



### **PERSONAL HYGIENE POLICY**

#### **Personal Hygiene:**

- Staff must maintain high levels of personal hygiene; this includes showering regularly and keeping hair washed and neat.
- Clean clothes must be worn to work daily.
- For hygiene reasons nails should be kept short, clean and varnish free. False nails are not permitted to be worn to work.
- All cuts/ sores/ boils must be covered with a blue-water proof plaster. This is to protect you from acquiring an infection as well as to protect the Service User from acquiring an infection.
- Wear sensible footwear which enclose the toe and heel e.g. no flip-flops, sandals, crocs etc.

#### **Washing Hands:**

Hands are washed regularly throughout the day and especially after:

- Going to the toilet.
- Assisting with toileting.
- Handling rubbish.
- Tea breaks.
- Handling money.
- Before serving food.
- Coughing, sneezing, touching face/ hair/ nose /mouth • Handling cleaning chemicals.

#### **Hands are washed as per the instructions on the Hand Hygiene Module:**

#### **The key points in the hand washing process are:**

1. Remove all jewellery.
2. Sleeves pushed up.
3. Hot water applied to the hands.
4. Soap dispensed onto the hands and warm water added.
5. All parts of the hands & wrists washed as per the instructions in the Hand Hygiene module on [hseland.ie](http://hseland.ie).
6. Hands must be rinsed thoroughly to remove all traces of soap and dried properly to avoid irritation.

Antibacterial gel should be applied to dry hands immediately after washing.

#### **Disposable gloves**

- The use of disposable gloves shall not be substituted for hand washing by workers.
- Disposable gloves shall only be worn for short periods and changed frequently.

- Hands shall be washed where necessary, after using disposable gloves.

Under no circumstances should disposable gloves be used on different Service Users or be transferred from location to location.

**Where disposable gloves are used they are discarded following:**

- Cleaning duties.
- Handling refuse.
- Handling or preparing raw food.
- Contenance duties.

**Gloves are also discarded if they:**

- Are ripped, torn.
- Become loose due to over wearing.

Approved by:

Maria Mulligan, CEO, SCIL

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