

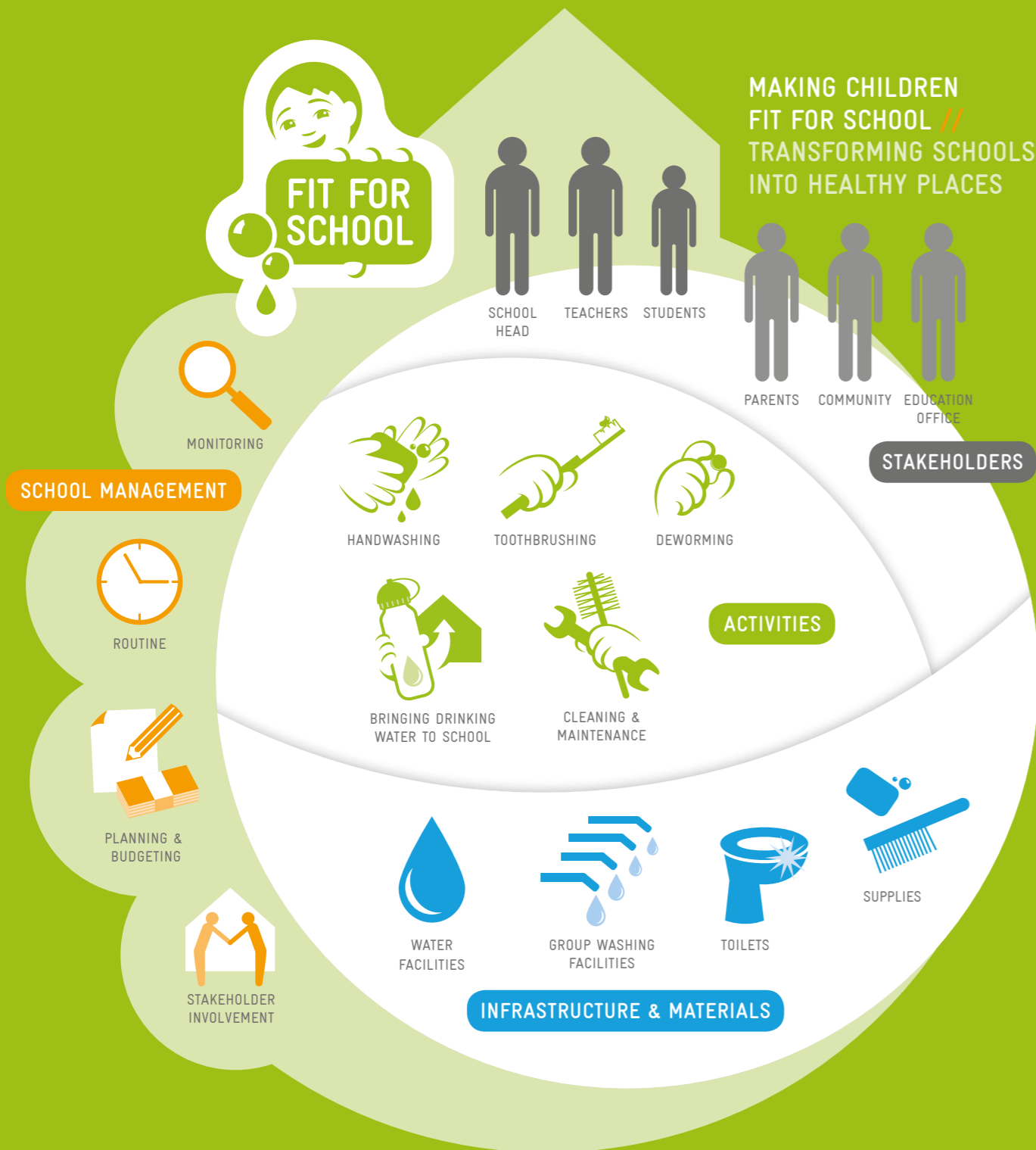


MANUAL

# School Community Manual

Indonesia





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## Acknowledgment



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## Foreword

Assalamualaikum warrahmatulahi wabarakatuh

Pembiasaan Perilaku Hidup Bersih dan Sehat (PHBS) kepada peserta didik jenjang sekolah dasar adalah hal yang mendasar, seperti kebiasaan cuci tangan pakai sabun, jajan makanan yang bersih dan sehat, membuang sampah pada tempatnya, mengosok gigi dengan teratur dan benar. Bila semua itu tidak dilakukan dengan cara yang baik dan benar, akan menjadi pemicu timbulnya gangguan kesehatan seperti kecacingan, diare, gigi keropos, dan lainnya.

Implementasi pelaksanaan Trias UKS, seperti Pendidikan Kesehatan, Pelayanan Kesehatan dan Pembinaan Lingkungan Sekolah Sehat sangat penting dalam menumbuh-kembangkan PHBS bagi peserta didik. Usaha membina, mengembangkan, dan meningkatkan kemampuan hidup sehat, dan derajat kesehatan peserta didik dilaksanakan melalui berbagai kegiatan intrakurikuler dan ekstrakurikuler sebagai bagian dari penguatan pendidikan karakter peserta didik.

Untuk itulah kami menyambut baik dengan adanya Pedoman untuk Komunitas Sekolah yang diprakarsai oleh GIZ dapat dipergunakan sebagai salah satu buku panduan bagi komunitas sekolah dalam mewujudkan Perilaku Hidup Bersih dan Sehat (PHBS) di kalangan peserta didik.

Buku Pedoman untuk Komunitas Sekolah ini diharapkan akan sangat membantu implementasi program UKS dapat terlaksana dengan lebih baik dan akan lebih mendorong sekolah dapat mewujudkan karakter peserta didik agar berperilaku hidup bersih dan sehat.

Walaikumsalam warrahmatulahi wabarakatuh



## Legal Basis

1. Law No. 20 year 2003 on National Education System, Article 3: The National Education System serves to develop skills, form character, and cultivate dignity in the context of the academic life of the nation, aimed at developing the potential of students to become persons of faith and fearing of God Almighty, noble, healthy, knowledgeable, skilled, creative, independent, and become democratic and responsible citizens.
2. Law No. 36 Year 2009 on Health, Article 79: Healthy schools organized to enhance the ability of learners to live healthily in a healthy environment, so that students can learn, grow, and thrive in harmony, and become qualified human resources.
3. Law No. 32 Year 2009 on the Protection and Management of the Environment.
4. The Joint decree of the Minister of Education, Minister of Health, Minister of Religious Affairs and the Minister of Home Affairs Number: 1/U/SKB/2003, Number: 1067/Menkes/SKB/VII/2003, Number: ma.230A/2003, Number: 26 of 2003 dated July 23, 2003 on Mentoring and Development of UKS
5. Ministry of Health Decree No. 1429/Menkes/SK/XII/2006 on Guidelines of School Environmental Health Implementation.
6. Regulation of Minister of Health No. 2269/MENKES/PER/XI/2011 Guidelines on Clean and Healthy Behaviour.
7. The Joint decree of the Minister of Education, Minister of Health, Minister of Religious Affairs and the Minister of Home Affairs Number 6/X/PB/2014, Number 73 year 2014, Number 41 year 2014, number 81 year 2014 on Mentoring and Development of UKS/M.





## Introduction

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Maximizing the potential of students by fostering clean and healthy living behaviors in healthy learning environments – this is the aim of the UKS. It is a collaborative effort between the health, education, religious, and rural development sectors, each having a role to play. The purpose of this manual is to highlight how the education sector, focusing on the school level, can play its part with existing resources.

The idea behind Fit for School is doing what should be prioritized and prioritizing what is doable. With this in mind, actions are focused on the most basic elements of healthy character and environment, which are embodied in water, sanitation, and hygiene or WASH.

By conducting daily group hygiene and cleaning routines in school, healthy habits are formed and healthy social norms are established. In doing so, the activities develop character by promoting a culture of personal and shared responsibility for hygiene and cleanliness.

The activities include hand washing with soap as the most important hygiene intervention and tooth brushing with fluoride toothpaste to address tooth decay that almost all Indonesian children suffer from. To provide a healthy environment, schoolchildren need access to safe drinking water, a regular cleaning routine, and functional toilets and handwashing facilities. These basic school infrastructures are prerequisites for positive hygiene behaviour and address the key determinants of health.

Fit for School builds on the strength of schools as self-managing entities with the leadership and active involvement of education personnel, as well as the close collaboration with the larger school community and parents. Every member of the community can contribute in various important ways to make the program successful including the construction of washing facilities, participation in monitoring or cleaning, repair and maintenance. In this way, even schools with limited resources can improve their infrastructure step by step.

This manual outlines the practical steps for school heads, teachers, parents and community members on how to support and engage in WASH activities. It details the characteristics of a supportive school environment and describes the implementation of practical interventions. In addition, the manual provides guidance on cleaning, operation and maintenance, as well as regular monitoring. Finally, roles and responsibilities of the different stakeholders are clarified.

The achievement of an advanced Indonesian society can only be possible through competent and healthy citizens. The practice-based approach of Fit for School seeks to nurture these qualities in our children who represent the future of Indonesia.





By transforming your school into a healthy and supportive learning environment and by practicing healthy habits on a daily basis you can improve health and education of your students at the same time.

## Supportive Learning Environment



## Water, Sanitation and Hygiene in Schools

Providing access to safe water and sanitation remains a major challenge for schools in Indonesia. The Fit for School Program can serve as a starting point for making access to water and sanitation a priority in School Development Plans. This chapter will guide school communities on how to improve the situation in their school starting with small steps and available resources.

In order to enable students to practice handwashing and toothbrushing on a daily basis, functional group washing facilities have to be in place. Even if the school has no access to water yet, a simple self-contained group washing facility can be constructed.

This chapter will guide school communities on how to improve the situation in their school starting with small steps and available resources. Here you will find the most important information on what to consider when constructing a group washing facility in your school.



Schools are the heart of the community, a place where our children spend half of their day. School resources are limited though, so the challenge is to improve your school with available resources. In order to achieve this, the active participation of students, teachers, the principal, parents and the community is needed. The school principal plays a crucial role in mobilizing these stakeholders and clarifying roles and responsibilities.

- You can use BOS to buy:
- soap
  - toothpaste
  - toothbrushes
  - cleaning supplies
  - cleaning tools
- for your school



## Guidelines // Design & Construction of Group Washing Facilities

Functional group washing facilities are crucial for the program success. Without a functional facility children cannot practice the hygiene activities as a group.

Assess the water and sanitation conditions in your school, discuss needed improvements and seek support from parents and the community.

Think about immediate improvements and long-term improvement as part of the School Development Plan.

To facilitate handwashing and tooth-brushing as daily school activities, each classroom should be equipped with its own group washing facility.

Most important is that the facility functions no matter whether concrete or light materials are used.

Ensure regular cleaning of the facility and be proud of your healthy school.

The facility can also be used for washing before prayer.

Use the experiences that others have made. Watch the video on the DVD or visit [www.fitforschool.international](http://www.fitforschool.international)



1.

Build the facility close to the classroom.



2.

The facility should accommodate at least 10-15 students



3.

Use locally available materials to cut down on cost



4.

Consider water pressure and availability: use a water tank in case water pressure is low or water is not available all the time.



5.

Punched water pipes with 1.5 mm holes reduce costs, water consumption and are more durable compared to faucets.



6.

Water bottles (Tippy-Taps) are immediate low cost solutions.



7.

Make sure the water flows adequately to all outlets.



8.

Make sure that children can comfortably reach the flowing water. Check the height and width of the basin.



9.

Ensure proper drainage.

## Guidelines // Toothbrush Holder

Each child will receive one toothbrush with a cover per year. These are to be stored in a toothbrush holder, ideally inside the classroom.

Each space and each brush should be clearly labeled to avoid mixing up brushes.

Keep the brushes in school to make sure these are always available for the activities. Use a second brush at home.



1.

The toothbrush holder will be fixed to the wall so that children can easily reach it. The toothbrush holder should be easy to clean.



2.

There should be spaces between the brushes to avoid cross infection.



3.

The slots should be designed in a way that the head of the brush is exposed to the air. The cover has little holes to prevent molds.



4.

Using a permanent marker, toothbrushes must be labeled individually according to student name or number.



5.

The label must be wrapped with tape to prevent it from being erased over time.



6.

As an alternative to labeling, have the children personalize their toothbrushes for easy identification.



## Frequently Asked Questions

### We have no water access at our school. Can we still implement the program?

Yes, you can. One option is to have an elevated refillable container, usually a water jug, water bucket or repurposed pail, attached to the washing facility. An even more compact system is the Tippy-Tap facility where each student has his or her own water bottle to perform the exercise. Only 300ml of water is needed per child per day for the activities.

### What kind of facility is the best for our school?

When choosing a type of facility you should have the following things in mind: local materials available and resources available, access to water and water pressure, water consumption, number of children in school, as well as cleaning and maintenance of facilities. No matter what kind of facility you decide to build the most important thing is that it is functional. You can raise more funds later on, e.g. to beautify the facility or improve the basin.

### Why should parents and community be involved in the construction of facilities?

The success and the sustainability of the program depend on the support and commitment of parents and the community. Parents and community members share responsibility for the school environment and it is the role of the school principal to involve them. The contributions of parents can be, for example, labor, materials, or financial contributions. Parents can also help to advocate for water access and improved sanitation in schools.

### How big should the facility be?

It is recommended to have one facility per classroom that can fit at least between 10-15 children at a time. Children love to conduct the activities as a group. With a big enough facility near the classroom it only takes about 7 minutes a day for an entire class to conduct the activities.

### Should our facility have a roof?

A roof offers protection from rain or direct sunlight and makes the activities more convenient. A roof is nice to have, but at the beginning it is not crucial in order to conduct the activities. If the school community prefers to have a roof, funds can be raised and a roof can be built later on.

## Experiences



### Ahmad Suardi // Member of School Committee

"Educational activities held in school are closely linked to the interests of the parents because it involves our children. Therefore, it is the parents' responsibility to assist in improving the quantity and quality of education. Therefore when the school wanted to build facilities for hand washing and tooth brushing, we did not mind to give infaq. Our response to the program is very positive mainly because the school is transparent about financial matters."

### Zahara Aini S.Pd. // School Principal

"My priority for this school is cleanliness. If I see strewn garbage, I immediately get the broom and clean it. I will do the same with the children in regard of their personal hygiene. When I was introduced to the Fit for School program, I immediately agreed to it. Hand washing and tooth brushing are the basics for children to be healthy and hygienic. The parents also support these activities in school."



# 2

## Handwashing

Handwashing has been recognized as the most important step in avoiding infectious diseases and preventing the spread of germs to others.



### Facts

Scientific research gathered in several studies showed that regular handwashing with soap can reduce the rate of diarrhea by 31% to 47% and respiratory illness by 30%.<sup>1</sup>

### Infectious Diseases

Infectious diseases are diseases that spread from one person to another. Worm infections, diarrhea, common colds, coughs which can lead to bronchitis, and skin infections are the most common infectious diseases. Lack of hygiene is the root cause for the spread of these diseases. If we all take care to keep ourselves, our home and our school clean, we can develop a habit of cleanliness and stop most diseases before they start.

You should always wash your hands with soap after using the toilet, before handling food and before eating.



Encourage your neighbors, community members and sports mates to practice hand washing after using the toilet, before handling food, and before eating. It feels good to be part of this important global initiative.

## Guidelines // Daily Group Handwashing

All children will wash their hands with soap at least once a day in school as a group activity.

The best time to do this is before eating at recess or at lunch time.

Make soap available at the group washing facility all the time. Soap can be placed in a stocking and tied to the facility.

The teacher will assign and train students to help their classmates conduct the hand-washing activity in an organized manner.

Water is only needed at the beginning to wet hands and at the end to rinse hands. Close the water in between while children lather their hands.

After about a week, children get used to this procedure and the role of the teacher will be limited to supervision.

The teacher will remind the children to wash their hands with soap after using the toilet, before handling food and before eating.



1. Apply soap, create lather and rub all surfaces for 20 seconds.



2. Rub palms together.



3. Interlace fingers and rub hands together.



4. Rub the backs of fingers against the opposite palm.



5. Grasp thumb and rub with a twisting motion. Repeat for other thumb.



6. Rub the left palm against the back of the right hand and vice versa.



7. Rub the fingertips of your right hand on your left palm in a twisting motion and vice versa.



8. Grasp left wrist with right hand and rub in a twisting motion, and vice versa.



9. Rinse hands with running water and dry hands in the air.



Do not use a towel. Towels become a source of infection after the first use.



## Frequently Asked Questions

### Why do we have to wash hands with soap?

Studies have shown that washing with soap is more effective in removing bacteria on a person's hands than washing with water alone.<sup>2</sup> Soap works by breaking up grease and oil, which contains germs, to be washed away by water during rinsing.

### Do we need to use antibacterial soap?

No. It is the act of rubbing and rinsing, not the type of soap that physically removes bacteria from the skin.

### Can we use wet wipes and hand sanitizer instead of hand washing with soap?

According to the Center for Disease Control and Prevention (CDC) wet wipes and hand sanitizers can be used as alternatives when there is no water and soap available (e.g., traveling), but not as a general replacement for hand washing, as it less effective than handwashing with soap.

### When we use a fork and spoon for eating and the food is well wrapped, do we still have to wash hands with soap before eating?

Yes. Hand washing with soap reduces bacterial contamination of food while we are eating. Sometimes, without being aware, we touch the food with our hands even while we use a fork and spoon.

### Can rainwater be used for handwashing?

Yes. If water is scarce, water from a well or rainwater can be used for handwashing, but it is of utmost importance that handwashing is always done with soap.

### Why is it also important to trim fingernails?

The area under fingernails has the highest potential for harboring bacteria and viruses. Well-trimmed nails are easier to keep clean.

### If water is scarce, can two or more children use the same water from a basin for handwashing?

Children should not use the same water from a basin when washing hands together as they will also share their germs. Children should rinse their hands individually and it is best to use flowing water. Only little amount of water is needed for handwashing.

## Experiences



Catur Nugrahini // Mother and School Committee Member

"Ever since this program was taught in school, my son always washes his hands after arriving home from school and before eating. He also taught his younger siblings to wash their hands before eating and after playing. I like this program very much, because my child is healthier now."

Rusdiati // Teacher

"At first I had doubts whether the hand washing program could be implemented. But when the teachers introduced the activity to the children, they were very enthusiastic about it. They are happy because the activity is done together with their friends. Now this has become a routine activity that children eagerly wait for. Children not only have to be good in their subjects, but should also be able to live clean and healthy lives."

# 3

## Toothbrushing

According to the World Health Organization (WHO) and the FDI World Dental Federation, toothbrushing with fluoride toothpaste is the most realistic way to prevent tooth decay.



**Facts**  
A study in West Java revealed that 9 out of 10 children aged 6-7 years have dental caries, with an average number of 8 decayed teeth per child. In 2 teeth, caries has already progressed into the pulp and caused infection.

The effectiveness of fluoride in preventing tooth decay has been firmly established. Research has shown that school-based fluoride toothbrushing programs lead to a 40% to 50% reduction in new tooth decay.<sup>3,4</sup>

### Tooth Decay

Tooth decay is the most common chronic childhood disease worldwide. Tooth decay does not heal by itself. In low-income countries, nearly all tooth decay remains untreated. Consequently, the decay will last a lifetime and will affect the general health and quality of life of a person.

Tooth decay hurts and deprives children of a good night's sleep, making it harder for them to pay attention in class, play with friends and enjoy life. Ultimately, it may hinder social development.

You should brush your teeth at least twice a day: once in the morning and always before going to sleep.



## Guidelines // Daily Toothbrushing

Children should start their day with fresh breath and clean teeth.

All children will brush their teeth at least once a day in school as a group activity.

The teacher will assign and train student leaders to help their classmates conduct the toothbrushing activity in an organized manner.

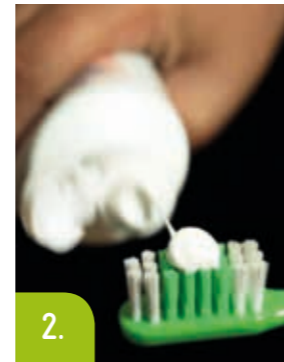
Children enjoy group activities. Daily toothbrushing will help make them even better at performing activities together. The role of the teacher is to supervise.

After a week of training, the whole activity should not take longer than five minutes of each school day.

Children are encouraged to be champions of clean teeth and fresh breath, and to motivate their parents and siblings to make a daily habit of brushing teeth, especially before going to bed.



When using a dispenser, remove the two locks from the toothpaste dispenser and pump the plunger until the toothpaste comes out. Replace one lock before using. Press the dispenser once to apply a drop of toothpaste onto a dry toothbrush.



If you are using a tube of toothpaste, squeeze a pea-sized amount onto the toothbrush. This can easily be done by applying the paste across the head of the toothbrush.



There is no need to rinse the mouth before brushing. Brush all teeth, especially your molars, for two minutes.



Spit the toothpaste out. Do not rinse your mouth.



Rinse your toothbrush with water.



Wipe your mouth with some water using clean hands.



Return your toothbrush to the toothbrush holder.



Feel with your tongue if all teeth are smooth and clean.



Feel confident with clean teeth and fresh breath.

## Frequently Asked Questions

### Is bad breath caused by a lack of oral hygiene?

If teeth are not cleaned, bad breath will annoy the people around you. Some people have bad breath because they have bacteria in their mouths, which produce sulfur compounds. It is helpful to brush the tongue intensively because this is where these bacteria reside.

### What can I do to keep my teeth healthy?

Cut down on sugary snacks and drinks. Get into the habit of eating fresh fruits as snacks, replace soft drinks with water and brush your teeth twice a day with fluoride toothpaste.

### Why is it important to use fluoride toothpaste?

In many countries, the levels of tooth decay have fallen by over 50% in the last 20 years. Leading experts around the globe have agreed that this development is almost entirely due to the use of fluoride toothpaste.

### Why is it important not to rinse the mouth after toothbrushing?

Rinsing will reduce the positive effect of the fluoride on your teeth. If you feel a need to rinse out the food particles, brush your teeth and rinse, then brush teeth again with fluoride toothpaste, this time without rinsing.<sup>5</sup>

### Is toothpaste safe to swallow?

Toothpaste is not intended to be eaten and children are encouraged to spit out the toothpaste. However, it is known that children will always swallow some toothpaste, but even when they do so, it is harmless.

### Do I need to change toothbrush every three months?

Not necessarily. Research has shown that there is no difference in cleaning effectiveness between an old and a new toothbrush in the hands of children.<sup>6</sup> In general, a good quality toothbrush can be used at least 200 times. This is similar to being used twice a day for 3 – 4 months, or for one school year if used once a day in school.

## Experiences



### Nasila Musyarofah // Student

"My dream is to become a medical doctor. I became a Dokter Kecil (Dokcil) when I was grade 3. As Dokcil at school my task is to take friends who are sick to the UKS room to get help. I also lead the tooth brushing and hand washing activity in class. I like the activity because I feel healthier and clean. I also help my friends and students from the lower classes by providing them with knowledge about dental health and the right way to brush their teeth."

### Yuyun Nurfarida // Teacher

"The Fit for School Program is very good because through the program, children are accustomed to healthy living. Now tooth brushing and hand washing has become a habit for the children. There is no need to remind them anymore. Once their hands are dirty, they automatically wash their hands. In the beginning, we were not sure whether this program could be implemented since there were no facilities and we had differences in the way we saw the program. But after the facilities were built, the activities ran smoothly. Now the children don't have bad breath anymore. The water taps can also be used for ablutions before praying."



# 4

## Safe Drinking Water

Drinking enough water is essential for a healthy life. Safe drinking water should be available to all students throughout the day. Teachers should ensure that children drink water as daily habit in school.

### Drinking Water

Our bodies need water to function, but people tend to forget to drink enough. Studies have shown that inadequate water intake negatively affects physical and mental performance. On the other hand, drinking water has been shown to improve attention in school<sup>7</sup> and general well-being. Drinking water after a meal or snack also contributes to good oral health.

The consumption of sugar-sweetened beverages has been recognized as one of the key contributors to obesity in children and adolescents.<sup>8</sup> Schools are therefore ideal entry points to promote the habit of drinking water instead of sweetened drinks as an essential life skill for preventing obesity and dental caries.

The benefits of developing the habit of drinking water can only be realized if safe drinking water is available and when drinking water is the norm in the school. Ideally, schools should provide free and safe drinking water that is easily accessible to all children at any time of the day. If this is not possible, students should bring their own water container with safe drinking water from their homes.

A recent study revealed that 2 out of every 3 children go to school in the morning without having drunk enough water.<sup>9</sup>

#### Facts



Save the environment!  
Bring your own water container to reduce waste from plastic cups and bottles.

## Guidelines // Drinking Water at School

Students should bring their own water container everyday filled with safe drinking water from home.

Containers should be labeled accordingly with each student's name.

Each classroom should have an area for storing water containers. This will prevent water from spilling in school bags.

All students drink water together at least once a day in school as a group activity.

Children need to drink more water when engaged in physical activity or during hot days. A water break should be part of the daily school routine, especially during sports and after snacks.

Dispensers containing safe drinking water should ideally be accessible to all children in school at any time.



1.

Each child should bring at least 500 mL of drinking water to school everyday.



2.

Allocate a defined time for a water break at least once a day.



3.

During the drinking water break, all students will raise their water containers to check if everyone brought his or her water container



4.

Students will all together drink as much water as they like.



5.

Students should be reminded to clean and refill the water container at home

1. Pour out the remaining contents from the container. Put some clean water and shake vigorously, then pour out the water.
2. Put some soapy water or liquid dishwashing soap and some water. If available, use a brush or sponge to clean the inside of the container.
3. Shake for vigorously and pour out the soapy water. Repeat as needed.
4. Rinse with clean water.
5. Clean the cover as well.
6. Let it dry over night and it will be ready to be used again.

Steps for Cleaning your Water Container



## Frequently Asked Questions

### Why do children need to drink water as a group?

Having children drink water together assures them that drinking water is the natural thing to do. The group activity sets a norm and every child will get accustomed to it because every child is doing it. The school provides the venue for children to develop the habit of drinking water.

### Will allowing children to drink freely during classes make them go to the toilet more often?

According to a study in the UK, children who were allowed to have water containers on their desks and drink freely did not visit the toilet any more frequently, contrary to teachers' expectations.<sup>10</sup>

### Can children drink fruit juice instead?

Sweetened drinks and fruit juices contain sugar that also increases the body's water needs and are thus not as effective in hydrating the body as water. While fruit juices are perfectly safe to drink in moderate amounts, regular intake of sweet drinks may lead to behavioral sugar "addiction"<sup>11</sup> that will increase the risk for obesity and diabetes later in life. Sugary drinks are also bad for the teeth.

### How much water should a child drink every day?

The European Food Safety Authority recommends 1,600 mL per day for children 4–8 years old, 2,100 mL/day for boys 9 to 13 years of age, and 1,900 mL for girls 9 to 13 years of age.<sup>12</sup>

### What happens if you do not drink enough water?

Persons who do not drink enough water can have headaches, difficulty concentrating, bad breath, or become more irritable. In the longer term, they can have constipation, and become more susceptible to urinary tract infections and dental caries.

### What if children do not like to drink water?

Some children who are used to flavored drinks might not like the taste of water. Adding slices of lemon or lime helps to make the water taste better without having to add sugar or artificial flavors.

## Experiences



### Wiwit Widiyanti // Teacher

"It is a rule in our school that students bring water from home, but we also provide drinking water with plastic cups that can be washed and reused in the canteen for students who forgot to bring water. Softdrinks are not allowed in our school. The students have a water break in the morning and after sports. Such activities are very easy to organize. Drinking water is part of our school life. Everyone just does it."

### Nita // Parent

"During one School Committee meeting, we were told of the importance of making sure our children have enough water to drink at school. We know the disadvantages of sweetened drinks and sometimes our children forget to drink enough water. By providing them with water bottles it reminds them to drink frequently and it is good for their health."

# 5

## Deworming

Nowadays worm infections can be controlled through deworming with inexpensive, highly effective single-dose drugs.

### Common Worm Infection

Intestinal worm infections are very common among School-age children in developing countries. Untreated worm infections cause anemia and can lead to poor mental development. When infected, children lose energy and their ability to concentrate. As a result, they are always tired and cannot actively participate in class. Going to school becomes tiresome for infected children.

Heavily infected children will not grow as expected for their age. Malnourished children become even more malnourished. A survey on worm infection in 2011 in Indonesia revealed the average prevalence of worm infections to be 28%.<sup>13</sup>

**Facts**  
An evaluation of the impact of school-based deworming revealed that deworming children in Kenya reduced absenteeism by 25%.<sup>14</sup>



Deworming drugs are safe and can also be given to children who are not infected.



## Guidelines // Mass Deworming

The school principal is encouraged to establish linkage with the community and seek the presence of Health Center staff on the deworming day.

UKS teachers and Health Center staff will orient and educate parents and teachers on mass deworming to address all questions and concerns.

The teacher will call five children at a time and administer the deworming tablets, which will be chewed by the children immediately under direct observation of the teacher.

This procedure will take place once a year.

The data of deworming and the names of all children dewormed will be documented in the teacher's record book.



1. Health Center staff orient teachers and parents.



2. Teacher calls five children at a time and distributes the deworming tablets.



3. Upon receiving the tablet, children must chew and swallow it immediately.



4. Teacher inspects the children's mouths.



5. A parent or another teacher can assist in the documentation.



6. An entire class can be dewormed in less than 20 minutes.

## Frequently Asked Questions

### What are the symptoms of worm infection?

Worms and other parasites live in people's intestines and cause disease. Many of these worms can be seen in the stool. Some worms lay their eggs outside the anus, which causes itching, especially at night, and interrupts sleep. If the infection is not treated, an infected person may experience loss of appetite, abdominal pain and decline in energy levels resulting in decreased physical and mental performance. The body of an infected person cannot absorb food properly, which then leads to malnutrition and intestinal obstruction.

### How can I prevent the children from being infected?

Prevention of worm infection requires improvement of personal hygiene and sanitation facilities. First, use a toilet. Second, always wash hands with soap after going to the toilet and before eating. Rubbing hands with soap will get rid of microscopic worm eggs you or the child may have picked up. Third, wash vegetables thoroughly with clean water. Fourth, keep fingernails and toenails short. Finally, always wear shoes or slippers to keep feet from direct contact with the soil.

### Are deworming drugs safe?

Deworming drugs are generally safe and highly beneficial. These are safe for all children above 1 year of age and can also be

given to non-infected children. Adverse events are uncommon and usually depend on the severity of the worm infection. When such events do happen, the effects will be minor (nausea, vomiting, fatigue, or diarrhea) and can be easily managed by allowing the child to rest for a few hours and giving water.<sup>15</sup>

### Why should my child be dewormed again when he was dewormed last year?

Children will easily be re-infected. Therefore, deworming is needed once a year. It will prevent chronic infection and a heavy worm load.

### Can we deworm without a lab result?

The World Health Organization recommends the deworming of all children without prior laboratory testing if the infection rate in the area is higher than 20%. The infection rate in Indonesia is 28%. Deworming of all children is recommended in schools as the drugs used are safe even for non-infected children.

### Why do children have the highest risk of intestinal worm infection?

Most intestinal worms are so-called "soil transmitted helminths," which means that the infection is spread through soil. Soil is easily contaminated with human excreta or waste. Children play on the ground then put their fingers in their mouths and get infected. Thus, proper handwashing before eating is very important.

## Experiences



### Gonita // Student

"I was told at school that children easily get worm infections. Worms enter our body through dirty hands. Therefore we have to wash our hands with soap before we help cooking and before eating, and also take deworming drugs. I do not want to have worms, I am happy that I can take a deworming drug once a year."

### Komariah // Mother

"I usually give deworming tablets to my child, because it is safe for consumption by children. I knew about it after I was given information from the Empowerment and Family Welfare group. After taking the deworming tablet, my child had a better appetite and became healthier. As recommended, my child takes the deworming tablet every year. If the school does not provide deworming drugs, I would buy at the pharmacy."



# 6

## Operation & Maintenance

Clean toilets and washing facilities are part of a healthy school environment and their proper use prevents the spread of germs and diseases. Students will only use the school toilets when they are clean and well-maintained.



## Clean Facilities. Healthy Habits

The school community needs to have a system for managing activities for clean and usable toilets and washing facilities, healthy habits, and a healthy school environment, e.g. in form of cleaning and maintenance plans. In doing so, students also learn to take care of public facilities and the value of shared responsibility.

Three simple steps will help you deal with the challenge of dirty toilets and keep your school a healthy place.

### 1. Use it

It all starts with the right use of the toilets. Every student and teacher must know how to use the toilets correctly and to clean after themselves.

### 2. Clean it

Daily cleaning is important to ensure that the toilets will be used by the students.

### 3. Maintain it

Maintenance will increase the lifetime of the toilets, keep them functional and prevent them from breakdown and expensive repairs.



The benefits of a clean toilet are:

### Facts

- Increased toilet use
- Reduction of open defecation
- Fewer illness for children
- Fewer children missing school days
- A healthy and enabling learning environment

## Guidelines // Three Steps to Keep Toilets and Washing Facilities Clean

### 1. Use it

**Each person** in the school community is able to use the toilet in the intended way and knows how to flush.

**The school community** provides all necessary materials to use the toilet (water, pail, dipper) and wash hands afterwards (water and soap). The materials should be child friendly, so that children can easily use them.

**Teachers** remind the students to keep the toilet clean and to wash their hands with soap afterwards when they ask for permission to use the toilet.

All toilets, urinals and washing facilities must be cleaned every day.

.....  
Create a simple schedule, which clarifies who is responsible for what and when it is time for cleaning and explains how the cleaning tasks can be done.

.....  
Ideally and if funds are available, the janitor is in charge of daily cleaning. Teachers and students may participate in checking the work of the janitor.

.....  
If no janitor is available, teachers, students and parents have to take part in cleaning activities.

.....  
If students are involved in cleaning activities:

- Every class contributes to the cleanliness of the toilets and washing facilities.
- Make cleaning a group activity
- Regularity is better than overtaxing: Assign different students to different tasks for every day of the week according to the cleaning and maintenance plan.
- Involve students and the community in fun activities like designing posters and cleaning and maintenance planners.



Make use of simple tools such as:

.....  
**Poster:** A poster at the toilets which clarifies tasks can help you to keep toilets clean. Explain what the students have to do to "use it, clean it and maintain it".

.....  
**Cleaning Schedule:** A schedule is a great tool to plan activities and make it clear who is responsible for what. Build a schedule out of cardboard and pin the names of responsible persons on their task.

.....  
**Cleaning Materials:** Not much is needed to keep a toilet a clean and healthy place. Cleaning instruments with a stick or a spray will help to increase the distance from the toilet surfaces.

### 3. Maintain it

Simple tasks like refilling water and soap or check-ups can easily be performed by students.

.....  
Daily check-ups ensure cleaning quality and raises the awareness of the school community to have clean toilets and washing facilities.

.....  
Small repairs should be done immediately.

.....  
For heavy repairs and problems, which cannot be solved by school resources, the school needs to cooperate with officials and professionals.

.....  
Proper documentation ensures that responsibilities within the school community are defined and carried out, and that resources for cleaning and maintenance are available.

**Conduct cleaning and maintenance of toilets and washing facilities together with other daily school cleaning tasks.**

Did you know that the cost of materials needed to properly clean and maintain a toilet amounts to only about 3 USD per toilet per month?

#### Facts



## Guidelines // Preventing Mosquito Breeding Sites

Dengue mosquitos need only a small amount of water to lay eggs. It takes around 7-10 days for the eggs to become adult mosquitos.

School grounds should be checked regularly for places where mosquitos might lay eggs. Plastic trash and old tires are ideal places for mosquito breeding.

Make getting rid of mosquito breeding sites part of the daily cleaning activity in schools.



1. Ensure that gutters flow freely.



2. Check for trapped water in flower pots.



3. Turn over unused pots and containers.



4. Cover water reservoirs.



5. Properly dispose plastic garbage every day.



6. Drain canvas or tarpaulin sheets



7. Fix dripping water pipes and faucets.

## Sanitation Print Materials

The following materials help to keep your school a healthy place. You can use them as well as examples for your schools own cleaning and maintenance schedules and hygiene and sanitation posters. Please find the facsimiles in the annex.

### Cleaning Schedule for Each Toilet

Teacher:		Class:				
	Sunday	Monday	Tuesday	Wednesday	Thursday	
<b>Clean it</b> "I help to clean our WC, that it is nice to use."	Names:					
<b>Maintain it</b> "I help to ensure that our WC stays usable."						

### Contact List

	Name	Contact Number / Address
	Village Head	
	Subdistrict Education Officer	
	Puskesmas UKS Staff	
	School Committee Chairperson	
	District/City Education Head	
	UKS Teacher	
	Carpenter	
	Plumber	
	Construction Supply Store	
	Cleaning Materials Supply Store	
	Septic Tank Desludging	

### Clarification of Budget and Responsibilities

Activities	Product	Price	Cost per School Year	Responsible Level (Classroom - School Barangay)
Operation	Soap for Hand Washing	/month		
	Water	/month		
	Dipper	/item		
	Rubbish Bin	/item		
Cleaning	Pail	/item		
	Detergent and Cleaning Cloth	/month		
	Floor Brush with Stick	/item		
	Toilet Brush	/item		
Repair and Maintenance	Spray Bottle	/item		
	Plunger	/item		
	Wrench	/item		
	Water Pipe Spare Parts	/item		
	Faucet	/item		
	Bowls, Urinal	/item		
	Thread Seal Tape	/item		
	Door Locks	/item		
<b>In Total:</b>				

### History of Major Repair

Type of Problem	Date of Repair	Responsible Persons	Cost

The table above lists the products needed for operation, cleaning and maintenance of toilets and washing facilities. For long-term planning and budgeting, it is helpful to have an overview on prices per item or month and the costs per school year. You can also indicate who is responsible for buying the materials. Proper budgeting should be done to avoid that teachers pay out of their own pocket.

### Three Steps to Keep a Toilet Clean and Functioning

1. Use it	2. Clean it	3. Maintain it
<ul style="list-style-type: none"> <li>Sit down properly.</li> <li>Clean yourself.</li> <li>Dispose cleansing material in trashbin.</li> <li>Flush sufficiently to remove urine/feeces with a bigger dipper or bucket.</li> <li>Check to ensure that there are no remains in the toilet.</li> <li>Wash your hands with soap.</li> </ul>	<p><b>Toilet Basin:</b></p> <ul style="list-style-type: none"> <li>Spray detergent across the toilet basin on the inside and outside.</li> <li>Scrub the inside of the basin with toilet brush.</li> <li>Wipe the outside of the basin with wet cleaning cloth.</li> </ul> <p><b>Solid Waste:</b></p> <ul style="list-style-type: none"> <li>Collect solid waste.</li> <li>Dispose it.</li> </ul> <p><b>Floor:</b></p> <ul style="list-style-type: none"> <li>Sweep the floor with broom &amp; dustpan.</li> <li>Spray the floor with detergent.</li> <li>Scrub the floor with wet floor brush.</li> </ul> <p><b>Sink:</b></p> <ul style="list-style-type: none"> <li>Spray the sink with detergent.</li> <li>Wipe the sink with wet cleaning cloth.</li> <li>Wash your hands with soap.</li> </ul>	<p><b>Refill:</b></p> <ul style="list-style-type: none"> <li>Water and soap.</li> </ul> <p><b>Check and Report:</b></p> <ul style="list-style-type: none"> <li>Leaking pipes or faucets.</li> <li>Broken doors.</li> <li>Missing door lock, bucket.</li> <li>Cleaning materials.</li> </ul>




This picture shows a class which is organized in 5 groups to keep school toilets and washing facilities clean and well maintained. Once a week each of the 5 groups has to clean and check the toilet and washing facilities. The teacher updates the schedule on a weekly basis. Once a group of students have accomplished their tasks they put their name card in the 'done' box.

In the planner 'Three Steps to Keep a Toilet Clean and Functioning' it is clearly defined what the tasks of students are to clean and maintain the toilet'



## Frequently Asked Questions

### What can we do immediately to promote daily cleaning activities?

First of all, clarify roles and responsibilities within the school (principals, students, teachers, staff) and the community (PTA, barangay officials). Attractive toilets are more likely to get cleaned. Child-friendly toilets with proper lighting, privacy, appropriate dimensions and even mirrors will raise the attractiveness.

### What can we do, if the toilet is clogged?

You can clear most clogs yourself with these simple steps:

- A plunger is the most simple tool to unclog toilets
- Dishwashing soap and hot water: Add a little dishwashing soap and pour a bucket of hot-water (not boiling) from about waist level into the bowl.

If this does not work, it is possible that the septic tank is full and should be referred to a professional.

### How much does it cost to clean and maintain a toilet?

A properly maintained toilet will cost less 3 USD a month to clean and maintain. Purchasing cleaning materials in bigger packages is cheaper and makes monitoring the supply easier.

### How to involve the community?

It is important to keep parents and the community informed about the condition of the toilets and washing facilities in the school. The community can contribute voluntary labour and do small repair works and improvements (e.g. painting) of facilities. The community can also do fundraising to help financing operation and maintenance of sanitation facilities.

### How can we reduce our water bill?

It is easy to save water and money. Using a water dipper consumes only about 2 liters of water, compared to a cistern flush toilet which uses 6 liters per flush. You can also collect and reuse wastewater from handwashing to water plants, to wet dusty areas at the school ground or to flush the toilets. For group handwashing facilities punched pipes with 1.5mm holes work well and consume less water. If water is turned off during lathering hands, only half a cup of water per child is needed for handwashing. Children should be regularly reminded to save resources.

## Experiences



**Emay Marliah S.Pd. MM // School Principal**  
“While the school provides good toilets and handwashing facilities, the entire school community should do its share in practicing health and hygiene habits. The role of the principal should not be limited to giving instructions, but more importantly to lead by example. Meanwhile, the students have daily schedules for cleaning the classroom and the school grounds. With clean schools, students are healthy, and this contributes to improved academic performance.”

**Deri Badjari // School Committee Member**  
“Clean toilets and handwashing facilities are very important to support learning among children. Clean toilets reflect healthy living habits. Children are involved in cleaning the school grounds, while the janitor should clean the toilet daily. The school community supports the effort to provide a healthy school environment by contributing ideas and energy.”

# 7

## Monitoring

Monitoring is necessary for assessing the strengths and weaknesses of the implementation, providing valuable feedback to schools, and strengthening school-based management.

## Monitoring

### Assessing Implementation

Regular monitoring and evaluation shows the status of implementation and whether handwashing and toothbrushing have become a routine in daily school life. It also helps to identify challenges and needs for additional support in managing the program.

### Providing Feedback to Schools

The results from the monitoring should be discussed among the monitoring team, the classroom teacher and the school head. This will provide valuable feedback to the school and help to take immediate action to improve the school environment and program implementation.

### Improving Program Management

After the monitoring, the school head and the monitoring team should jointly develop an Action Plan that addresses the findings of the monitoring activity. Responsibilities should clearly be assigned to the school, parents or the community.

#### Areas for Monitoring:

- Daily Hygiene Activities
- Cleaning Activities
- Access to Safe drinking water
- Toilets and Sanitation
- Washing Facilities
- Deworming



Schools are encouraged to use the monitoring form once a month as a checklist and to train themselves on how to run the program properly.



## Guidelines // Monitoring

Annual monitoring is carried out in every school in one randomly selected class.

The members of the monitoring team are from the UKS teams and the School Committee, who each represent a key stakeholder.

Schools receive a copy of the School Monitoring Form in advance. On the day of the actual school visit, the monitoring team will use this form as a guide in the monitoring process.

The school will assign staff responsible for encoding the collected data from the monitoring forms into a monitoring system that will be accessible education officials.



1.

Prepare for the visit and bring the needed materials.



2.

Check the availability of Fit for School program materials (soap, toothpaste, toothbrushes).



3.

Check deworming records and coverage for the entire school with the school head.



4.

Randomly select the class and section to be monitored.



5.

Check the class schedule for the group hygiene and cleaning activities.



6.

Observe and assess the group activities.



7.

Compare answers and agree on a common rating.



8.

Discuss results with the school head and create an action plan.



9.

Encode the data.



## Frequently Asked Questions

### How do we ensure the involvement of parents and the community?

The School Committee and the Sub-District TP UKS should be informed of the monitoring activity well in advance. Also, it is very important that the staff from the education office provides an excellent orientation about the monitoring process. They may use this manual for that purpose. Provinces may also consider translating the monitoring form to local dialects.

### Why does the monitoring team consist of three to four people who all have to fill out a form?

Having each team member fill out an individual monitoring form shows the involvement of the key stakeholders and establishes accountability and transparency. Filling out the forms is only the first step of the entire monitoring process. The completed forms will be the basis for discussion of results among the stakeholders and their respective constituents, which is one of the most important aspects in monitoring.

### How do we assure that the monitoring results are honest and correct?

First, it is the responsibility of the monitoring team to report honest and correct results. Only then can the school properly assess the implementation and improve where necessary. Second, the monitoring results are transparent and visible to education ministry staff and officials at all levels. They could always be verified in a follow-up visit or through peer-to-peer assessments.

### How can we tell if a class is indeed performing the group hygiene activities on a daily basis?

One can tell whether the daily group activities are being done regularly based on the amount of time it takes a class to perform the activity. With daily practice, a class will normally take only about 5-7 minutes for the entire activity.

### Why do we randomly select one classroom?

It is impractical for the team to monitor all classrooms, so it is necessary to select one. random selection is important because all classrooms should be implementing the program. The school should not focus on showcase classrooms.

### How should the Action Plan be developed?

The Action Plan should be based on the findings of the monitoring activity. The school head and the members of the monitoring team should develop the Action Plan jointly. These stakeholders could decide to copy good practices observed during the monitoring or to address specific issues for improvement.

## Experiences



Sidik Trihartono //  
Chairman of School Committee

"We recognize the importance of health for the physical and mental development of a child. If the child is often sick, the focus to learn is disrupted. We therefore agreed to support the construction of good and durable hand washing and tooth brushing facilities. Children should not get sick because of a dirty school. With the yearly monitoring we hope that the facilities we built will be properly used and maintained."

Ade Rosad, MPd. // School Principal

"Monitoring is important to measure the level of achievement reached in an activity. The manual provided by the program is also helpful in guiding us to implement monitoring in the school. The input provided by the monitoring team is very valuable to improve program implementation. Monitoring also encourages the school management to be transparent, allows the school to assess its status, and implement measures to address its needs."



# 8

## Roles & Responsibilities

The Fit For School approach identifies different roles to ensure a supportive learning environment and the smooth implementation of daily hand-washing with soap and daily fluoride tooth-brushing. Children are not only the beneficiaries but also the prime actors in making the school a healthy place.



### The Role of Children

- Remind the teacher when it is time for handwashing and toothbrushing, and lead the formation of student lines during these activities.
- Maintain cleanliness of hygiene and sanitation facilities and the school grounds.
- Assist the teacher in implementation and monitoring.
- Report difficulties with the activities to the teacher.
- Remind parents to buy and use soap and toothpaste at home.
- Remind peers, parents, grandparents, caregivers and siblings to wash their hands at critical moments (after using the toilet, before eating, and before preparing food) and remind them to brush their teeth, especially before going to bed.

### The Role of the Teacher

- Orient the children on the activities.
- Facilitate and supervise the daily group activities.
- Organize and supervise the regular cleaning of hygiene and sanitation facilities and school grounds.
- Facilitate participatory learning in addition to conducting lectures or lessons.
- Empower children to take leadership roles and responsibilities.
- Check the availability of toothpaste, soap, and water for the hygiene activities.
- Administer the deworming medicine after being oriented by health personnel.
- Continuously improve how the class performs the Fit for School program by conducting a practice run of the School Monitoring Form every month.





### The Role of the School Principal

- Call for a School Committee Meeting to properly inform parents and teachers about Fit for School.
- Seek close partnership with parents and the community in constructing the necessary washing facilities and in preparing toothbrush holders.
- Include group handwashing and toothbrushing activities in the daily class programs.
- Instruct all teachers in your school and ensure strict compliance with the Fit for School guidelines.
- Link with the local government and other stakeholders and make your school a healthy place.
- Ensure availability and proper distribution of supplies (soap, toothpaste, toothbrushes) within your school.
- Ensure availability of water.
- Ensure the cleanliness of school grounds and that the water and sanitation facilities are functioning and well-maintained.
- Ensure program monitoring at least once a year and communicate the results with the teachers and the community.
- Recognize achievements of teachers in keeping a healthy school environment.



### The Role of Parents & the Community

- Support the construction of washing facilities and provision of toothbrush holders.
- Advocate for access to water and improving sanitation facilities in the school.
- Mobilize religious and community organizations (e.g. school alumni) in supporting program implementation.
- Participate in annual monitoring.
- Participate in the School Committee meetings, address questions and concerns to the health personnel, and actively participate in finding solutions for problems that arise.
- Be a good role model by washing your hands with soap at critical moments, brushing your teeth, and reminding your children to brush their teeth in the evening.
- Provide soap, toothbrushes and toothpaste at home, so that children can grow up healthy.



### The Role of the Province/District Level

- Conduct a basic orientation on Fit for School for school heads, teachers and parents, and establish linkage with the community.
- Issue an order for all schools to implement Fit for School, including the annual monitoring.
- Oversee the overall implementation of the project and ensure monitoring of the program at least once a year in all schools.
- Ensure the availability of soap, toothpaste and toothbrushes.
- Include compliance with school health programs in the performance evaluation system for teachers and principals.



### The Role of the Health Department

- Provide technical support to place water, sanitation and hygiene at the core of UKS and coordinate with the education department to help schools meet these minimum standards.
- Request the presence of staff from the Health Center during mass deworming day to support the teachers.
- Participate in the annual monitoring as a member of the Monitoring Team.

#### Facts

A hygiene kit comprised of one bar of soap, one 75g tube of toothpaste, and one toothbrush is enough to allow a student to wash hands and brush teeth once daily for an entire school year.

According to a price survey in Bandung in 2014, such a hygiene kit will cost only 0.75 USD per student per year.





### The Role of Local Chief Executives (Governors, Mayors, Village Leaders)

- Support institutionalization of Fit for School by defining the roles and responsibilities of the respective departments
- Provide funds, resources, and incentives (such as accreditation) for schools to meet the minimum standard for healthy schools
- Take the lead in programs for behavior change and healthy habits
- Ensure that budget is allocated for school health programs
- Support initiatives by the Local Education Board

### The Role of NGOs, Development Agencies and Other International Organizations (WHO, World Bank, etc.)

- Promote and advocate healthy learning environments on a local, national and global level
- Support communities and schools in their efforts to improve water and sanitation facilities
- Strengthen school and village community action by setting incentives and awarding outstanding performance
- Provide technical assistance to government agencies and support government agencies' ownership of the program
- Link up with other partners and join forces to improve water, sanitation and hygiene at school.

### The Role of Private Partners

- Offer affordable, mass market quality hygiene products or medicines (e.g. soap, toothpaste, deworming drugs)
- Provide financial support for pilot projects and support the scale-up process
- Use mass media for health campaigns
- Engage in global partnership for development
- Assist the scientific community in research and development efforts
- Engage in community partnerships

### The Role of the Academe

- Conduct research to strengthen the evidence of the effectiveness of the interventions
- Support government agencies with research
- Use evidence from research to promote the benefits of simple and effective health habits and other affordable preventive health interventions
- Disseminate information on scientific developments
- Transfer technology and know-how to governments, private companies, and NGOs
- Work closely with the various development agencies and departments in government to promote the general health, education and welfare of children
- Take an active role in the advocacy process




Prof. DR. H. Moh Wahyudin Zarkasyi CPA //  
Head of West Java Provincial Education Office  
"Through this program, we can provide the students with the skills to live a healthy life, so that they are really fit to go to school and can reach their maximum potential in education and development. I'm committed to further expand and improve the implementation of this innovative program."

Ratih Rumiati, SPd. // Class Teacher  
"To create a healthy school environment one should start with the environment where the students learn - that is keeping the classroom clean, not only from waste but also from dust. Of course the children themselves also have to be clean and healthy. Therefore, when the school bell rings the children immediately wash their hands with soap and brush their teeth. The result is decreased absenteeism. The School Committee provided the stockings to hang the soap with, and the parents help by contributing trees to be planted in the school."



## Checklist for Principal // Phase I: Preparation

Tasks	
Primary assessment	
Read the Manual	
Watch the videos provided with the manual	
Set a meeting with the School Committee	
Inform the community officials of the meeting	
Encourage their participation	
Include health personnel in the meeting	
Discuss the program with the School Committee	
Show the manual, field guide and videos to the parents and community members	
Discuss how the parents and community can contribute to the construction of the handwashing facility and the toothbrush holders	
Supervise the construction of the handwashing facility together with parents and staff of the Sub-District TP UKS.	

## Checklist for Teachers // Phase II: Implementation

Daily Handwashing with Soap	
Have at least two soap dishes ready or make soap available at the facility in another way (e.g. put them in nylon nets/stockings and tie them to the facility)	
Keep the soap dish or liquid soap bottle in a dry place	
Assign and train a student leader to help his/ her classmates conduct the handwashing activity in an organized manner	
Perform the activity daily	
Daily Toothbrushing with Fluoride Toothpaste	
Put the holder in an area where children can easily reach for their toothbrushes	
Request toothbrushes, toothpaste bottles and soap from the principal	
Label the toothbrushes individually according to student name or number using a permanent marker, or have the children personalize their toothbrushes for easy identification	
Remove ONLY one lock/stopper when using a dispenser	
Assign and train a student leader to help his/her classmates conduct the toothbrushing activity in an organized manner	
Discuss how the parents and community can contribute to the construction of the handwashing facility and the toothbrush holder	
Time the whole activity; after a week of training, the combined group handwashing and toothbrushing activity should take less than seven minutes	

# Annexes

## Cleaning Schedule for Each Toilet


Teacher: \_\_\_\_\_

Class: \_\_\_\_\_

	Sunday	Monday	Tuesday	Wednesday	Thursday
<b>Clean it</b> "I help to clean our WC, that it is nice to use."	Names: 				
<b>Maintain it</b> "I help to ensure that our WC stays usable."					



## Contact List

	Name	Contact Number / Address
Village Head		
Subdistrict Education Officer		
Puskesmas UKS Staff		
School Committee Chairperson		
District/City Education Head		
UKS Teacher		
Carpenter		
Plumber		
Construction Supply Store		
Cleaning Materials Supply Store		
Septic Tank Desludging		

## Three Steps to Keep a Toilet Clean and Functioning

### 1. Use it

- Sit down properly.
- Clean yourself.
- Dispose cleansing material in trashbin.
- Flush sufficiently to remove urine/feeces with a bigger dipper or bucket.
- Check to ensure that there are no remains in the toilet.
- Wash your hands with soap.

### 2. Clean it

- Toilet Basin:**
  - Spray detergent across the toilet basin on the inside and outside.
  - Scrub the inside of the basin with toilet brush.
  - Wipe the outside of the basin with wet cleaning cloth.
- Solid Waste:**
  - Collect solid waste.
  - Dispose it.
- Floor:**
  - Sweep the floor with broom & dustpan.
  - Spray the floor with detergent.
  - Scrub the floor with wet floor brush.
- Sink:**
  - Spray the sink with detergent.
  - Wipe the sink with wet cleaning cloth.
- Wash your hands with soap.

### 3. Maintain it


- Refill:**
  - Water and soap.
- Check and Report:**
  - Leaking pipes or faucets.
  - Broken doors.
  - Missing door lock, bucket.
  - Cleaning materials.



## Clarification of Budget and Responsibilities

Activities	Product	Price	Cost per School Year	Responsible Level (Classroom – School Barangay)
Operation	Soap for Hand Washing 	/month		
	Water	/month		
	Dipper	/item		
	Rubbish Bin	/item		
	Pail	/item		
Cleaning	Detergent and Cleaning Cloth	/month		
	Floor Brush with Stick	/item		
	Toilet Brush	/item		
	Spray Bottle	/item		
Repair and Maintenance	Plunger	/item		
	Wrench	/item		
	Water Pipe Spare Parts	/item		
	Faucet	/item		
	Bowls, Urinal	/item		
	Thread Seal Tape	/item		
	Door Locks	/item		
		<b>In Total:</b>		

## History of Major Repair

Type of Problem	Date of Repair	Responsible Persons	Cost
			



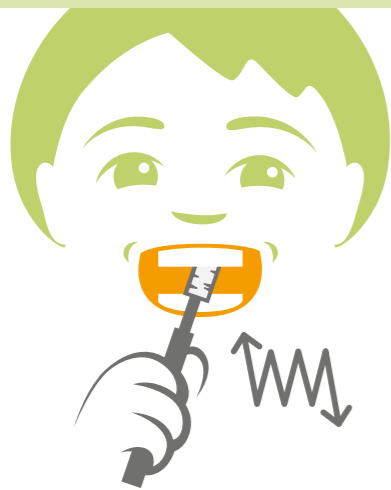
## How to Brush Your Teeth



1. Back and forth on the upper and lower chewing surfaces.



2. Circles on the exterior surfaces from left to right.



3. Back and forth on the upper and lower inner surfaces.



4. Feel with your tongue if all teeth are smooth and clean.

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