



ACORNS INTERNATIONAL SCHOOL
INSPIRING AND EMPOWERING

HEALTH, SAFETY & SECURITY POLICY

TO BE READ IN CONJUNCTION WITH COVID 19
TASKFORCE HANDBOOK
Reviewed: April 2022

Abstract

AIS strives to be a school that promotes a positive health and safety culture that is demonstrated by open communication and a shared commitment to the importance of health, safety, and welfare.

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Head of Admissions and
Administration

Health, Safety & Security Policy

Acorns International School (AIS) aims to provide a safe working and learning environment, by ensuring a systematic approach to the identification of risks and the allocation of resources to control them.

Illness at School

If a student informs the school about any pain or illness, he/she will be taken to the Sickbay and the school nurse will monitor them for some time. If the pain persists, the parents/guardians will be contacted for further action. If the student needs medication during the day, the school nurse will administer it, however, parents need to send an email to the homeroom teacher or school nurse with specific instructions such as:

- Name of the child
- Time to administer
- Dosage to administer

If a student is taking antibiotics, it is recommended that these be given at home. Please remember that if a student is ill, they should not be in school. In the case of communicable diseases, he/she should not be in school until they are no longer contagious. If a student has an ongoing medical condition, parents/guardians must speak with the HoD about this and discuss appropriate care and treatment.

Medical Details in Admission Form

AIS expects every parent/guardian to be accurate with the student's medical details on the second page of the Admission Form. This section requests details such as allergies, medical conditions, permission to give Paracetamol, etc. Allergy details must include food and/or any other triggers. Parents/guardians are expected to update this form if there is any change in the student's medical information, whilst he/she is a student at AIS.

First Aid

AIS is committed to employing only qualified personnel. A fully-qualified nurse is present at school during school hours and is equipped to deal with any Paediatric Emergency, CPR, minor injuries, and administer first aid as necessary. In case of a head bump, or a minor injury, an incident report detailing the incident and actions taken must be sent home by the nurse. In the event of a more serious accident, or a student has been taken seriously ill, the school will contact parents/guardians, as well as the medical insurance provider for the ambulance service.

Incontinence

AIS acknowledges that this is a developmental or medical problem and will work with parents to establish mutually acceptable care and changing plan which is likely to cover the following points:

Parents

- Agreement with parents to ensure that the child is changed at the latest possible time before being brought to the setting/school.
- Provision by parents of spare nappies and /or underwear and a change of clothing.
- Agreeing with the procedures that will be followed when the child is changed at school including the use of any cleanser or the application of any cream.
- Agreement that parents inform the setting/school should the child have any marks/rash.
- Agreeing to a 'minimum change' policy i.e., the setting/school would not undertake to change the child more frequently than if s/he was at home.
- Agreement to review arrangements should this be necessary.

School

- Agreeing to change the child should the child soil themselves or become uncomfortably wet.
- Agreeing to report to the Head of Department should the child be distressed, or if marks/rashes are seen.
- Agreeing to review arrangements should this be necessary.

Hygiene procedures to follow for changing a soiled nappy or soiled underwear/ clothing:

- Staff to wear disposable gloves and aprons while dealing with the incident.
- Soiled clothing should be washed with detergent and allowed to dry (if possible)
- The Head of the Department should be informed in the case of diarrhoea and the child will be sent home
- The clothing should be double wrapped in a plastic bag, marked with the child's name, and given to the parent or caregiver. The bag should not be placed in the child's school bag
- Changing area to be cleaned after use.
- Hot water and liquid soap are available to wash hands as soon as the task is completed.
- Towels available for drying the child if necessary. A separate towel should be used for drying hands. Both should be removed for washing after the incident.

Staff guidelines for dealing with a soiled child:

- Changing the soiled child and ensuring the child is cleaned thoroughly.
- Older children will be supported in cleaning and changing as determined by their level of independence to do so.
- Note: these guidelines are for children who are too young to clean themselves effectively or who have some developmental difficulties. These guidelines are not for occasions where the incident is a 'one-off accident' and the child is sufficiently independent to clean themselves. However, the same levels of dignity, hygiene, privacy, and kindness should be extended.

For children requiring support:

- The teaching assistant will inform the teacher discretely that they are going to change a child.
- The Teaching assistant will explain to the child what they are going to do to help clean them up.
- The adult will take the child to the toilet area, preferably with a bathroom facility
- The child will normally be asked to stay standing.
- Adult should wear disposable rubber gloves.
- Only essential garments should be lowered or removed.
- Remove soiled pad/ nappy/ underwear.
- When washing or wiping, always do this front to back to prevent infection.
- Ensure skin is dry using towels (child should be encouraged to help if able to do so). The towel should be sent for laundering after use
- Replace nappy/ underwear (child should be encouraged to help if able to do so).
- Encourage the child to wash and dry hands.
- Tidy and clean changing area disposing of soiled items as per above hygiene guidelines.
- Wash own hands.

What to do if a child becomes distressed during the changing process?

- Talk the child through each step and reassure them that they will feel much better when they are clean.
- If the distress is such that it is difficult to continue then stop the changing process.
- If this results in a hygiene issue then contact the Head of the Department who will inform parents to explain the situation and an agreed course of action established.
- In any event a record must be made of distress, whether or not the change was completed and parents informed as soon as possible.
- If there is any concern regarding child protection issues these should be dealt with per school policy.
- What to do if any marks or redness are seen?
- If marks or redness are seen then this should be recorded and reported to the Head of Department who will contact the child's parents as soon as possible.
- If there are any child protection concerns these should be dealt with per school policy.

Cleanliness at School

Toilets

Cleanliness and maintenance of toilets should be checked regularly throughout the day and checks should be recorded visually within the toilet facilities. All toilets should be cleaned hourly, with additional cleaning as deemed necessary, for example in peak periods of use (such as between morning break and lunch) to ensure that the school's convenience blocks are kept clean, safe and hygienic.

All bins in both the toilets and the changing rooms should be emptied at the same time. Soiled pampers should be sealed in plastic bags provided and disposed of in the bins provided. Under no circumstance should cleaning products be left in the toilets, or wash areas. These should be returned to the lockable store after cleaning.

- All cleaning staff should report maintenance issues to their line manager upon discovery.
- Any emergency maintenance of toilets should be carried out promptly to minimize disruption of service.

Cleaning the school environment

Organisms can survive on environmental surfaces. Viruses, in particular, can be excreted in large numbers in respiratory secretions and stools and their persistence on surfaces for hours and days is common. Environmental hygiene is thus a vital part of good infection control.

The level of decontamination needed depends on the circumstances and will dictate what procedures are required. Several procedures can be used to achieve good levels of hygienic decontamination. These include:

- **Cleaning** - In many instances, e.g., for handwashing and surfaces, decontamination can be achieved by using a cleaning product (detergent) and water.
- **Decontamination** is only achieved if applied in conjunction with mechanical action (e.g. wiping or scrubbing) and a rinsing and drying process afterward.
- **Heat** - Heating is an effective method of decontaminating items such as clothes, cleaning utensils, and fabrics.
- **Hygienic cleaners and chemical disinfectants** - These can be used to effectively decontaminate sites and surfaces where the above methods are inadequate or impractical, e.g. to decontaminate work surfaces or toys, to decontaminate toilets, or for use as an extra measure of decontamination when infection occurs in the childcare setting.

General Cleaning Information

- Overall, premises should be clean and well ventilated. All areas should be cleaned regularly as part of a documented cleaning policy. Toilets and frequent hand contact surfaces should be cleaned as frequently as is practical and especially when visibly dirty. Frequent hand contact sites, such as toilet handles, taps, and doorknobs are likely to be contaminated with germs and have a high risk of transferring infection. It is therefore essential to clean and disinfect these sites regularly.
- All environmental surfaces and floors need to be impervious to water and easy to clean. Carpeted areas should be kept to a minimum.
- Surfaces such as floors, walls, and furniture generally offer a low risk of contamination and a low risk of germ transfer. To maintain this low risk, these surfaces should be regularly cleaned (e.g. daily), kept dry, and well maintained.
- Where there are known blood or body fluid contamination (e.g. spills of vomit or fecal material), spills should be cleaned immediately and any contaminated surfaces cleaned and disinfected.
- Ideally, mops with heads that can be removed should be used and then washed at the end of each day. If this is not possible, mop heads should be cleaned and rinsed with a disinfectant, wrung as dry as possible, and then dried quickly, preferably at high temperatures, and stored with the mop head facing upwards (inverted) or hanging. They should not be cleaned in a sink that is used for food preparation nor should they be left soaking in dirty water. All mop buckets should be easily cleanable (plastic) and kept

clean and dry after use. Mops and buckets should only be stored in the designated areas as instructed by the line manager.

Protocol for Cleaning

Recommended Cleaning Agents for the environment		Procedure
<ul style="list-style-type: none"> Disinfectant spray Detergent + hot water Bleach (hypochlorite) 		<ul style="list-style-type: none"> Used for cleaning surfaces between use Used for cleaning surfaces at end of sessions/day For environmental cleaning <p>1000 ppm (parts per million) available chlorine - a 1 in 100 dilutions of household bleach. Not for use on metal surfaces</p>
Item	Frequency	Method
General environmental surfaces	Regularly (at least daily)	<p>Surface area manually cleaned and dried between uses and/or at end of the day (depending on surface) using general-purpose detergent & hot water. Use disposable cloths/paper towels. Dry thoroughly.</p> <p>Disinfectant/hypochlorite to be used if known</p> <p>Infection risk and then rinsed. NB disinfectants will not work on dirty surfaces.</p>
Hand washbasins, sinks, urinals, and toilets. Frequent hand contact sites, such as toilet flush handles, taps, and doorknobs.	Regularly (at least hourly)	<p>As above re: detergent and clean water. A powder cleanser can be used for sinks and basins. Ensure both sides of toilet seats and handles are cleaned, as well as sink taps and doorknobs. Attention should be made to the underside of basins and toilets</p>
Floors	At least twice daily	<p>Wash with clean water and detergent. Disinfectant should be added to the wash. Disinfectant is also required after contamination with blood spillages</p>

Bins	Daily	Empty bins daily. Clean inside with water and detergent, if contaminated. Liners to be renewed daily. All bins in toilets should be emptied hourly.
Dining tables and benches	Before and after use	Wipe with clean, soapy water and dry thoroughly both before and after use.
Walls/ceilings/ windows/ lights/mirrors/air vents/ fittings/pipework	Periodically	Routine cleaning is not required. Clean periodically with clean water and a general-purpose detergent.
Hygiene sheets	Hourly	Sign the hygiene sheets after cleaning.
Management Checklist - daily cleaning audit tool		Yes No
General Environment		
Surfaces are clean		
Furniture is clean and in a good state of repair		
Toilets (this includes changing room)		
Toilets are cleaned at least hourly and the check sheet is completed		
Toilet areas are clean and tidy		
Toilets are well ventilated,		
Toilets and washbasins are clean and free of extraneous items		
Toilets are in a good state of repair, including locks and lights		
Toilets seats are securely fixed, are not cracked or broken		
Toilet paper (on holders) is available in each cubicle		
Soap is available for all washbasins and in sufficient supply		
Hand drying facilities are clean and hung up		
Bins are emptied at least hourly and cleaned daily		
Sanitary and pampers bins are emptied regularly		
Floors		
All hard floor surfaces are washed daily		
Classroom hard floor surfaces are washed at the end of each session		
Chairs/dining tables/dining rooms		
Dining tables are clean & regularly washed before and after meals		
Benches are clean & regularly washed after meals		
Floors are swept and washed after meals.		
All table cloths are washed, folded, and stored daily		

Bins		
Bins are emptied regularly and cleaned daily		
Walls/Ceiling/windows etc.		
The school environment is clean (including tiles, walls, windows)		
Cleaning products are stored in a locked cupboard away from children and are in date		
Other:		
The fridge is cleaned thoroughly inside and out weekly		
All tableware is washed and stored		
All kitchen surfaces are cleaned and dried		

Emergency Evacuation or Lockdown

AIS has both Evacuation and Lockdown procedures in place that are known to teachers and are practiced with students termly. Due to the possible misuse of the knowledge of these procedures, it will not be published. However, we ask that in either situation parents note the following guidelines to ensure safety and adherence.

Parent/guardians are requested to follow these guidelines during an emergency:

- In case of an emergency, parents will be notified by AIS Management as soon as it is practical to do so.
- Do not come to the school. If your child needs to be collected early or if your child's stay at school is extended beyond the regular time, you will receive information about the time and place to pick up your child through WhatsApp and SMS.
- Parents and visitors will be restricted from entering the school site during a lockdown or evacuation.
- Do not call the school as this may tie up emergency lines that must remain open.
- Do not expect our child to call you, nor should you call the student's mobile phone. A lockdown situation requires silence in order not to alert an intruder to the presence of students and staff in classrooms. In an evacuation, we will have instructed all students to leave their bags and items behind to exit safely and quickly.
- Do not call teachers; they should be focused on student safety, not answering phone calls.

Security

Entering and Exiting the Campus

At AIS, we pride ourselves on creating an environment that is safe for the entire AIS Family. This would not be possible without the cooperation of our parents. Please take the time to read our Security Policy. We do not permit public motorbikes (boda bodas) on campus. Please cooperate with our security team and follow basic traffic management rules, whilst on the campus. Please do not parallel park, or over speed. The speed limit within the campus is 10 km/ph.

Change of Personal Details

Parents are expected to inform the school administration should they change their contact numbers, addresses, emergency contact, or email addresses. We understand that separation/divorce is a personal matter, however, if there is a legal custody battle, and the Court has restricted access of one parent to an AIS student (s), then the Management needs to be informed, along with the Court documents.

School Timings

The main gate opens at 7:00 am. Students should NOT arrive at school before 7:00 a.m. No AIS supervision can be provided before this arrival time. Parents are requested to understand and adhere to reporting and dismissal timings for their child(ren).

Yearband Guide	Class timing
Crèche	8:45 am - 12:25 pm
Early Childhood 1 (EC1)	
Early Childhood 2 (EC2)	
Reception	8:45 am - 2:40 pm
PYP 2 - 6	8:00 am - 3:25 pm
MYP1 – DP2/A Levels	8:00 am - 4:15 pm

Exit ID Card

AIS has instituted an Exit ID card system. Each personalized card features the photograph of the adult authorized to pick the student(s). Only the parent/legal guardian can apply for this card and is expected to personally collect it. Please note, that these cards, once ready, will not be handed over to a driver/nanny/relative. The first card, per family, is free of charge, and subsequent cards will be charged UGX 15,000 each. If an authorized individual is no longer permitted to pick up your child, please destroy the card, or intimate the admin office immediately.

School Bus

- The bus service spans three zones. The transport fee will be ascertained by the Head of Finance after a staff driver establishes the exact distance from the school campus.
- The bus will have one school driver and one school teacher/staff, at all times.
- The teacher/staff will be communicating with parents, in coordination with the Head of Finance, using the school phone, at all times.
- Bus registers should always be maintained by the teacher/staff, in conjunction with the parents/Guardian during pickup and drop off.
- In case of a breakdown, the driver is expected to contact the line manager first.
- Both driver and the teacher/staff should start the journey from school during pickup time and set off together after school clubs ends to drop off kids.

Security Guards

- Reporting hours for all guards are 7:00 am to 6:00 pm.
- All guards are expected to work six days a week - Monday to Saturday.
- All guards are expected to be dressed in school uniforms, with school IDs from Monday to Friday.
- All guards must, without fail, sign in on arrival and sign out on closure.
- In case of an issue, big or small, guards are expected to report to their line manager immediately.
- Guards manning the two gates with card readers must ensure that all parents must have a valid school exit card and the card needs to be checked before letting students out.
- The main gate and exit gate will remain open from Monday to Friday, between 7:00 am and 9:00 am and between 3:00 pm and 5:30 pm. The exit gate must remain closed at all other times.
- All guards must keep their assigned areas clean during the week.
- Any misconduct of a guard will lead to a warning letter.

Reviewed by:

Nishitha Shrivastava – Head of Admissions and Administration Department

Date of Review: April 2022

Next Review Due on: Aug 2024

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