

# PORTFIELD SCHOOL & SATELLITE CENTRES



## POLICY DOCUMENT FOR HYDRATION



Tel: 01437 762701

Fax: 01437 771444

Email: [admin.portfield@pembrokeshire.gov.uk](mailto:admin.portfield@pembrokeshire.gov.uk)



**Reviewing the Policy**

This policy will be reviewed biennially in consultation with staff, parents and governors.

This policy was adopted by:

Headteacher ..... Date .....

Chair of Governors ..... Date .....

## **HYDRATION POLICY**

Portfield School ensures that fresh drinking water is available to all pupils and staff, either through bottles on desk, or in cups available at all times of the day. The School has one water filter machine placed in the corridor in the upper school building, one in the hall and staff room in the lower school building, one in corridor in Y Porth Ysgol Preseli Portfield Satellite and Taskers Satellites use the class kitchen's tap. The water filters are mains fed and chill the water. Older pupils as appropriate are supplied with water bottles which can be kept on desks and are cleaned following the appropriate methods recommended by Dwr Pwr. Portfield & Taskers Satellites provide water bottles or cups as appropriate to ensure pupils have access to fresh drinking water. Portfield adopts the following rationale, aims and objectives.

### **Rationale**

- Provisions of free, fresh drinking water is expected under “Food and Health Strategy for Pembrokeshire Schools & School Site Leisure Centres 200” and “Appetite for Life” Welsh Assembly Government 2007. Provisions of water within schools is a necessity to protect the health and assist the hydration of children and staff. It is important that the water is free and fresh, and presented in an easy to use and hygienic way, and preferably chilled.

### **Aims**

- To ensure open access to fresh drinking water at all times during the day to promote the health, wellbeing and learning opportunities of all pupils and staff.
- To provide an environment that provides drinking water as a pleasurable experience

### **Objectives**

- To work towards ensuring that this policy is both accepted and embraced by the whole school community - school management, staff, pupils, governors, parents, site manager, cleaning and catering staff.
- To raise awareness of the importance of drinking water regularly throughout the day with pupils, parents staff and governors.
- Staff to be encouraged to lead by example and drink water in front of pupils.
- Review formal curriculum to ensure information relating to the importance of hydration is consistent and up-to-date

- Pupils to access water either using water on desk scheme or as part of classroom routines when water is provided in cups
- Advice on cleaning water bottles to be distributed to parents if taken home. Alternatively, clear agreed procedures implemented in school (see attached A)
- Water coolers installed which are mains-fed and easily accessible, positioned in a hygienic and safe environment and away from toilets. A minimum of one water cooler per 200 pupils
- Water cooler to be regularly maintained
- Site Manager to maintain coolers cleanliness
- Pupils and staff to use toilets that are clean, well stocked and safe, whenever they need to.

### School Guidelines for Water Bottles and Bottle Washing

- Drinking water bottles should be washed as part of a daily regime
- Water bottles should only be used for water
- It is advisable that water bottles remain in the school (primary) to ensure retention of bottles and an effective cleaning regime.
- Water bottles must be washed using a dishwasher or by hand daily.

#### Hand Washing

Bottle to be washed in hand hot soapy water and then rinsed to remove traces of soap.

#### Bioguard

Once a month bottles can be washed in bioguard. Bottles to be dipped into the solution, emptied and allowed to dry overnight.

- Only bottles designed for re-use should be allowed for use in schools. A captive top is preferred. Children should have their own name bottle. All bottles have a limited life and need to be replaced when necessary
- Once bottles haven been washed they should be refilled prior to the start of the academic day for the use of the children.
- Bottle washing in secondary age classes can be the responsibility of parents, pupils and carers. The same methods can be employed and advice given.