

**SCHOOL SANITATION PACKAGE**  
**FOR**  
**PRIMARY SCHOOL**

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SANITATION (IRC)

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## I. INTRODUCTION

The high incidence of disease in Nepal, particularly among children is largely attributed to unsafe drinking water, poor personal hygiene practices and insanitary environment. The progress made in the past in terms of sanitation coverage to rural population has been meager which is mainly due to poverty, lack of awareness, low priority and lack of proper approaches and strategies. The government and all other concerned have, now, well recognized the dire need of promoting sanitation through all possible channels.

In this context, schools and school children have been identified as one of the most effective channels for enhancing the habits of sanitary practices among the people. Hence, this school sanitation package with both the construction and education component has been developed for the purpose of promoting sanitation in the country. After finalizing the package, it could be implemented on an experimental basis in selected areas.

## II. NEED AND IMPORTANCE

The need and importance of the school sanitation programme are clearly indicated by the following factors:

- a. The country has a huge network of primary schools which provide a vast ready-made infrastructure for the rapid expansion of sanitation education and practices.
- b. Each and every school should have adequate water supply and sanitation facilities, particularly sanitary latrine. But a majority of rural schools in Nepal lack these facilities even to a minimum level. This clearly indicated the need for creating and proper use of such basic facilities in the school.
- c. children are more receptive to new ideas/practices and therefore school is a suitable institution for providing such knowledge and opportunity to inculcate habits for the adaption from the early stage and thereby helping them to become good citizen of the nation in future.
- d. The hygiene and sanitation messages are incorporated in the school curricula on health education. However, providing sanitation education to the children will be less meaningful unless it is backed by regular exercise. Therefore, sanitation package is required in the school to practice the sanitary messages provided in the lessons.



- e. The knowledge and experience gained by the children in the school can be passed on by them to their parents and also to other children who may not have the privilege of going to school.

### III. THE OBJECTIVES

The main objective of this package is to facilitate in designing and implementing sanitation programme at the primary school level. Specifically, it aims to familiarize the planners, administrators, teachers and other concerned with the following aspects related to school sanitation:

- a. The need and importance of school sanitation programme and the sanitary messages/information to be provided to the pupils at primary school level.
- b. The major components of school sanitation programme.
- c. Sanitary facilities to be developed at school.
- d. The sanitation programme implementation procedures.
- e. Roles and responsibilities of various persons to be involved in sanitation programme such as teachers, students, government officials and community members/parents.
- f. Monitoring of sanitation activities at various levels.

### IV. THE ACTIVITIES/COMPONENTS

The school sanitation package will consist of four major activities/components, namely:

1. Sanitation education to the school children and habit formation.
2. Construction of sanitary facilities at school.
3. Use and maintenance of sanitary facilities.
4. Organizing extra-curricular activities/events.
5. School to community programme.

Each of these activities are explained in the following paragraphs:





1. Sanitation Education to the School Children and Habit Formation

As the personal hygiene and environmental sanitation are also included in the subject of health education under the new school curricula, the basic messages on sanitation will be imparted in the normal course of events. However, this will not be enough to bring any substantial improvements on the sanitary habits of the school children. Therefore, under the school sanitation programme, the messages are to be reinforced, practiced and reaffirmed in an organized manner with particular focus on the following aspects:

a. Personal hygiene

- cleanliness of hands and different parts of the body;
- cleanliness of the cloths and personal goods such as bag, books etc.

b. Disposal of human excreta

- importance of sanitary latrine;
- proper use of sanitary latrine.

c. Environmental sanitation

- cleanliness of class-room and school environment;
- litter disposal (why is it important and how can it be done?);
- waste water disposal (why is it important and how can it be done?).

d. Food hygiene

- protection of food from flies;
- eating of clean/fresh food.

e. Handling of water

- safe handling practices of drinking water.

f. Diseases caused by poor sanitary condition

- common water borne/filth borne diseases and its prevention;
- oro-faecal cycle and simple measures to break it.



Along with providing knowledge and information on the above aspects of hygiene and sanitation, habit formation and awareness creation for adopting the sanitary practices are essential. The teachers have the responsibility of developing such awareness and habits among the children, which should not be considered as an extra work load, but as a part of their normal duties. However, they need to be always concerned about this. The following actions are some of the examples which could be helpful in this regard:

- practical demonstration after providing knowledge and information such as hand washing can be shown while dealing on this issue.
- reinforcement of key sanitary messages during pray session, sport time and other activities.
- on the spot correction of insanitary practices of any one in the school by teachers.
- regular use of sanitary facilities such as latrine, garbage pit etc.
- follow-up on the adoption of sanitary practices.

## 2. Construction of Sanitation Facilities

Every school should ensure sanitation facilities mainly school latrine with urinal in the school premises. The type of latrine required in the school as per the number of persons using the facility will vary from area to area and, therefore, has to be decided after consultation with the officials concerned.

The other sanitary facilities required in the schools are the garbage pit and the waste water disposal system.

The various designs of sanitary facilities including school, latrines, suitable for different conditions along with cost estimates and other considerations are to be developed and attached to this package.

## 3. Use and Maintenance of Sanitary Facilities

The proper use and maintenance of school latrines are essential to improve the sanitary condition in the school. Therefore, the pupils are to be well acquainted with not only on how to make proper use of school latrines but also on how these need to be maintained. The users, i.e. pupils and teachers should ensure that the latrines are properly used and maintained.



In order to well maintain the school latrines the provision of basic tools i.e. bucket and broom as well as funds for their replacement when needed, should be evolved as soon as it is constructed. A daily cleaning of latrines before or after school hour is required. A sweeper can be employed on part time basis, if the school is financially capable to do so. Otherwise, the school children themselves can be organized on a class room basis to keep the units clean and the prizes can be awarded to the best working group as encouragement. The availability of adequate water is necessary in the school for cleaning of latrines and for personal usage including hand washing. Appropriate provision has to be made for this. In case, piped water source exists within the school, it can be extended into the latrine as well.

#### 4. Organizing Extra-Curricular Activities and Events Related to Sanitation

In order to make the sanitation programme more interesting to a wider group of students and get their active involvement, various extra-curricular activities and events focused to awareness creation on sanitation can be organized from time to time. Some of the activities/events which can be organized for this purpose include:

- essay competition
- quiz contest
- painting competition/exhibition
- enact plays/dramas
- poem/song competition
- debate

The winner students are to be awarded prizes in order to encourage and motivate them in such activities. Each school has to prepare calendar of organizing these activities.

#### 5. School to Community Programme

The overall objective of healthy development of the children is not achievable unless a healthy environment is created and good hygiene prevails in the community as a whole. Therefore, it is equally important to create awareness among the community members for improving the sanitation status in the community. For this purpose, the following actions can be undertaken in the school to community programme.

- a. Establish a strong link and rapport with community leaders/influencers and motivate them to create awareness among the community members for a healthy environment including the construction of sanitary facilities.

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- b. Organize village clean-up campaigns on the occasions like democracy day, school anniversary day, during school vacation and festivals.
- c. organize community/parent meetings to explain the major sanitation issues.
- d. Use every opportunity of meeting parent/community members to explain the importance of simple sanitary facilities and reinforce by practical demonstration, if required.

#### V. PROGRAMME IMPLEMENTATION AND MANAGEMENT

The overall implementation and management of the school sanitation programme principally lie on headmaster, teachers and students with strong support from the 'school management committee', district education authority and community members. The school headmaster will plan the activities with consultation with teachers and other concerned and get approval on it from the management committee and execute with the active involvement of teachers and students.

The school management committee will facilitate the implementation of the programme particularly by raising/contributing funds to provide:

- a. soap for students to wash their hands ;
- b. brooms and buckets for the maintenance of school latrine;
- c. hiring a sweeper for cleaning the school latrine, if possible;
- d. minor repairs and maintenance;
- e. prizes for various competitions on sanitation activities.

In addition to this, the committee will also supervise the sanitation activities as well as provide guidance for launching the programme more effectively.

A 'sanitation sub-committee' comprising of teachers and students can be formed to carry out specific sanitation activities such as school/community cleaning campaign, organizing special events like essay/art competition, debate, quiz and other extra-curricular activities.





The implementation of school sanitation programme will include the following major actions:

- a. communication and advocacy of the sanitary messages and habit formation;
- b. selection of sanitation activities;
- c. specifying the roles and responsibilities;
- d. conducting orientations to teacher/implementors;
- e. formation of 'school sanitation sub-committee';
- f. provision of inputs and resources;
- g. estimating financial resources and exploring sources;
- h. determining the time duration;
- i. construction of sanitary facilities;
- j. use and maintenance;
- k. monitoring and evaluation.

The decision on all these actions are to be taken into account before actually launching the programme. Therefore, an action plan is required to develop for the systematic implementation of the programme. The steps for preparing an action plan and suggested formats are presented in Annex 1 and 2, respectively.

#### VI. MONITORING AND EVALUATION OF SCHOOL SANITATION ACTIVITIES

The school sanitation programme to succeed requires systematic monitoring and evaluation. The regular monitoring system is to be in-built in the programme for various purposes including the assessment of the adoption of improved sanitary practices by individuals who are involved in the programme, check the quality of facility provided, assess the level of usage of facilities and collect feedback for improving the programme. The sanitation activities, therefore, are to be monitored at four levels, namely:

- a. individual student level
- b. class level
- c. school level
- d. inter-school/llaka level

The suggested formats which can be used for monitoring the activities at individual student, class and school levels are suggested in Annexes 4, 5 and 6 respectively.



## VII. ORIENTATION OF SANITATION EDUCATION TO SCHOOL TEACHERS & OTHER CONCERNED FOR PLANNING & IMPLEMENTATION OF THE SCHOOL PACKAGE

Since the school teacher provides education and inculcate habits to the children, they have leading role in promoting the sanitation environment in the school. Therefore, orientation to better equip the school teachers for imparting sanitation education as well as for proper usage and maintenance of the sanitary facilities is one of the important components of the school sanitation programme. Similar orientation is to be organized for policy makers, planners, implementors and others who are crucial for the sound planning and implementation of the programme. These orientation programmes will help in sharing of experiences, providing information and knowledge, clarifying roles and responsibilities, developing concrete plans and future course of action, and moreover, for the coordination of the programme.

The suggested day to day schedule for orientation of school teachers is presented in Annex 7.

## VIII. ROLES AND RESPONSIBILITIES OF VARIOUS PERSONS IN PROMOTING SANITATION IN SCHOOL

The roles and responsibilities of various types of persons who are to be actively involved in the school sanitation programme are specified as follow:

### 1. Role of Headmaster

- a. Establish strong links with community leaders and motivate them to promote sanitation within the school.
- b. Ensure that adequate provision/supervision is made so that a high level of hygiene can be maintained in the school.
- c. Ensure the cooperation of 'school management committee' to successfully implement the sanitation programme.
- d. Develop plan of action for promoting sanitation in the school.
- e. Plan and facilitate for the creation of sanitary facilities, namely, school latrine, garbage pit and waste water disposal system in the school.
- f. Organize school/village clean-up campaigns on various occasions/vacation.



- g. Organize community/parent meetings to discuss on appropriate sanitation issues and their solutions.
- h. Ensure active involvement of teachers, staff and students in maintaining a high level sanitation in the school.
- i. Arrange resources for maintenance of facilities.
- j. Monitoring and evaluation of the overall school sanitation programme.

## 2. Role of Teachers

- a. Teach and reinforce students on sanitation matters including the proper use of sanitary facilities e.g. latrine, garbage pit etc.
- b. By adopting a good sanitary behaviour and self-discipline, try to become an ideal example for a high level of sanitation.
- c. Organize students to maintain cleanliness in and around the school compound.
- d. Inspect the cleanliness of the school's drinking water facilities and handling practices.
- e. Assist in establishing the sanitation facilities in the school.
- f. Check that pupils wash their hands with soap or ash after using the latrine and before eating tiffin, if the facilities are available.
- g. Inspection of pupils' nails, teeth, clothes, hair etc. in the class-room. Clean children can be shown to others to demonstrate good hygiene.
- h. Observe the pupils' health and pick sick/weak pupils and talk to their parents. This will create a link with, and awareness among the parents.
- i. Create songs, enact plays and help to organize extra-curricular activities such as painting competitions etc. in the school.
- j. Check and discourage the children, if they have any unhygienic habits and practices.
- k. Monitor the sanitation activities at individual student and class levels.



3. Role of Students

- a. Development of sanitary habits and practices such as proper use of latrines, use of dust bin, hand washing, use of foot-wares, eating safe food and so on.
- b. Actively participate in the sanitation activities organized in the school and follow-up.
- c. Help teachers to make sure that the sanitary facilities are used properly and well maintained by everybody in the school.
- d. Adoption at home of good practices and habits learnt in school and motivate family members and friends to adopt these.
- e. Motivate parents to build sanitary facilities, e.g. sanitary latrines, soakage pit, garbage pit etc. at home.

4. Role of Government Officials/Technicians

- a. Assist in the construction of sanitary facilities particularly in technical matters, financial arrangements and making available of inputs.
- b. Organizing orientation programme on sanitation from time to time.
- c. Keeping records of overall sanitation activities at schools.
- d. Coordinating sanitation activities with various organizations.

5. Role of Community Members/Parents

- a. Participate in the sanitation activities organized by the school for the community.
- b. Contribute resources to build sanitary facilities in the school.
- c. Participate in prioritizing the sanitation activities in the school and help to draw the courses of action.
- d. Assist in promoting sanitary status of the community by adopting good sanitary practices.
- e. Construct various sanitary units at home and make proper use of it.





6. Role of School Management Committee

- a. Establish good rapport with community leaders and members.
- b. Provide overall guidance and supervision of the sanitation programme.
- c. Involve in any school to community programme.
- d. Participate and support in extra activities related to promotion of sanitation.
- e. Arrange financial support and resources for the provision of sanitation facilities.



STEPS IN DESIGNING ACTION PLAN

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1. Discussion with the concerned officials on preliminary details such as the size of the programme, creation of facilities, funding pattern, possible implementing agency for construction etc. and to reach agreement in principle.
2. Planning the schedule of activities for the orientation of headmasters/school teachers and the training of other concerned.
3. Formulation of the methodology for maintenance of the units, and finalization of the design including cost estimates.
4. Finalization of plan of action.
5. Training of the technical persons, masons.
6. Orientation of teacher/headmaster on the relevant aspect of sanitation.
7. Selection of site for the latrine and other units which should be located at a convenient distance, keeping in view the safe distance from the water source to avoid water pollution.
8. Start the construction of the sanitary units.
9. Monitoring of the progress of constructed unit through reports and spot checking (see Annex 3 for suggested format).



SCHOOL SANITATION PROGRAMME  
YEARLY ACTION PLAN

S.No	Activities	Targets	Time Duration	Responsibilities	Remarks
1.	Awareness creation activities: - hand washing - importance of latrine - -				
2.	Construction of facilities and repair/maintenance: - latrine - garbage pit - -				
3.	Use and practice: - class room cleanliness - latrine use - -				
4.	Monitoring and evaluation: - personal hygiene - water tap area cleaning - -				



QUALITY CHECK-LIST OF COMPLETED SANITARY UNITS (Latrine)

Name of School \_\_\_\_\_  
Village \_\_\_\_\_ District \_\_\_\_\_  
Name of Headmaster \_\_\_\_\_  
Date Latrine Completed \_\_\_\_\_ Date of Survey \_\_\_\_\_

1. Doors

- a. Door satisfactory Yes/No
- b. Door frame fixed properly Yes/No
- c. Door closes properly Yes/No
- d. Door latches fixed properly Yes/No
- e. Locks provided Yes/No

2. Outside (front sides)

- a. Overall wall construction Yes/No

3. Outside (back sides)

- a. Overall wall construction Yes/No
- b. Inspection chamber provided Yes/No
- c. Is the inspection chamber constructed properly? Yes/No
- d. Does the inspection chamber have cover? Yes/No
- e. Are pit covers breaking? Yes/No
- f. Are the edges of the two pit covers covered with earth? Yes/No
- g. Soakage pits provided? Yes/No
- h. Connection to soakage pit constructed? Yes/No

4. Inside

- a. Floor finish Yes/No
- b. Urinal drain properly sloped Yes/No
- c. Pan clean during headover to Headmaster Yes/No
- d. Has Headmaster checked by pouring water that no blockage of pans? Yes/No
- e. Has Headmaster checked by pouring water that no blockage of urinals? Yes/No

5. Water Tank

- a. Steps to tank provided?
- b. Walls of tank have good finishing?
- c. Leakage of the tank?

Signed by Headmaster \_\_\_\_\_





**School Sanitation Programme  
Monitoring at the School Level**

(To be filled in quarterly by Headmaster)

Name of the School:  
Location :

Name of the Headmaster:  
Monitoring period:

	Activities	Yes	No	Remarks
A.	<u>Environmental Sanitation</u> 1. Sweeping of class-rooms and school compound regularly			
	2. Placement of waste collection basket inside class-rooms and office			
	3. School environment maintained with no littering around the school complex and protection of plants and trees.			
	4. Garbage pit constructed in the school compound			
	5. Use and maintenance of garbage pit			
B.	<u>Cleanliness of water and water point</u> 1. Cleaning of waterpoint (tap) and its surrounding done regularly			
	2. Waste water properly drain-out to kitchen garden/soakage pit			
	3. Cleaning and covering of drinking water storage vessel and glass/jug etc.			
	4. Protection and maintenance of sources of water in the village, if necessary.			



C.	<p>Disposal of Excreta</p> <p>1. Provision of latrine and urinal in the school</p> <p>2. Use of latrine and urinal by: a. girls b. boys c. teachers/staff</p> <p>3. Proper maintenance of: a. latrine b. urinal</p> <p>4. Availability of broom, bucket etc. for maintaing latrine</p> <p>5. Maintenance of latrine by: a. peon b. student</p>			
D.	<p><u>Sanitation Subcommittee/Squad:</u> a. formed b. functioning</p>			
E.	<p>Personal Hygiene</p> <p>1. Regular monitoring of the personal cleanliness of the students by the health/class teacher</p>			

- NOTE: 1. The feedback is to be based on the headmaster's personal observation. He/she has to make frequent survey, at least every week to assess the situation of the activities.
2. This form is to be forwarded to the concerned school management committee/District Education Office and/or the Project Office which support to implement the school sanitation programme. Based on this the overall sanitation situation at the school level can be assessed.



School Sanitation Programme  
Monitoring at the class level  
(To be filled in weekly by health/class teacher)

Class:  
Name of students:

Name of the teacher:  
Monitoring period:

Activities		Yes	No	Remarks
A.	<u>Classroom Sanitation</u>			
	1. Sweeping of the class room regularly.			
	2. Placement of waste collection basket inside classroom.			
	3. Spread of litters and waste paper inside the classroom.			
	4. Use and maintenance of garbage pit by the students of the class			
B.	<u>Personal hygiene</u>	No. of students "with"	No. of students "without"	
	1. Nail cutting and cleanliness of hand.			
	2. Cleanliness of wearing clothes			
	3. Cleanliness of head and combing			
	4. Cleanliness of face (eye, ear, and nose)			
	5. Cleanliness of teeth			
	6. Wearing of shoes/slippers			
	7. Bathing regularly			
	8. Using latrine regularly			

NOTE: This form has to be filled in classwise by the concerned class/health teacher and submitted to the headmaster. Based on this the overall sanitation situation of a particular class can be assessed.

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School Sanitation Programme  
Monitoring at the individual student level  
(To be filled in every month by class teacher)

Name of the Student :

Class :

(Indicate positive observation by            and negative by X sign)

Sl. No.	Activities	M O N T H S											
		1	2	3	4	5	6	7	8	9	10		
1	Taking bath regularly												
2	Cleanliness of face (nose, eye and ear)												
3	Cleanliness of teeth and mouth												
4	Nail cutting and cleanliness of hands												
5	Cleanliness of clothes												
6	Cleanliness of personal goods (bag, books etc.)												
7	Cleanliness of feet and wearing shoes/slippers												
8	Using latrine regularly												
9	Others (specify)												
Date of monitoring													
Signature of class teacher													

NOTE: The class teacher should fill in this form based on his own personal observation and monitor the status regularly.

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Orientation of Primary School Teachers  
Suggested Day to Day Schedule

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Day	Session	Topics/Activities
1st	I	Registration and opening
	II	<u>Introduction</u> <ul style="list-style-type: none"> <li>- Introduction of participants and trainers/resource persons</li> <li>- Objectives of the orientation programme and participants' expectation</li> </ul>
	III	<u>School Sanitation Package</u> <ul style="list-style-type: none"> <li>- Introduction, needs and components of school sanitation programme and implementation strategies</li> </ul>
	IV	- Roles and responsibilities of school headmasters, teachers, students, peons etc. in promoting sanitation
	V	<u>Sanitation and Hygiene</u> <ul style="list-style-type: none"> <li>- Concept of sanitation</li> </ul>
	VI	- Introduction to communicable diseases caused by poor sanitation
2nd	I	- Sanitation and disease transmission cycle (oro-faecal cycle)
	II	- Simple measures for breaking disease transmission cycle
	III	<u>Low Cost Sanitary Facilities</u> <ul style="list-style-type: none"> <li>- Concept, importance, use and maintenance of sanitary latrines, garbage pit and waste water disposal system.</li> </ul>
	IV	- Demonstration of sanitary facilities (practical demonstration/video show)

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	V-VI	<u>Sanitation Status Assessment</u>	- Visit to a primary school in near by village to assess sanitation status.
3rd	I		- Group presentation of the sanitation status assessment and suggestive measures for improvement.
	II	<u>Communication</u>	- Concept, methods and techniques of communication usable at school;
	III		- Use of available communication materials and aids to communicate sanitation messages in the school.
	IV-V	<u>Monitoring of Sanitation Activities</u>	- Monitoring of sanitation activities at school level, class-room level and at individual student level.
	VI	<u>Action Plan</u>	- Steps in preparing plan of action for school sanitation programme.
4th	I		- Preparation of plan of action for sanitation activities at each school.
	II		- Presentation and finalization of plan of action.
	III		- Evaluation of the orientation programme and follow-up actions.
	IV		- Closing.

NOTE:-

1. Each session will be of one hour duration.
2. The daily schedule will also include launch/tiffin break of one hour duration and short break of 5-10 min. in between the sessions.
3. Each day session will start with a short review of previous day programme.
4. The schedule for field visit and demonstration is adjustable to local situation.

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