

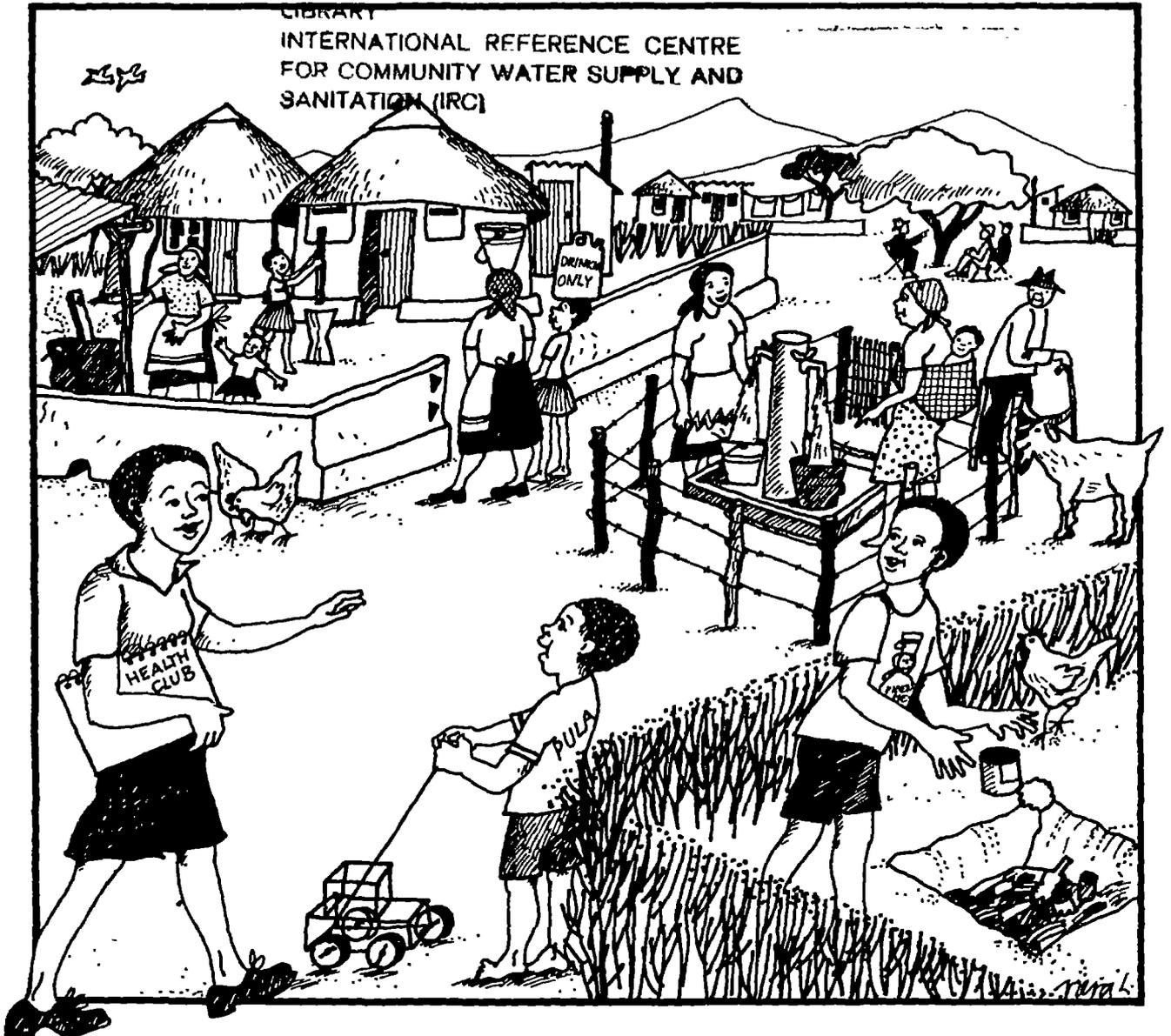
# HYGIENE HANDBOOK

For health workers, teachers and other extension workers.

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Water Hygiene Education Programme  
Control of Diarrhoeal Disease Programme  
National Rural Sanitation Programme

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# Work together for improved health!

Issues on water hygiene, sanitation and related health-problems are mainly adressed by three Programmes in the Ministries of Health and Local Government, Lands and Housing:

- The WATER HYGIENE EDUCATION PROGRAMME (MOH) works through the district health teams. It shows people how to store and use standpipe water in a clean way and promotes handwashing. Health education activities are often carried out within the school, through School Health Clubs.

- The CONTROL OF DIARRHOEAL DISEASE PROGRAMME (MOH) trains health personnel to prevent and treat dehydration following diarrhoea. It also demonstrates to parents how to care for children with diarrhoea at home by giving them extra fluids to drink in order to prevent them from drying out. This is called oral rehydration therapy.

- The NATIONAL RURAL SANITATION PROGRAMME (MLGLH) helps people in rural villages to build affordable and hygienic ventilated improved pitlatrines. To date over 7,000 householders have participated in the programme and are now using "VIP" latrines.

These three Programmes have collaborated on the development of this handbook because they are so closely linked and have the same overall goal of improving the health of rural people.

This can only happen if individuals and communities work together. Health for all can only be achieved through health BY all!

LIBRARY, INTERNATIONAL REFERENCE  
CENTRE FOR COMMUNITY WATER SUPPLY  
AND SANITATION (IRC)  
P.O. Box 93190, 2509 AD The Hague  
Tel. (070) 814911 ext. 141/142

RN: bn 9858

LO: 203.2 91HY

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# How to use the HYGIENE HANDBOOK

The HYGIENE HANDBOOK is a guide for health workers, teachers and other extension workers, who work in the communities with health education. It can also be used as educational material for school health clubs, village health committees and literacy classes.

The HYGIENE HANDBOOK shows that individuals can do a lot to improve the health of their families and the whole community. But they need knowledge on WHAT to do and HOW to do it!

The HYGIENE HANDBOOK can provide knowledge and ideas for action for a better and healthier life.

There are many diseases, which are related to water and sanitation. We have chosen diarrhoea as an example because it is common, and for children very dangerous. Diarrhoea can be prevented by:

- DRINKING CLEAN WATER.
- USING PLENTY OF WATER FOR PERSONAL HYGIENE AND HOUSEHOLD.
- DISPOSING SAFELY OF HUMAN EXCRETA AND RUBBISH.

## **Before you start teaching...**

Read the whole HANDBOOK and learn about the links between water, sanitation and health. Think of your own village and find examples from everyday life which can help to illustrate the different chapters.

The book starts with a story about a child with diarrhoea. The child survives because her brother had learnt at school about the danger of dehydration and knew how to act. Add local flavour to the story when you tell it in your village! Perhaps, people know of similar stories?

For each chapter, think in advance of different methods of teaching that can help to clarify your points. Involve

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the people you are working with in role-plays, songs, story telling, drawing posters...

## Explanation of symbols

In this book we have used different symbols in order to catch your attention:



on a page means there is something for you and the people you are working with to DO.



on a page means that there is something that is especially interesting to NOTE and remember.



at the end of a chapter gives you QUESTIONS which may guide you in your teaching. Add your own questions!

There are many pictures in this handbook. Show them to the people you are working with. Copy them for posters, flip charts and other educational materials. Learn how to enlarge them in Chapter 7.



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# 1.

## The story of how Mpho's life was saved by her brother

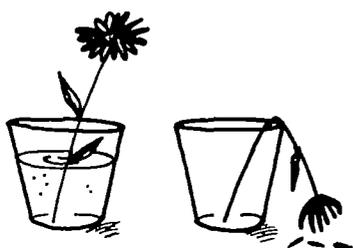
Read the story and try to adapt it to your listeners.  
Use the questions in the end to start a discussion.

Mpho was the darling baby in a family with five children, living in a small village in Botswana. She was a happy child who liked to crawl around on her own in the yard, exploring her new world by looking, touching and putting things in her mouth. Lesego, her older brother, loved his little sister and played with her every day when he came back from school. He was a member of the school health club and when he saw that Mpho's hands and mouth were dirty he used to take some water and wash her.

Grandmother looked after the children alone when their mother was at the lands. She loved her grandchildren and took care of them in the same way as she used to care for her own children. Sometimes she told them stories and often she would sing for them.



One day when Lesego came home from school Mpho did not crawl towards him but was lying very quietly in her grandmother's lap. Grandmother told him that Mpho had had very loose stools, almost like water, several times during the day. She had also vomited. So grandmother had decided it was better not to give her anything to eat or drink in order to stop the diarrhoea.



Lesego listened to his grandmother and looked at his little sister who used to smile so happily towards him. Now her eyes were closed and her whole body seemed limp and exhausted. Suddenly he remembered something from the school health club: "A child is like a flower..." They had talked about diarrhoea and the teacher had brought two flowers to the class. She put one in a glass of water and the other was just left on the table. At the end of the class all the children looked at the two flowers. The flower in the glass was still strong and pretty but the other could not hold its head up any longer. As a matter of fact Mpho looked exactly like that flower now with her head hanging. He also remembered what the teacher had told the children to do if one of their brothers and sisters had diarrhoea: "Give more to drink!"

"No, granny," he said, "we must give Mpho plenty to drink, otherwise she may die!"

And he squeezed the juice out of an orange and began giving it to Mpho with a spoon. At first she would not take it, but Lesego kept trying and poured the juice into her mouth and then she started to swallow. She drank thirstily - but suddenly she had diarrhoea again.

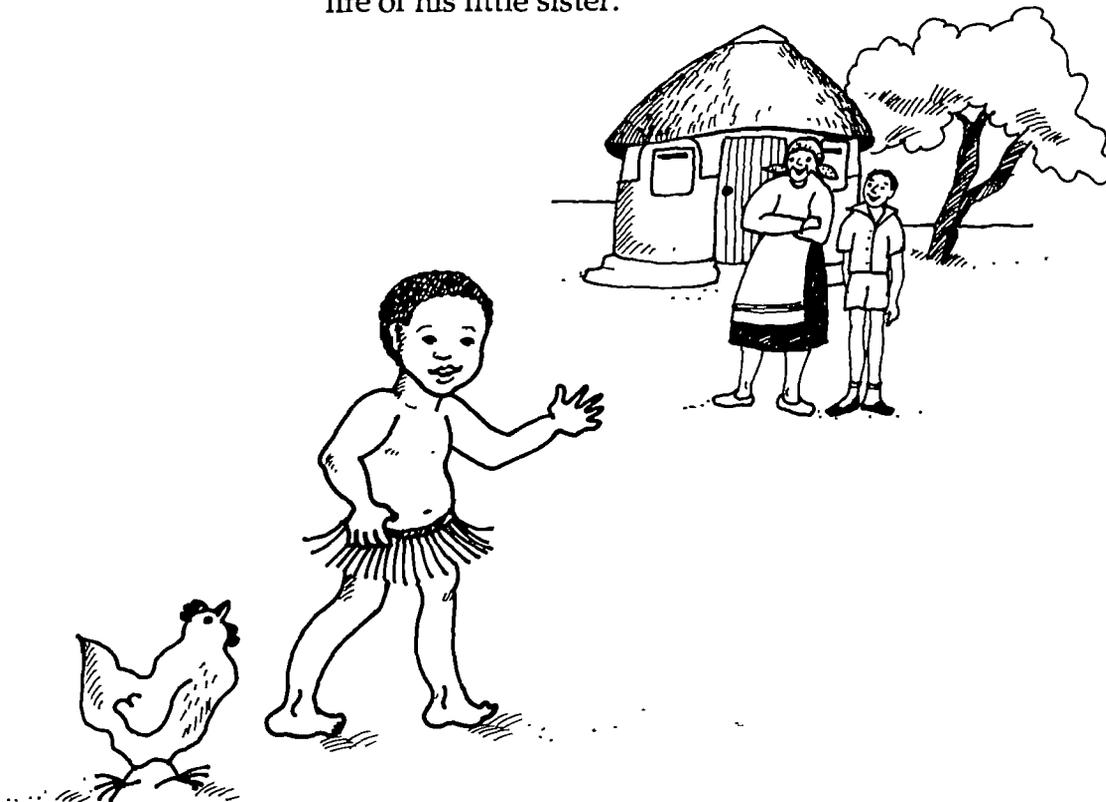


Grandmother shook her head and told Lesego: "See what you have done, now diarrhoea will never stop!"

"Granny," said Lesego, "drinks will not stop Mpho's diarrhoea, but they will help her survive so that her body can fight the diarrhoea. Please, continue to give her juice while I run to the health post for the Family Welfare Educator. She can bring a special drink that will help Mpho to get well."

After a short while Lesego came back with the Family Welfare Educator, who handed him a small package. He measured one litre of the water that had been already boiled for tea, in a coke bottle, mixed the powder from the package well with the water and poured half a cup. Grandmother gave Mpho the drink little by little and soon Mpho opened her eyes and looked around. When she saw Lesego there was even a faint smile on her lips.

Grandmother and Lesego continued to give Mpho the special drink every time she had diarrhoea. When mother came home from the lands some days later, Granny could tell her the story of how Lesego saved the life of his little sister.



**Why did Mpho get diarrhoea?**

**What might have happened if the grandmother had continued to "treat" Mpho?**

**Do adults in your community accept to be "taught" by schoolchildren, like Lesego taught his grandmother?**

**Is diarrhoea a common disease in your village?**

**How do people usually treat diarrhoea?**

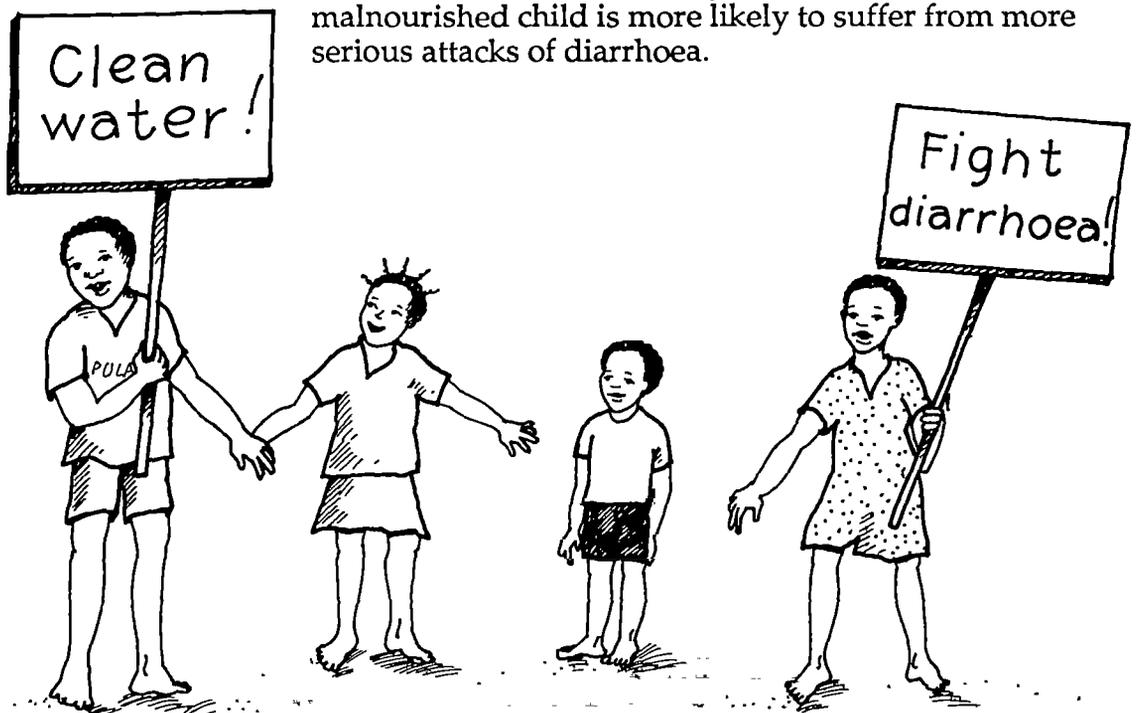
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# 2.

## Diarrhoea kills

Mpho survived diarrhoea because a member of the family had learnt how to take care of a sick child. But many children are not so lucky. Diarrhoea has become one of the leading child killers in this country. Four children die each day from diarrhoea. During the last ten years 14,000 Batswana children have died from diseases that are related to diarrhoea. This happens although double as many children survive their fifth birthday today than they used to do ten years ago. Most of the diarrhoea deaths would not happen if parents knew the first aid of diarrhoea.

During their first year of life many children have as many as five attacks of diarrhoea. Toddlers may have three or four attacks of diarrhoea in a year. Diarrhoea leaves the children weak and thin. They may not develop as they should because children need a lot of nourishment in order to develop both mind and body. Children with diarrhoea may become malnourished. A malnourished child is more likely to suffer from more serious attacks of diarrhoea.



How common is diarrhoea in your community?

In which age-group is it most common? Why?

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# 3.

## Diarrhoea death can be prevented

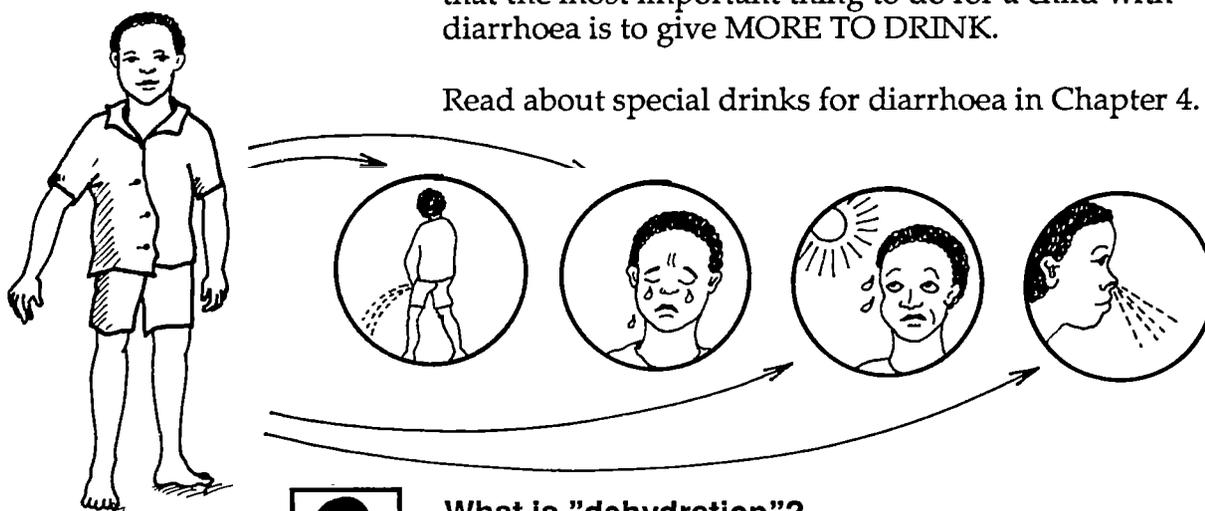
Most of the children who die from diarrhoea need not die. Diarrhoea deaths are mostly caused by dehydration, which means that the body dries out.

Most of the human body consists of water mixed with different kinds of salt. This salty water is necessary for life. A person can live for weeks without food, but without water, only for a few days.

Water goes out from the body all the time with urine and stools, tears, sweat and with the breath. The water that goes out from the body is replaced when we drink and eat. When people have diarrhoea and/or vomit, more water than usual leaves the body. Therefore, people with diarrhoea must drink more than usual. This is especially important for children because they dry out much quicker than adults.

Dehydration can be prevented and treated and children with diarrhoea restored to healthy lives. Parents, as well as health-and extension staff at all levels, need to know that the most important thing to do for a child with diarrhoea is to give **MORE TO DRINK**.

Read about special drinks for diarrhoea in Chapter 4.



What is "dehydration"?

Why is dehydration dangerous?

Why do children become dehydrated quicker than adults?

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# 4.

## Prevent and treat dehydration

You need to be able to understand the words and explain them to others. Therefore, read this several times and make sure that people understand your explanations.

**ORAL REHYDRATION THERAPY** is what a mother does when she gives her child with diarrhoea more to drink.

**ORAL** means that the fluids are given through the mouth.

**REHYDRATION** means that fluids are restored into the body.

**THERAPY** means treatment.

**DEHYDRATION** means that water leaves the body drying it out. Dehydration is prevented through oral rehydration therapy.

**ORS** (Oral Rehydration Solution) is a mixture of water and Oral Rehydration Salts, a small package containing salt and other minerals. It is a public health drug and you can get packages free of charge from the health worker. ORS is used to prevent and treat dehydration.

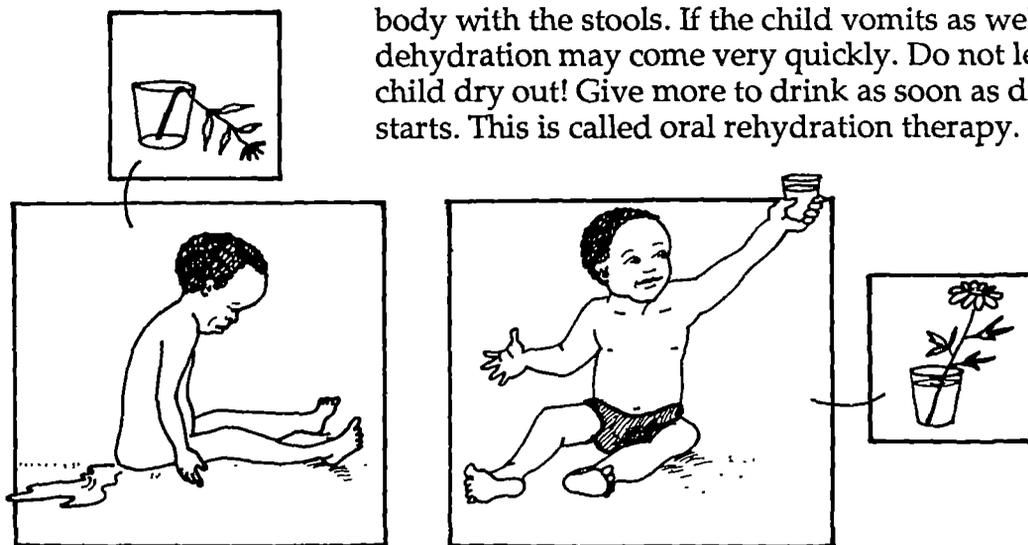
**SSS** (Sugar and Salt Solution) is a home-made mixture of sugar, salt and water. It can be used in the same way as ORS.

**Children may have loose and watery stools for days before mothers regard it as diarrhoea. This can be very dangerous! When a child has three or more loose and watery stools in ONE day it is diarrhoea and needs to be attended to. Children dry out much quicker than adults.**

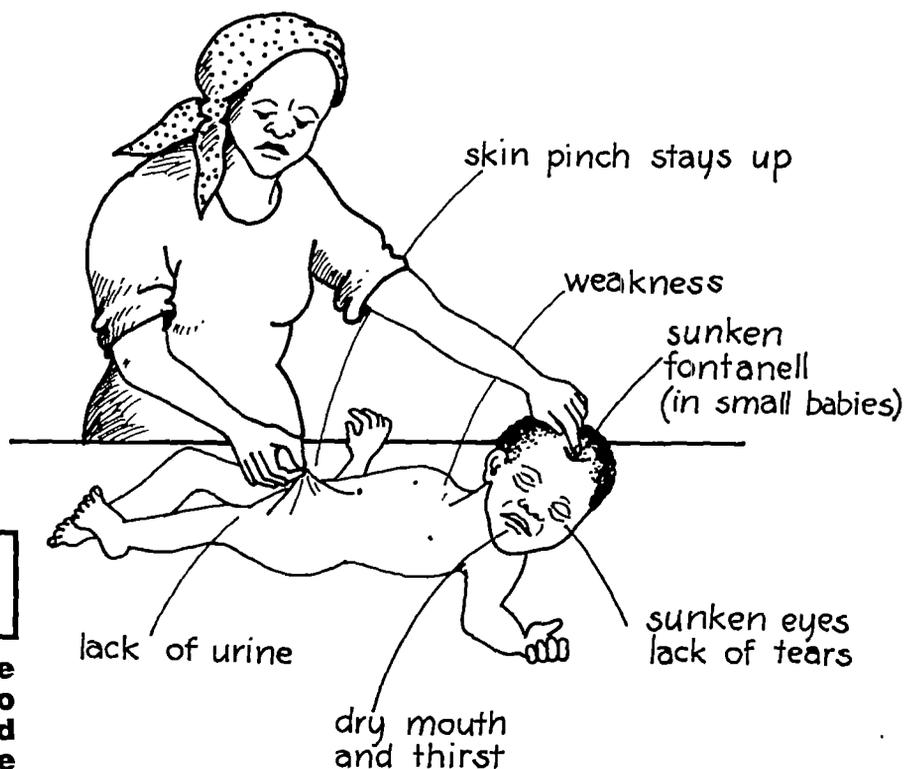
## A child is like a flower

A child is like a flower or a plant. Leave the plant without water and it will dry out and eventually die. Water the plant and it will live.

When a child has diarrhoea a lot of water leaves the body with the stools. If the child vomits as well dehydration may come very quickly. Do not let your child dry out! Give more to drink as soon as diarrhoea starts. This is called oral rehydration therapy.



## Watch out for the signs of dehydration



**Do not wait for the signs of dehydration to appear! Give the child more to drink from the first attack of diarrhoea.**

## How to care for a child with diarrhoea

The first signs of dehydration are that the child becomes thirsty, weak and tired. Do not wait for the signs of dehydration to appear! Give the child MORE TO DRINK as soon as diarrhoea starts.

Babies should be given the breast more often than usual. Older children can drink weak tea, rice water, fruit juice or eat thin porridge. If the child becomes weak and tired, you can mix a special drink for diarrhoea and give to the child. See next page!

Continue to give food as usual. If the child is not so very hungry you can give extra nutritious food in small portions more often than usual.



**Continue to give food to a child with diarrhoea.**

Diarrhoea is more dangerous for a malnourished child than for a child who is well fed. Therefore, feed children with extra care during diarrhoea and give extra food for at least a week after their illness.

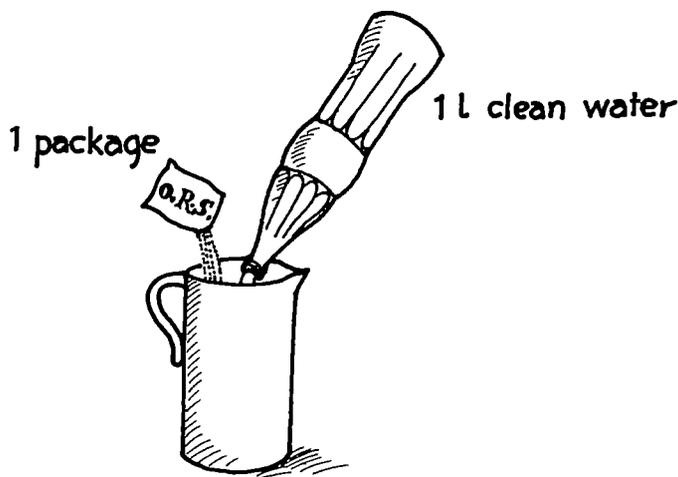


## Special drinks for diarrhoea

### How to mix Oral rehydration solution (ORS)

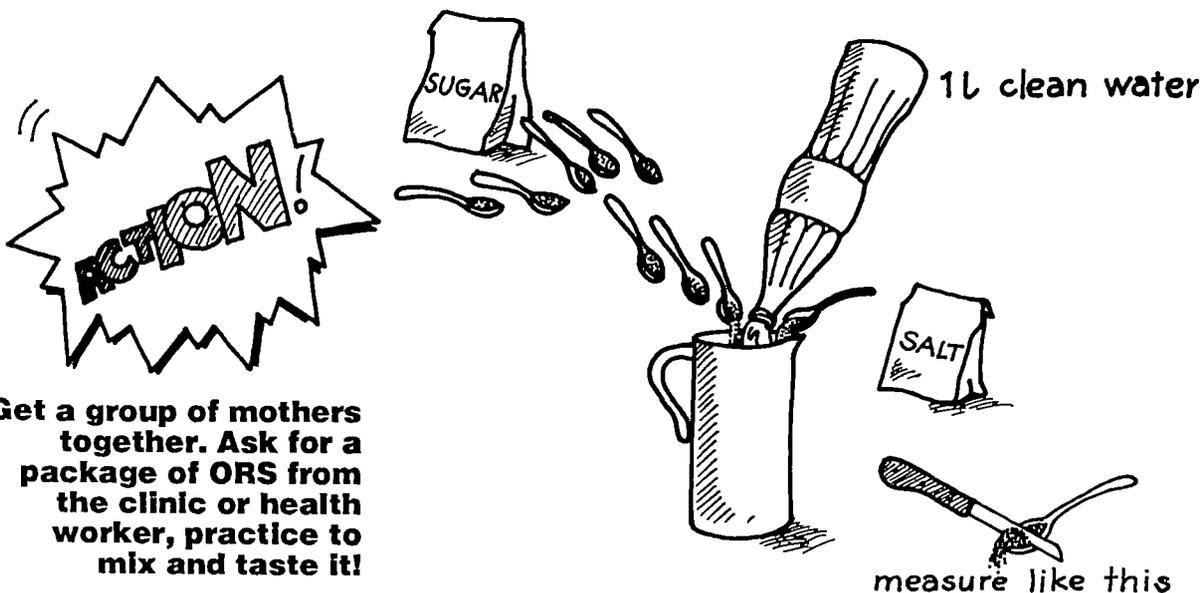
Oral Rehydration Solution (ORS) is a special drink that prevents and treats dehydration. It is a public health drug and you can get packages free of charge from the health worker. ORS is used to prevent and treat dehydration.

Mix a package of ORS well into one litre of clean water. (A big Fanta or Coke bottle contains one litre).



### How to mix sugar and salt solution (SSS)

A home-made sugar and salt solution can also be useful to prevent dehydration. Mix well 8 level teaspoons of sugar and 1 level teaspoon of salt into one litre of clean water. Test it before giving it to somebody. It should not be saltier than tears!



**Get a group of mothers together. Ask for a package of ORS from the clinic or health worker, practice to mix and taste it!**

## How to give ORS or SSS



Give half a cup  
to small children  
FOR EACH  
WATERY STOOL!

Give children under two years one-quarter to half a cup of ORS/SSS with a spoon for each watery stool. Give other fluids as well, together at least half a litre per day.



Give a full cup  
to older children  
and adults  
FOR EACH  
WATERY STOOL!

Give older children (and adults) half to one cup of ORS/SSS for each watery stool. Give other fluids as well, together at least a litre per day.

If the child vomits it may be difficult to give ORS/SSS. Give the drink little by little with a spoon. Don't give up!

ORS or SSS should not be kept for more than 24 hours. If diarrhoea continues, mix a fresh solution each morning.

## Most children will get well

Children usually continue to pass loose stools after drinking the rehydration drink. This is quite normal. Oral rehydration therapy does not stop the loose stools but PREVENTS THE CHILD FROM DRYING OUT while the body fights the diarrhoea.



**If a child shows any sign of dehydration, has severe diarrhoea or vomiting, fever or blood in the stools there is DANGER and you should seek medical attention URGENTLY.**

Most children will get well if you follow these simple rules of treatment. Do not give medicines in order to stop the diarrhoea unless they have been prescribed by a trained health worker.



**What is the most important thing to do when a child has diarrhoea?**

**How do you mix ORS?**

**How do you mix SSS?**

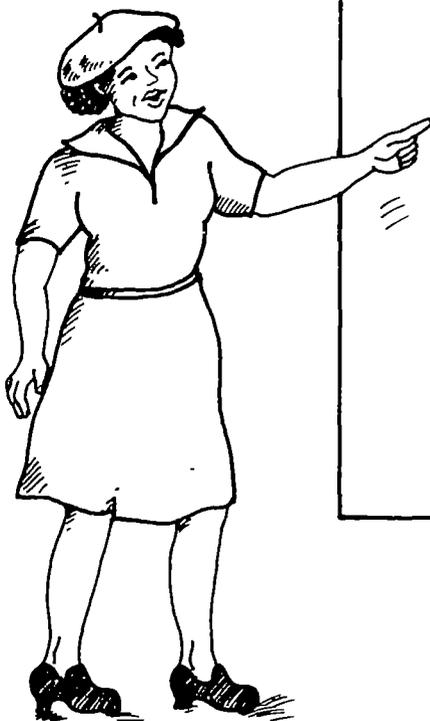
# 5.

## Prevent diarrhoea

In this chapter we will discuss the links between water, sanitation and health and what a family can do for a healthier life. Some of the rules of preventing diarrhoea will be especially important for the health of small children.

More than half of all illness and death among young children is caused by germs, which get into the child's mouth via food and water. Many of these germs come from human or animal excreta.

Germs are everywhere in our surroundings, but people may live with them without getting ill. This depends on how many germs there are, how well-fed and well-rested your body is and how used you are to the germs. This explains why small children may become ill from unclean food and water which does not upset the stomach of an adult.



In a healthy family

- all children are **BREASTFED**
- everybody eats **FRESHLY PREPARED FOOD**
- all children are **IMMUNISED**
- everybody **WASHES HANDS** before eating and after going to the latrine
- everybody uses a **CLEAN LATRINE**
- everybody has **CLEAN WATER** for drinking

Read more about this on the following pages.

## Prevent diarrhoea by **BREASTFEEDING** all children.



Breastmilk is the perfect food for small children and the only food a baby needs for the first 4-6 month of life. It is clean, contains all the nutrients a baby needs and protects against disease. At 4-6 months mother should start giving supplementary foods, but continue to breastfeed at least until the child is one year old, preferably up to two years.

Bottle-fed children get ill more easily than breastfed children because the milkpowder may be mixed with dirty water or the bottle may be dirty. If the milkpowder is mixed with more water than it should, the mixture will not be nutritious enough and the child may become malnourished.

## **Prevent diarrhoea by eating clean and FRESHLY PREPARED FOOD**

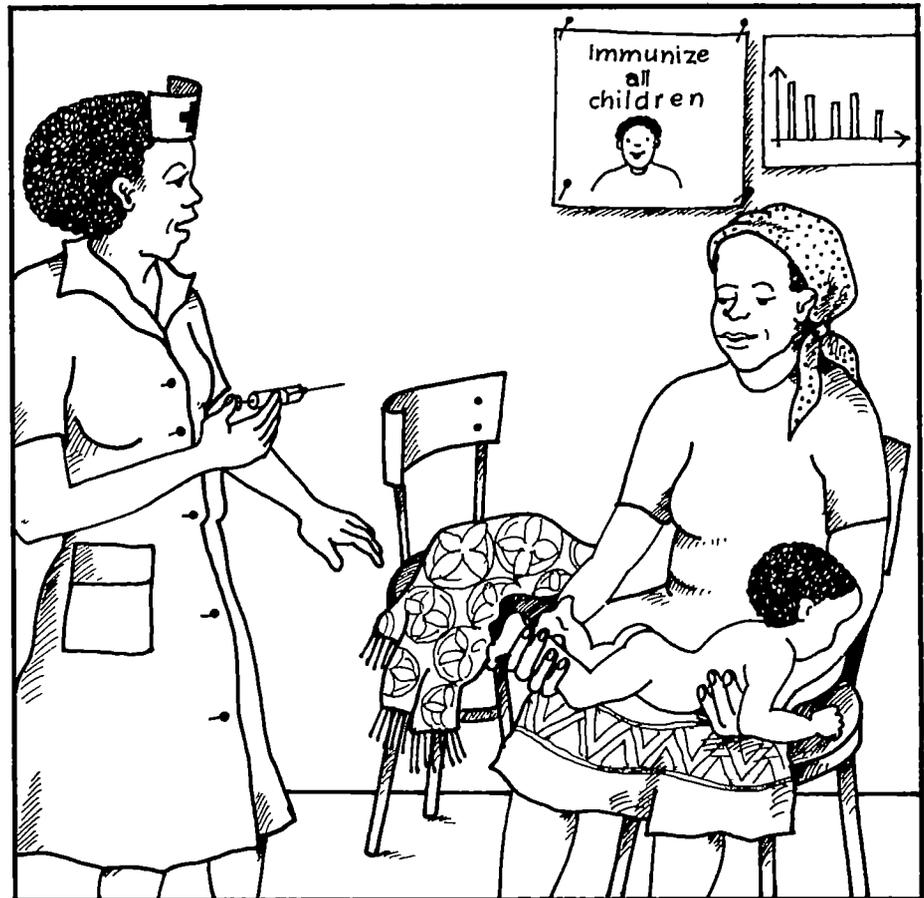


Mothers often blame diarrhoea on spoiled food and unclean surroundings. It is true that germs in food enter the body when we eat and may cause illness. Many children will have diarrhoea when they start receiving additional foods at the age of 4-6 months. It is very important that baby's food is freshly made and handled with clean hands.

Follow these rules for clean cooking:

- Food eaten raw (fruits, vegetables) should be peeled and/or properly washed
- Make sure that food is thoroughly cooked, especially meat and poultry.
- Eat food soon after it has been cooked, so that it does not have time to go bad.
- If already-cooked food is saved, it should be thoroughly re-heated before being used again.
- Raw meat, especially poultry, usually contains germs so it should not be allowed to come into contact with cooked meat. Utensils and food-preparing surfaces should be cleaned after preparing raw meat.
- Keep food-preparing surfaces clean.
- Keep food clean and covered and away from flies, rats, mice and other animals.

## Prevent diarrhoea through MEASLES IMMUNISATION



All children should be fully immunised against the most common childhood diseases before 1 year. It is not possible to have a special vaccination against diarrhoea, but children with measles often get diarrhoea. Therefore measles immunisation at 9 months prevents the disease and helps protect the child against diarrhoea.



## Prevent diarrhoea by HANDWASHING



**Arrange a place for easy handwashing close to the storage container for washing water or just outside the latrine. Wash your hands with soap BEFORE eating and cooking and handling your baby and AFTER passing stools and cleaning the baby's bottom.**

A simple but important action for the health of your family is to improve on handwashing habits. Washing hands before eating is customary but not all members of the family do it every time. Many people do not wash their hands after passing stools. Germs from stools may then stay on their fingers or under their nails and get into their mouth while eating.

A mother can spread diarrhoea from a child to another if she does not wash her hands properly after cleaning the baby's bottom. Many mothers believe that baby's stools are harmless. This is not true, small children's stools contain even more germs than those of adults.

Use plenty of water for your personal and home hygiene.

Washing hands with soap and water removes germs from the hands. This helps to stop germs from getting onto food or into the mouth. Soap and water should be easily available for all members of the family to wash their hands. If you don't have soap use ash from the fire.

### **Small children**

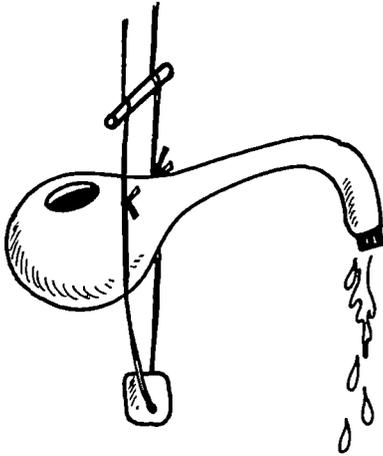
Many children start getting diarrhoea when they are big enough to crawl around in the yard. Children like to explore their new world and often put things and hands in their mouth. Therefore, children's hands should be washed often, especially before they eat.

Keep the yard well swept. If the child passes stools in the yard, it is important to pick them up directly and put them in the latrine or bury them.

A child's face should be washed at least once every day. This helps to keep flies away from the face and prevents eye infection.



## Segwana handwasher

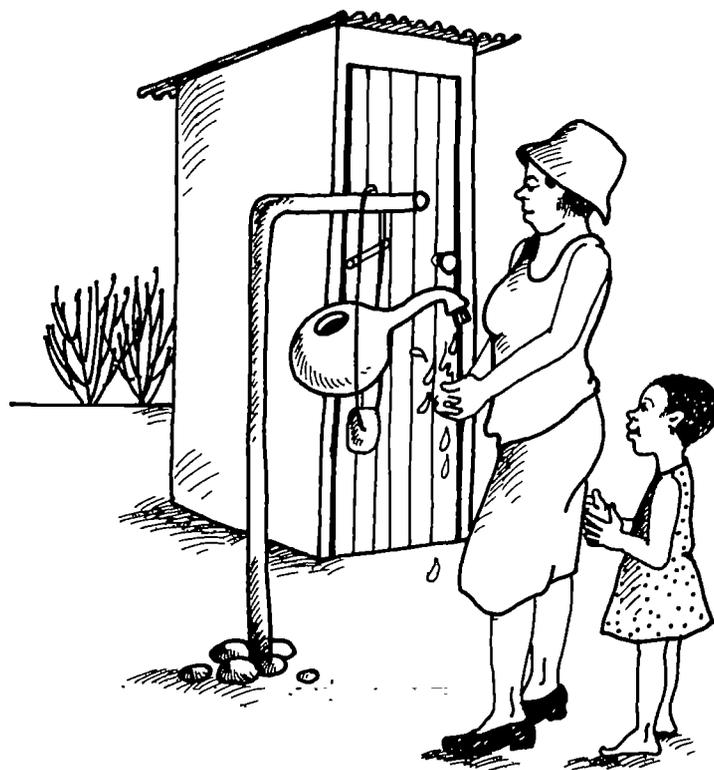


School Health Clubs all over the country have introduced the Segwana handwasher, a cheap and easy method for easy handwashing. In areas where segwana is not available, small plastic containers have been used in the same way.

The segwana handwasher is filled with water through the hole in the body. When you press the neck of the handwasher down, water passes into the neck. Some water will stay inside the end of the neck and drips through the notch in the cork. It will give you enough water for washing your hands. When the segwana is nearly empty it will not tip back so you will need to fill it again. A piece of soap can be tied to the neck of the segwana.



**Get the full description of how to make a Segwana handwasher from the Water Hygiene Education Programme, the District Health Team or Botswana Technology Centre - and make one!**



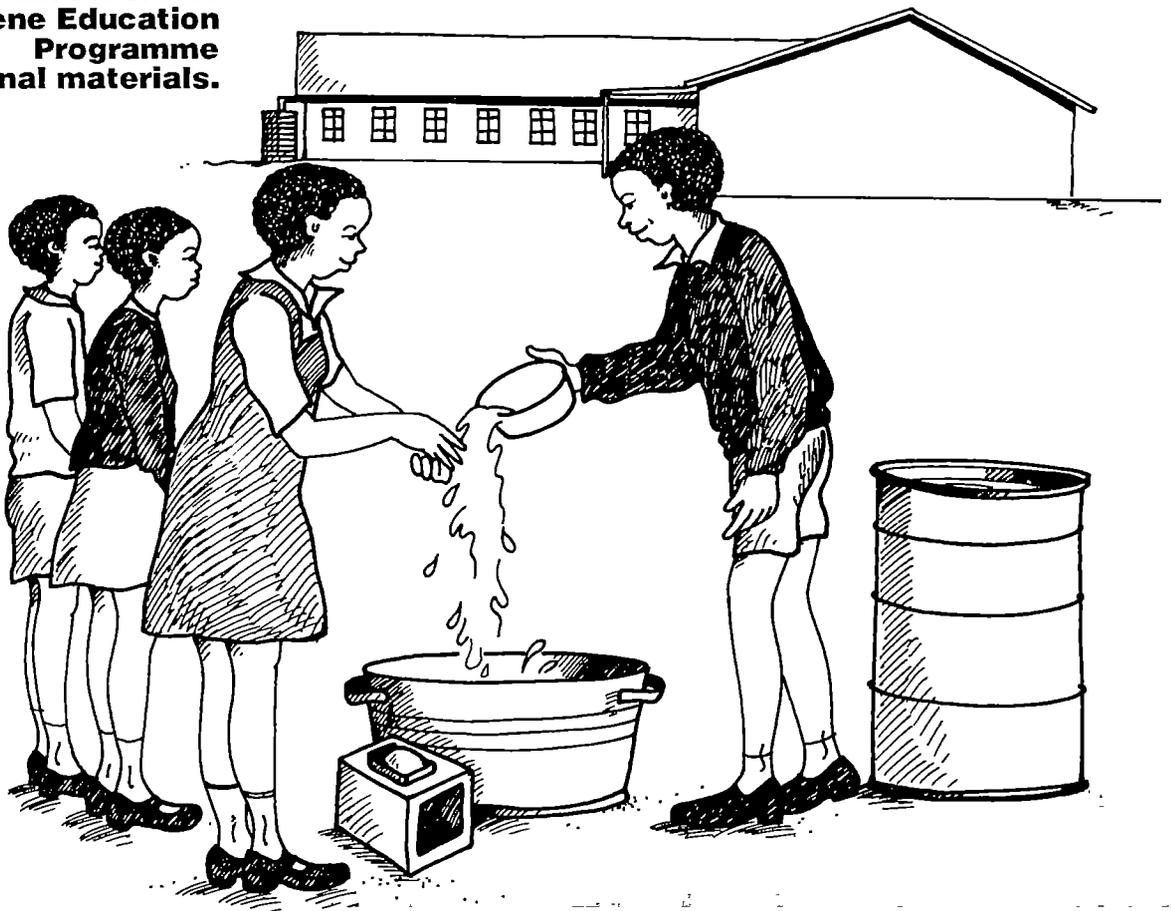
## School health

It is very important that children learn good handwashing habits at school and understand the link between cleanliness and health. Few schools have permanent handwashing facilities and have to make do with buckets and basins or segwana handwashers.

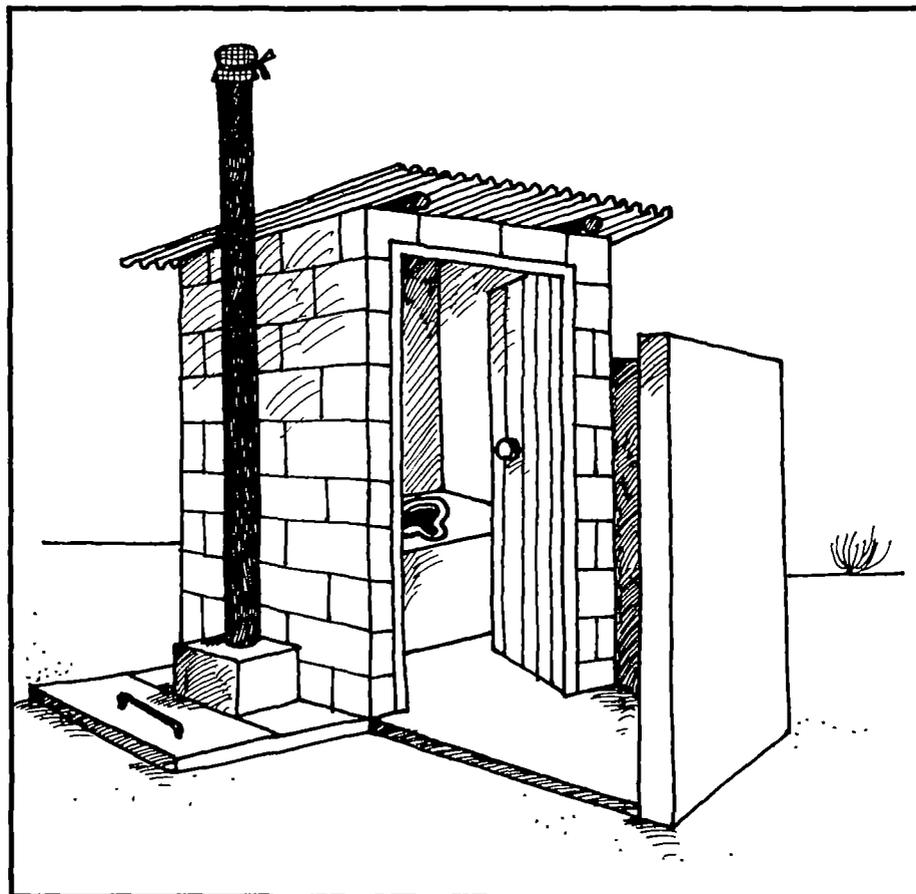
Teachers need to understand the importance of handwashing and let the schoolchildren spend time on its practice. Schoolchildren should be encouraged to promote better handwashing habits in their families.



**Start a school health club in your school. Ask the District Health Team for Water Hygiene Education Programme educational materials.**



## Prevent diarrhoea by using a **CLEAN LATRINE**



A very important action which families can take to prevent the spread of germs is to dispose of stools safely. Many illnesses, especially diarrhoea, come from the germs found in human stools. People swallow these germs if they get into water, onto food, hands, or utensils used for preparing food.

Many people, especially in large and middle-size villages, do own pit latrines or can use the latrine of a neighbour. In parts of the country the National Rural Sanitation Programme helps people to build ventilated improved pit latrines (VIP).

Most people mention convenience and privacy as reasons why they would like a pit latrine. Few people know that the health situation of the whole community can be improved if most people use pit latrines. Make people understand that there is a link between proper use of pit latrines and health!

### Why use latrines?

A latrine needs to be clean and well maintained in order to help prevent the spread of disease. Cleanliness keeps the flies away, and flies may spread disease. Also, everybody in the family and most families in a village need to use latrines in order to have a real improvement of health in the community.

There are many diseases which can be spread by contact with stools and urine.

Flies breed in stools and can carry disease to people. One of the diseases spread by flies is TRACHOMA - an eye illness which can cause blindness.

You can also get HOOKWORM directly from stools in the soil, if you walk in it barefoot.

One of the causes of DIARRHOEA can be drinking water which has been spoiled by germs from stools.

BILHARZIA is another disease which is spread when stools and urine contaminate water.



### Keep the latrine clean

By using a clean and well maintained pit latrine you can break the circle of infection.

- Sweep the floor of the latrine each day.
- Clean the seat of the latrine with water and washing powder whenever dirty, preferably each day.
- Keep the door of the latrine closed at all times. This will keep the latrine dark which helps to keep the flies away.
- Keep the hole of the latrine covered.
- Do not put rubbish into the latrine. This will cause the pit to fill up too soon and make it difficult to empty.
- Do not put water into the pit except when cleaning. Too much water in the pit will make the latrine smell.



**If you have an old latrine which does not function properly, ask the health assistant to inspect it and give suggestions for improvements. Many old latrines do not have ventpipes with a fly screen.**



**If this is a problem in your community, discuss with the Village Health Committee and try to find a local solution.**



- Check the fly screen on the vent pipe regularly. If the fly screen is torn or has holes, flies will escape from the pit and spread disease.
- Check the vent pipe regularly. Make sure it is not blocked or broken.

### **Children and latrines**

Children are often afraid of the latrine because it is dark and they fear to fall into the pit. Latrines made for adults may be difficult to use for children. If the seat is high they may need a stool to climb on. If the hole is too big for their small bottoms they may need an extra seat with a small hole.

Small children can use a potty, which is emptied in the latrine. If a child passes stools in the yard they should be swept up directly and put into the latrine. Assist and encourage children to use latrines from an early age, this will help to keep them and everybody in the community healthy.



**Make the latrine a comfortable and safe place for your children and help them to use it.**





**Contact the health inspector in your council to find out if you can build a latrine under the NRSP.**

### **Ventilated Improved Pitlatrine**

Many people have built ventilated improved pit latrines (VIP) with the assistance of the National Rural Sanitation Programme. VIP-latrines have ventpipes with a fly screen, which removes smell and prevents flies from escaping out of the pit. A properly cleaned and maintained VIP-latrine will not smell or spread disease.

The plastic seat liner in the VIP-latrine is easier to clean than the concrete one. It is also constructed in such a way that children cannot fall into the pit.

### **Schools and latrines**

All schools have latrines, but very often they are dirty and not well maintained. The schoolchildren then prefer to go to the bush.

It is important that schools provide clean and hygienic latrines. They should be swept and cleaned each day as well as the classrooms. In many schools the School Health Clubs see to it that the latrines are kept clean and encourage good handwashing habits.

### **When there is no latrine**

Especially at the lands or cattlepost many people do not have latrines and use the bush for passing stools. They should be encouraged to do so like a cat! Then flies and other insects cannot spread disease from stools to people.

- Dig a small hole about 40 cm deep and at least 50 meters away from houses, paths, water supplies, and places where children play.

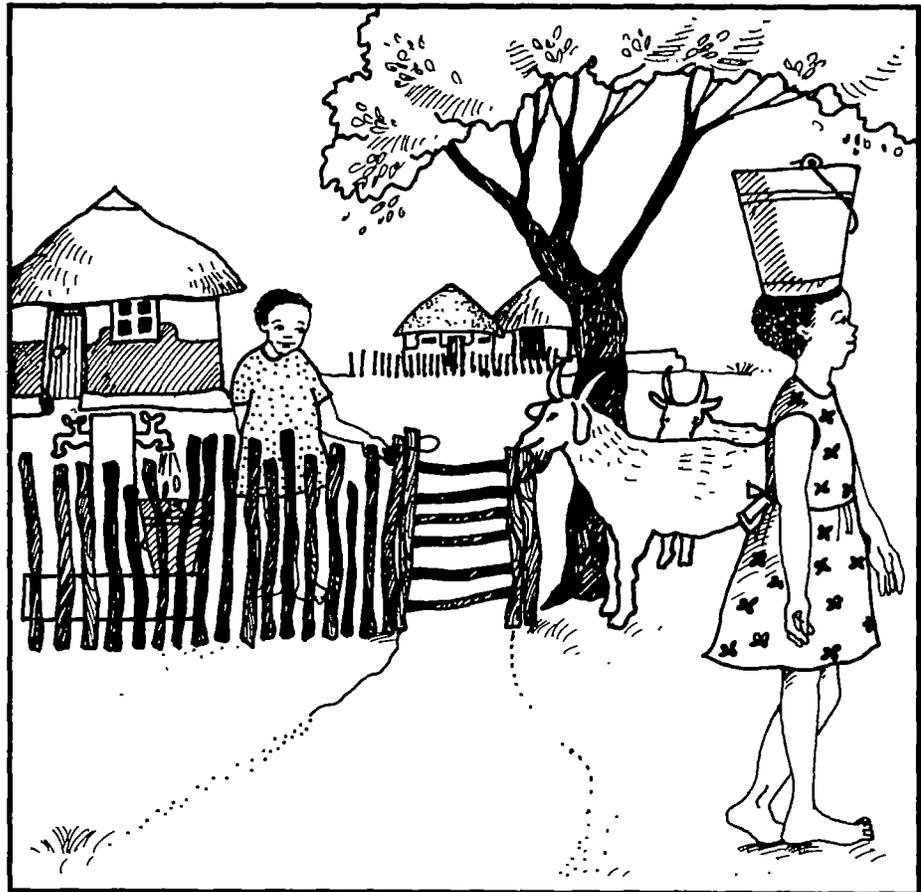
- After passing stools in the hole, bury them with some soil and sand.



**Wash your hands EVERY TIME after being to the latrine or bush and teach your children to do so too!**

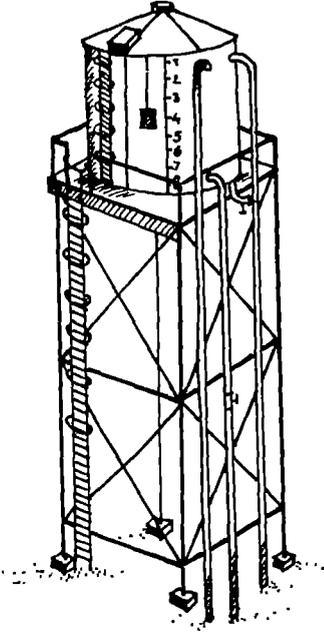


## Prevent diarrhoea by drinking **CLEAN WATER**



Most people living in villages get water from boreholes. The water is then reticulated to standpipes around the village. The water comes from deep underground and is usually clean and good for drinking and other household purposes. In villages that have boreholes and standpipes people should be encouraged to drink standpipe water only.

Even groundwater may become dirty if germs from human or cattle excreta are allowed to seep through the ground and reach the water. As a result boreholes are usually situated away from the village and latrines.



### Protect the borehole

The area around the borehole should be fenced so that cattle cannot get close to the borehole. It is the job of the village water supply operator (pumper) to keep the pumphouse clean. If it is dirty, oil or diesel fuel may get into the borehole and make the water dirty.

### Protect the tank

The area around the tank should be fenced to prevent cattle and other animals getting close and damaging it. The tank should be covered with a lid to prevent dirt from birds entering the water. The tank should be inspected and cleaned every year. This should be done by the council water department together with the village water supply operator.

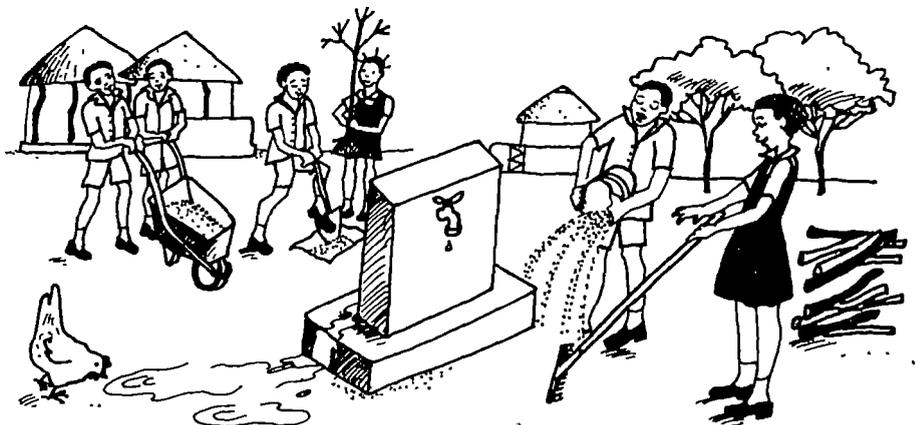
### Protect the standpipe

The standpipes should be fenced to keep cattle and other animals away. They should also have soakaways to prevent puddles of water around the standpipe. Draining water puddles help prevent the spread of malaria, as mosquitoes breed in standing water. For the same reason, water from rinsing buckets should not be thrown just around the standpipe.

Puddles of water may come from dripping taps. This is a waste of water! The water operator needs to change the washers in the tap.



**It is a good project For  
The Village  
Development  
Committee or the  
School Health Club to  
construct fences  
around standpipes and  
improve soakaways.**



### Keep the water clean at home

Many people collect clean water at the standpipe but manage to make it dirty themselves through improper handling and storage. Water needs to be handled with clean hands, fetched in clean containers, stored in clean containers with a lid and taken out of the container with a clean cup or dipper.

When water is stored in open buckets and containers, dust and dirt from birds and other animals may get into the water and make it dirty. Lids protect water against dust and dirt.



It is especially important to store drinking water in a clean way. Use a special container for fetching and storing drinking water.

### Rules for keeping the water clean:



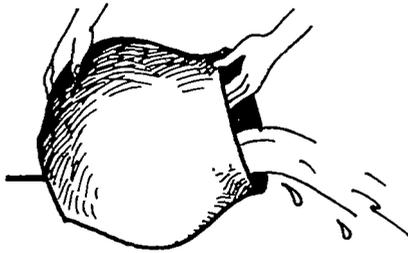
- Store drinking water in a special container. A good container for fetching and storing drinking water has a small hole with a lid and water is taken out of it through tilting.



- Wash your hands at home before fetching water or at the tap in the water used for rinsing the bucket. Never put your hands in the clean water.



- Clean the bucket with washing powder at home and rinse it well at the standpipe. A lid on the bucket or container prevents dust from getting into the water on the way home.

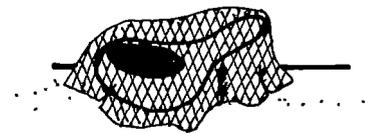


- Clean the storage container before each filling with fresh water. Otherwise the dirty water left in the container will make the new water dirty also. Use the last water in the container for cleaning it.

- Cover the container in order to prevent dust and insects from getting into the water. The lid should be on all the time. A piece of clean board can be used as a lid.



- Wash the dipper frequently and keep it in a place where dust and dirt cannot get on it, for example, on the lid of the container under a clean cloth. **DO NOT USE THE DIPPER FOR DRINKING!**





**Water from traditional wells, dams or the river should be boiled before it is used for drinking - at least for children.**

### **Boil drinking water**

Many people have to take water from sources which are not clean, at least during part of the year. Traditional wells or dams are rarely protected, so water from them is always less clean than water from the borehole. A protected well with a handpump should have water of the same quality as a borehole.

Unprotected wells should be covered. Cattle should not be watered at the same source that people use for drinking water.

If the river is the only water source, water should always be taken upstream before it reaches the village.



Boiling the water for 2-5 minutes kills all the germs that carry disease. Many people regard boiling of drinking water as time-and fuel consuming and do not regard it as necessary. Children are more vulnerable than adults. Careful parents should always boil the drinking water for small children if it is taken from an unprotected source.



**Ask the health assistant for advice regarding settling and filtering of water.**

### **Settling**

Muddy water can be made clearer by using a settling tank. It is a covered tank where water can stand still for two days. During that time sand and silt falls to the bottom and many of the germs that carry disease will die.

### **Filtering**

Water can also be filtered through layers of sand and gravel or charcoal. This is an effective way of making water good for drinking.

## Prevent diarrhoea by **GETTING RID OF RUBBISH**



**School Health Clubs often take part in Clean-up Campaigns. Arrange competitions between different parts of the village. Which part is the cleanest?**

GermS can be spread by flies, which like to breed in rubbish such as food scraps and peelings from fruit and vegetables. Every family should have a special pit where household rubbish is buried or burned every day.

Keep your surroundings clean. Do not throw litter like beer cans and plastic bags outside your yard but bury or burn it.



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# 6.

## Enjoy teaching - have fun learning

**Be a good example in  
your village for a  
healthy life style.**

### Let us learn from each other

Try to find out what people know about the links between water, hygiene and health before you start telling them how it should be. Also, try to find out about local beliefs and customs concerning water and sanitation. Do not think of the "teacher" as the one who knows everything and the "learner" as the one who knows little or nothing. We all "know" something which can be shared. In this way we learn from each other.

Engage the Village Health Committee and carry out a small SURVEY in order to find out reasons for poor health in your village. Another way to learn about the situation is to arrange a FOCUS GROUP DISCUSSION. For this you can invite 10-12 people for a discussion on certain topics. Other ways to get information is to INTERVIEW some families in the village or to organise an ESSAY WRITING COMPETITION in the school.

Just by ASKING people these questions they will become more aware of their situation and possibly start doing something to improve it!



#### **WATER**



**Which water sources are available?**

**How is the water quality?**

**Which sources of water do people use? Do they use them for different purposes? Why?**

**How do people fetch and store water?**

**Who fetches the water? How long does it take? How much water is used daily? Does water usage change at different times of the year?**

**How do people use water for personal hygiene? Do they wash their hands after passing stools? Before eating?**

**Which diseases related to water are most common?**

## **SANITATION**



**How many households have pit latrines? What condition are they in? Do they smell? Are there flies in them?**

**Where do other people go to pass stools?**

**What is the condition of public latrines and the latrines at school?**

**What do people do with their rubbish?**

**Which diseases related to sanitation are most common?**

## **HOUSING**



**Which type of houses do people have? What is the condition?**

**Sleeping-, cooking-, washing-facilities - what could be improved?**

## **ANIMALS / INSECTS**



**Are there animals within the village that can spread disease or harm people in other ways?**

**Are there breeding areas for flies, ticks, fleas, cockroaches, mosquitoes and rodents?**

**Which diseases related to insects / animals are the biggest problems?**

## To get the message across

After a survey or interviews it is very important to give the community feedback on your findings. Use the results as a starting point for a new discussion on how to improve the health situation of the community.

Be sensitive when you bring new ideas to people. Avoid lecturing and help people bring up their own ideas and suggestions. Use different methods for different people - talking person to person, questions and answers, discussions in small groups, role-play, drama or stories... Show pictures, pamphlets, booklets or posters. Get people to listen together to a radioprogramme and discuss it afterwards.



**Listen most of the time  
- you can talk later!**

### Who do you talk to?

Mothers and fathers can do a lot to improve the health of the family, by encouraging changes in behaviour. Your task will be to help people understand the **CAUSES** of disease, to suggest behaviour which **PREVENTS** disease and helps them to take action.

Change comes easier if a number of people agree to behave differently and help each other. You need to talk both with individuals and small groups of people.

Schoolchildren are often enthusiastic and keen followers of new ideas. They can bring new ideas home to their families and serve as "teachers" in the community. In many schools School Health Clubs have been started or revived through the Water Hygiene Education Programme. The Programme has provided schools with buckets and basins for handwashing. Many schools are



using the Segwana handwasher and this idea is brought by the children to their homes. Schoolchildren will be the parents of tomorrow, so it is important that they learn the importance of healthy habits. Often a teacher and a health worker work together on the development of a School Health Club.



**Sometimes you must talk to individuals - sometimes to a whole village**

If the whole village must decide on something, for example to put up a fence around the standpipe or dig a soakaway, then perhaps a kgotla-meeting is best. It will be easier at the village meeting if you have already talked with some individuals, and explained what is needed and why. This way they will support you and help to explain things to others. It is especially important that the village leaders and influential people understand the problems before the meeting begins.



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# 7.

## Plan for a healthier village

Share knowledge and experiences from a survey or interviews with others working and living in the village. Together you can plan for action aiming at a healthier community.

### Use these points as guidelines:

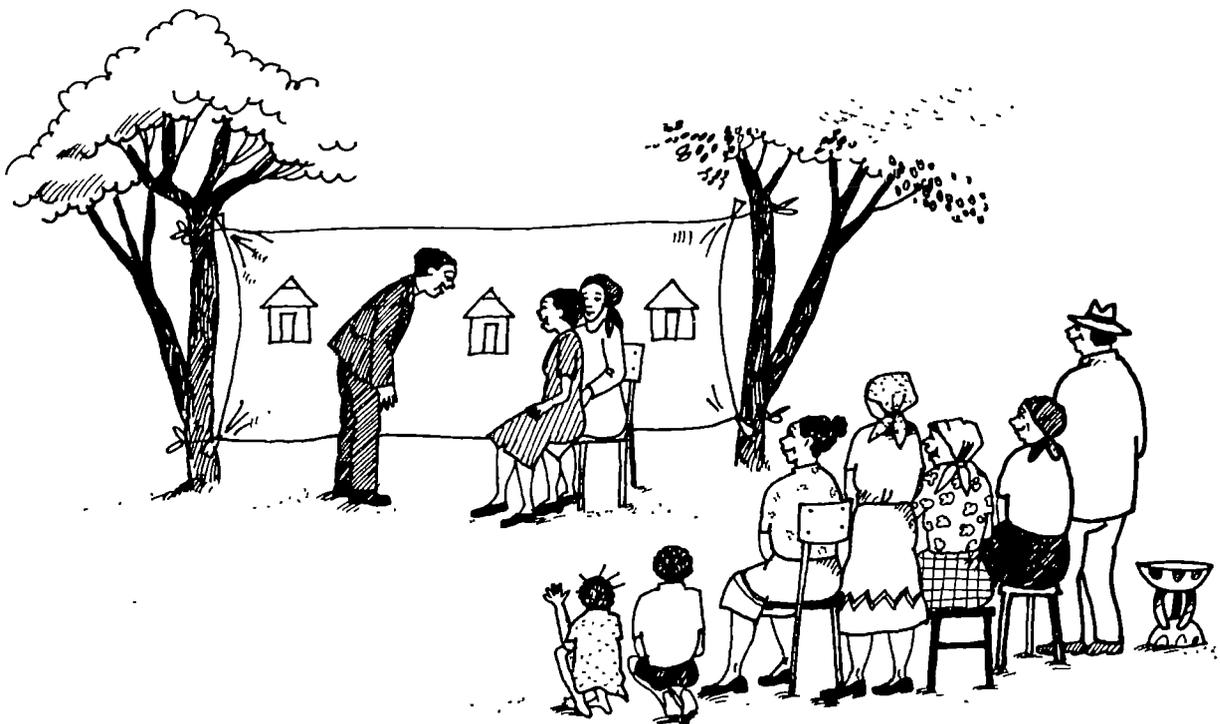
- 1.** Which are the most important and urgent health problems in the village?
- 2.** List all those traditional customs and beliefs that are good for the health of people in your village.
- 3.** List all those traditional customs and beliefs that are harmful for the health of people in your village.
- 4.** Which practices affect only the individual and which affect the whole community?
- 5.** Find out which members of the community are most at risk of disease and discuss changes in behaviour that would reduce the risk.
- 6.** Which people in your community have most influence on hygiene behaviour? Involve them in your work.
- 7.** Make simple drawings, using local examples, describing specific topics that you want to bring up for discussion. Work together with the School Health Club!
- 8.** Use this HANDBOOK for planning health talks for different groups of people in the community.
- 9.** Plan a role-play together with the School Health Club, Village Development or Health Committee and perform it in the kgotla. Use it as a starting point for a discussion on health issues in the village.

## How to develop a role-play

A role-play is an acting out of real-life situations. It is very useful for training people, who are more used to learning from life than from books. Those taking part will act out a situation, solving problems similar to those they will find in their own village. It is like learning from real life. No written manuscript is needed, the group can develop the story together.

First, you have to develop the main lines in the story. Make clear what you want people to learn from the play. The story should not be too long or include too many details. The role-play will be composed by the participants as they act in different roles. The main points must be clearly understood by everybody taking part of the play. Suggest ways of acting the different roles, if necessary, but let people use their own imagination as far as possible.

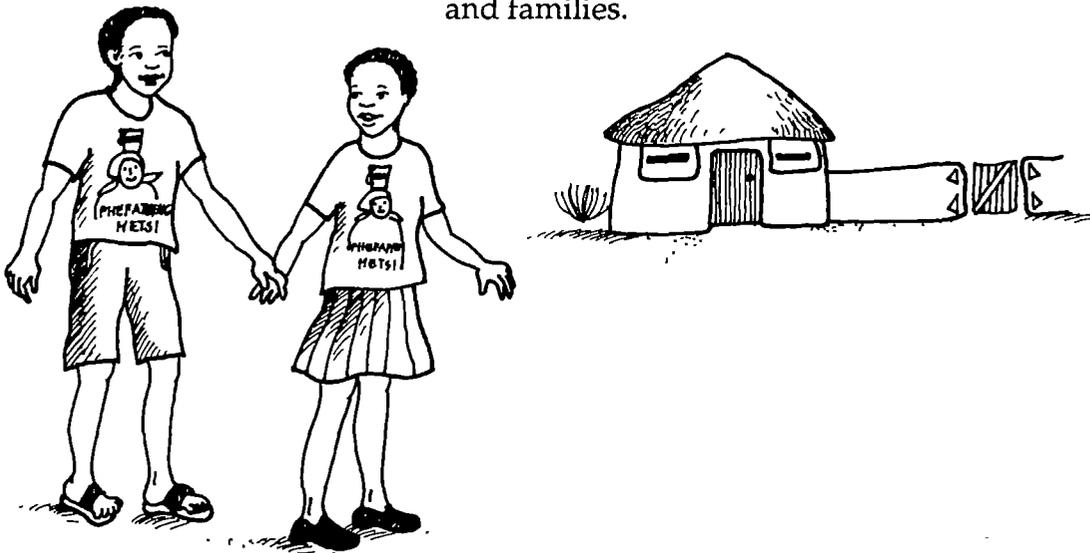
After the role-play has been performed, ask the audience questions to learn if they have understood the main points. What happened? Why? Discuss the performance - can problems be solved the same way in real life as they were solved in the play? Try to come to practical solutions to the problems.



## How to start a school health club

Many schools have already formed School Health Clubs in order to make schoolchildren more aware of what they can do to protect their own and the health of others. Schoolchildren can teach their parents and siblings healthy habits. The children in the Health Club can teach their peers.

Many School Health Clubs have started handwashing projects and members help and encourage their schoolfriends to wash their hands before eating and after being to the latrine. Many schools are using Segwana handwashers and they are spreading the idea to the homes. The members of School Health Clubs help to keep the latrines in good order. They grow vegetables, help to look after destitutes, spread health messages on water, sanitation and health to their peers and families.



Here are some guidelines for the formation of a School Health Club:

- The leader should be a teacher or extension worker with special interest in health matters. He or she should collaborate with the health workers.
- Parents need to understand the idea and be involved in the activities.
- Students who show an interest in health matters and have an ability to spread the message should be encouraged to join the Club.

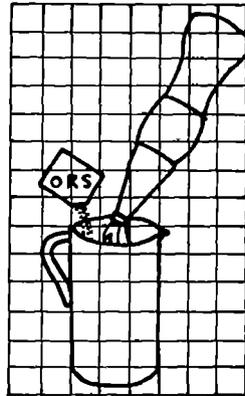
## How to enlarge a picture



Learn how to enlarge  
a picture.

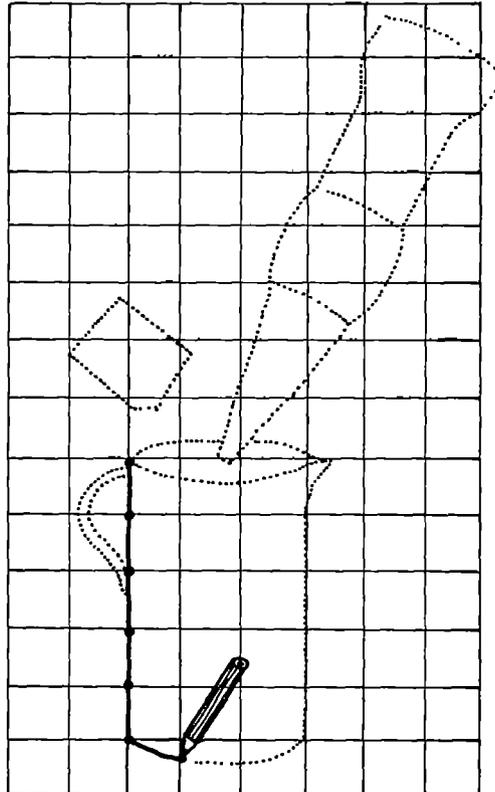
There are many pictures in this handbook. Use them in your teaching for example when you produce posters, leaflets or booklets.

Do like this to enlarge them:



**1.**

Draw squares over the picture you want to enlarge.



**2.**

Draw bigger squares on a new sheet of paper. The number of squares must be the same as previously.

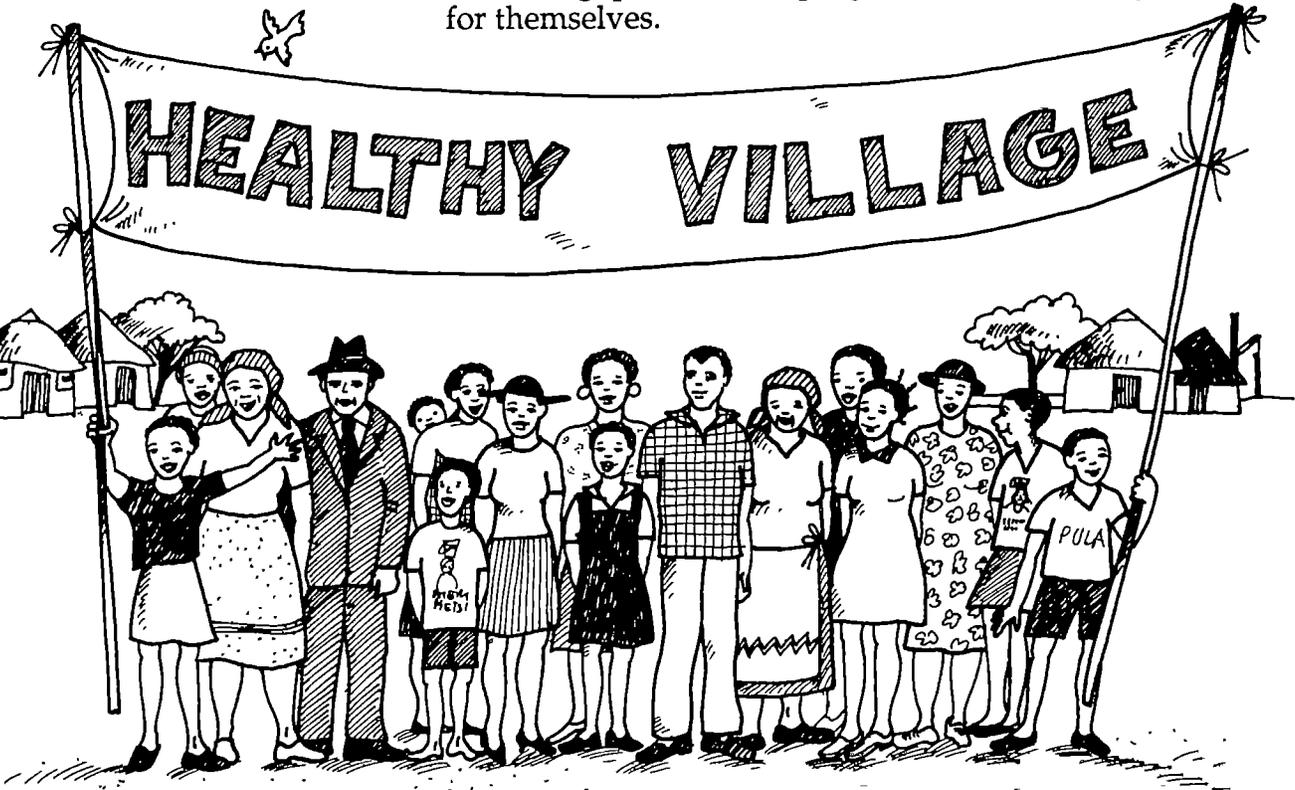
**3.**

Look carefully at each square in the small picture. Transfer the crucial lines of the object(s) into the larger squares, square by square.

## Be a good example

You, of course, must always behave the way you wish others to behave. YOUR EXAMPLE may often be the best way for finally persuading others!

Always be ready to change your approach, language, teaching materials or methods if necessary. And always remember, whatever method you use, it is the people themselves who must decide to make a change. You cannot force them. You can only go on explaining, answering questions, helping them to think things out for themselves.



### How did you like the HANDBOOK?

When you have read the HYGIENE HANDBOOK and used it for health education, we would like to know how useful it was. Please send us a letter with your comments! We would also appreciate your suggestions for other types of educational materials that would help you in your work.

Write to: Health Education Unit  
P.O.Box 992  
Gaborone

Written by Marianne Enge  
Illustrations by Viera Larsson, Visual Communication  
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