoor school events shortened/modified or cancelled • Afterschool outdoor clubs moved indoors or cancelled
151-200	Unhealthy	Everyone	<ul style="list-style-type: none"> • No outdoor playtime • PE conducted indoors • Afterschool outdoor clubs moved indoors or cancelled • Outdoor school events shortened/modified or cancelled
201-300++	Very unhealthy	Everyone	<ul style="list-style-type: none"> • School may be closed • All outdoor activities cancelled • All events cancelled

14. Sun protection/Heat Index Policy:

Temperature according to Lovell International School Air Visual monitor.

- All children are required to wear sunhats when outdoors.
- Spare hats and water bottles are made available at Reception
- Sunscreen protection: parents must sign the medication form and provide sunscreen from home for those children requiring it. Sunscreen must not be kept in children's bags. Sunscreen needs to be kept on a high shelf in the classroom storage unit. Sunscreen is to be applied to children by adults only.

Children to avoid dehydration (Daily)

- Children to have access to water bottles in class, PE, activities and outdoor activities.
- Students engaging in physical activity should be encouraged to drink 100 ml of water every 20 mins.
- During temperatures from 33-40 (level 1) outdoor playtime is limited to 10 mins or taking place indoors wherever possible. Lunch is inside
- During temperatures above 40 (level 2) No outdoor activities..

Planning of outdoor classes, activities, events, PE.

- Class photos, sporting and outdoor events, planned for cooler months,
- To reduce the risk of heat illness, Lovell admin will monitor the weather and issue notice.
- Temperature and humidity measurements available to the whole community on the air quality Monitor.

15. LOVELL CLEANING POLICY

We believe that a clean environment is very important for children's health. The staff, students and parents at Lovell International School have the right to expect an attractive, clean and safe environment. Cleaning policy is designed to manage the cleaning and maintenance of our school.

Cleanliness contributes to the provision of a pleasant environment for students and staff, reduces the risk of slips, trips and falls and also minimises the spread of infections and reduces infestations.

CLEANING PROCEDURES

Toy Cleaning Procedures

- Soak cloth in the Bacoban-water solution and squeeze out most of the liquid so that it is damp but not saturates. Scrub the surfaces and toys and resources all over with the damp cloth. Thoroughly rinse it after in the Bacoban-water as you clean.
- Apply Bacoban to cloth and scrub any tough stains or marks that remain on the surfaces.
- During cleaning staff must wear protective clothing such as disposable gloves and face mask where appropriate.

- Wash all contaminated clothing using machine wash and dry with high heat setting.

Laundry of Linen

- Fabric/soft toys will be washed every other week except during outbreak/high risk time where they will be cleaned immediately once outbreak confirmed and on weekly basis.
- Items used by individual children such as face cloths and towels will be used once and then washed.
- Cloths used for cleaning will be washed separately from children linen.

Special cleaning

Type 1. Highly Contagious Diseases i.e. HFM, Herpangina, RSV etc.

- Using the Air Purifier or UV Purifier as soon as we receive notification from parents (Overnight to remove/kill the bacteria and refresh the air)
- Vacuum and steam the carpets and all cushions and all plush toys removed and washed
- Using Bacoban-magiclean to clean inside the room
- Cleaning during school hours by Bacoban spray
- Deep cleaning the restroom by using the Bleach agent.
- Wash hands thoroughly with soap and water.
- UV Sterilisation of the classroom (at the end of the day). Ensure no human contact during the sterilisation process.

Type 2. Vomit or diarrhea

- Remove all individuals and block entry to the contaminated area
- Remove vomit right away
- Wipe up vomit or diarrhea then carefully remove the towels
- Use cleaning liquid (Bacoban + water) to clean up around the surface
- Dispose of paper towels/cleaning clothes and waste in a plastic trash bag
- Wash your hands thoroughly with soap and water
- In case of Vomit or diarrhea, we use separate equipment for cleaning

Type 3. Blood

- Keep everyone away from the spill
- Put paper towels over the spill to soak up fluid
- Clean the spill area with water and a suitable detergent
- Spray the surface and wipe
- Allow the surface to dry and then rinse with water to remove any chlorine residue
- Discard gloves, paper towels and cloths into a trash bag
- Wash your hands thoroughly with soap and water

Cleaning guide:

During school hours: Class floor, Toilet.

Daily clean: toys (Bacoban, water, dettol), carpet (vacuum), class floor (Bacoban-magiclean), Toilet (Magiclean floor cleaner, duck pro bathroom), Outdoor (Dettol).

Weekly clean: Outdoor (Magiclean), Cushion/plush toys/ fabric (wash and tumble dry every other week),

Half Term: Toys (Bacoban), Carpet (vacuum and steam), A/C (wash).

