

Guideline on Promotion of Menstruation Health and Hygiene

For Trainers and Supervisors



September 2010



Executive summary:

Menstrual health and hygiene is intended for adolescent girls. Issues associated with menstruation are never discussed before openly and the girls keeping ignorant from this biological, physiological and natural function of their body. Even after happening of menarche they received a few information about physiological processes from peer (classmates); yet still do not know about hygienic practices.

The last decade has seen a widening of the sanitation issue to include the crucial environmental health related areas of wastewater and solid waste management, but their search very little subtext on menstrual health and hygiene or management.

The reproductive health and preventive health also failed to discuss various right-based aspects of the issue or strategic needs of girls.

Overall the absence of Menstrual Health and Hygiene in the policies and hence in investments and action, is striking. These points to a glaring need to illustrate this issue in the policy together with practical work on what adolescent girls require managing their menstrual needs in terms of materials, education and facilities for management and disposal.

The overall objective of this study is to compile a brief overview of initiatives in menstrual health and hygiene as a precursor or guide to action. We know that this review is not exhaustive in its scope and we would like to share information has found from girls through schools.

Although poor sanitation is correlated with absenteeism and drop-out of girls from schools in our country Afghanistan.

Sanitation at schools the issue that ignored menstrual health and hygiene management in latrine special design and construction such as privacy, water and soap availability.

Background:

Presented this document is intended to intimate girls how do deal with their first and subsequent menstrual cycles until menstruations gets stop by entering to menopause. Issues associated with menstruation are never discussed before openly and the girls keeping ignorant from this biological, physiological and natural function of their body. Even after happening of menarche they received little information about physiological processes from peer (classmates); yet still do not know about hygienic practices.

This guideline provides information on how to handle menstruation, take care of hygienic issues, practice of health and hygiene for girls, what are puberty and the physiology of menstruation.

In addition, it is a good teaching source for teachers and facilitators.

The last decade has seen a widening of the sanitation issue to include the crucial environmental health related areas of wastewater and solid waste management, but there is very meagre information about menstrual health and hygiene or management.

The reproductive health and preventive health also failed to discuss various right-based aspects of the issue or strategic needs of girl.

Overall the absence of Menstrual Health and Hygiene in the policies and hence in investments and action, is striking. There is a dire need for such issues to be integrated in the policy together with practical work on what adolescent girls require for managing their menstrual needs in terms of education and facilities for management and disposal.

The overall objective of this booklet is to compile a brief overview of initiatives in menstrual health and hygiene as a precursor to action. We know that this review is not exhaustive in its scope and we look forward to share information that has been availed from school girls through a study.

Although poor sanitation is correlated with absenteeism and drop-out of girls from schools in our country Afghanistan as study showed.

Sanitation at schools is the issue that ignored menstrual health and hygiene management in latrine special design and construction such as privacy, water and soap availability.

Preface

Menstruation Health and Hygiene is an issue that every girl experiences and has to deal with once she enters to adolescence.

Many people recognize the transition of a little girl into a young lady when she has her first period. "Menarche" is a young lady's first menstruation, or the date she has her first menstrual period, and when she begins menstruating.

A young lady's first period or menarche usually begins between the ages of 9 and 14, although sometimes as early as 8 and as late as 17. Her first period is also a sign that puberty has begun. In our country, the lack of appropriate and adequate sanitation facilities prevent girls from attending school, particularly when they are menstruating.

For sure girls' attendance at schools will be increased, if sanitary conditions at schools particularly for girls get improved. Lack of appropriate toilets constitutes underlying reason for drop out of girls from schools.

In addition, there is necessary to change family and community norms and beliefs in this regard, that menstruation is avoidable physiologic phenomenon and how one should treat it once faces with it either in its very beginning happening as menarche or subsequent menstrual courses before menopause.

Girls have a right to know about, so many things which touch them directly or indirectly, now or later. Understanding how to manage hygiene during menstruation is definitely one of the most essential issues for girls.

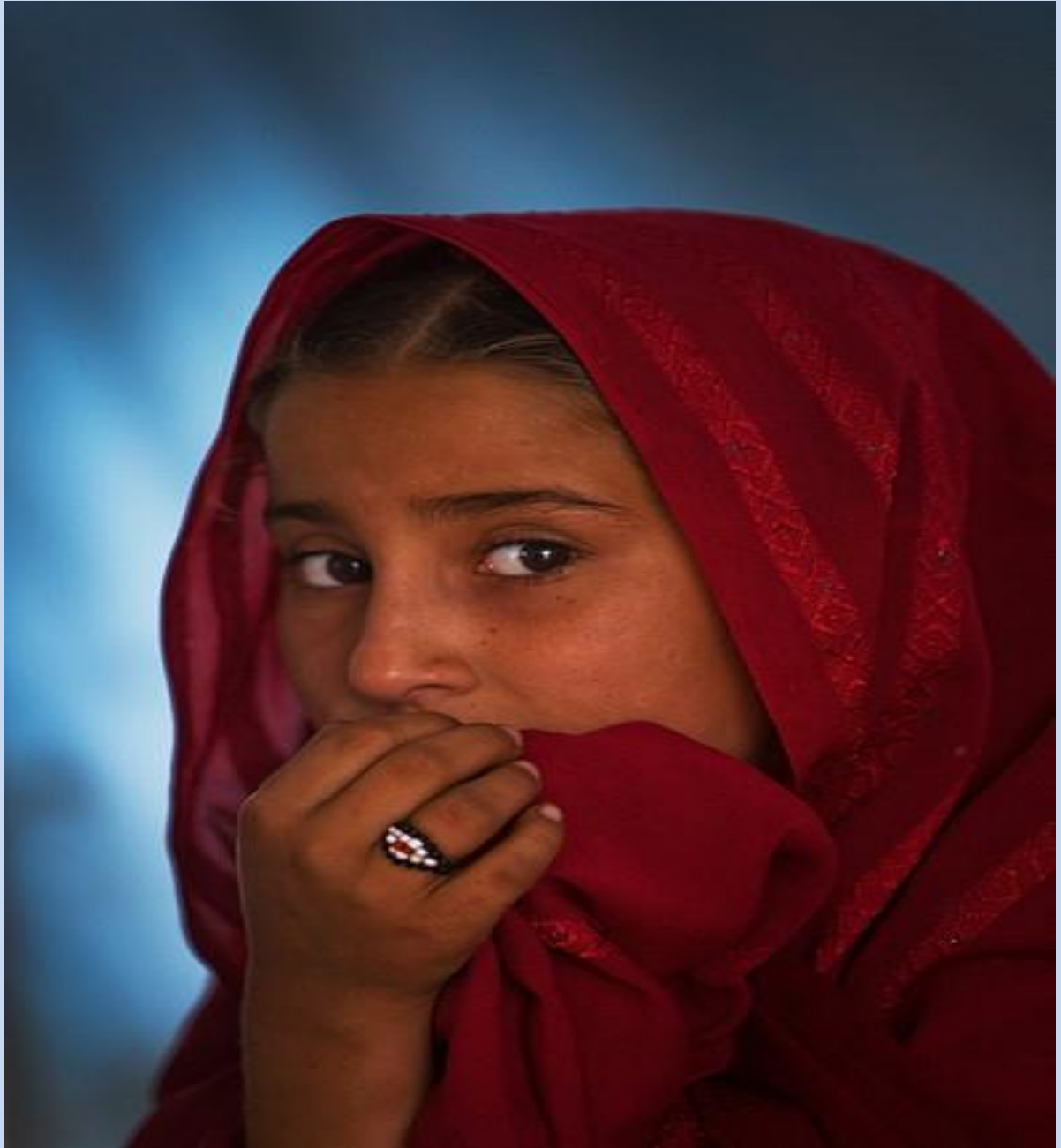
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An adolescent villager girl

Chapter One:

Growing up the normal way

Objective of this section

This section will enable the teachers to help young girls understand their maturing bodies and know the physical and emotional changes during puberty.

Girls begin to menstruate anytime between nine and fourteen years. But some girls will start as early as 8, whilst others may be as late as 17. Menarche (first menstruation) and subsequent menstrual cycles are normal physiological processes that occur once puberty sets in. Girls who are aware of the fact that menstruation is a normal process and how to deal with it; are much better than those who are unaware of it. Preparedness gives girls the power to handle it in a mature way and also feel confident that there would be no embarrassment resulting from these intensely private moments.

Many girls feel that menstruation is a secretive and unclean process so there is need to stay indoors and out of sight. In reality, there is nothing unclean or shameful about the process. If proper hygiene practices are followed along with sufficient protection to absorb the menstrual fluid one can be relaxed and continue with her regular routine activities. Correct and hygienic management of menstrual cycles helps in overcoming any embarrassment. This guideline calls menstruation as normal physiological processes will respond to some of the girls concerns, that they are the same person before and after menarche.

Puberty: Puberty is the time when female body begins to change from a child's body into an adult girl's body. Boys also experience puberty although they're usually a little older when their body begins to change. For girls, puberty usually begins between the ages of 9 and 14, while boys experience their changes between the ages of 10 and 14.

Causes of Puberty:

Hormones are the reason that the physical and emotional changes of puberty begins. For girls, the hormone is responsible for puberty is called estrogen; while production of testosterone another hormone begins puberty in boys. Estrogen is the female hormone, while testosterone is the male hormone. However, the fact is that girls produce a small amount of testosterone and boys produce some estrogen. Another hormone that plays an important role in female reproductive health is progesterone. You may also hear that these hormones are also called *sex hormones*.

Other changes that occur during puberty are given bellow:

- Breast changes
- Body hair
- Body size and shape



Girls study religious book about menses just once in grade 8.

Emotional Changes

Girls and boys may experience sudden changes in feelings during puberty. Feelings can swing backwards and forwards and you may feel like laughing at one moment and crying the next. Sudden mood changes are partly caused by the increasing amount of hormones in the body.

Talking to a friend or someone you trust can help to relieve feelings. Mood changes are only temporary, and will settle down with time.

Body Smell

As boys' and girls' bodies develop during puberty so too do their sweat glands. These glands are to help control the body's temperature and result in more sweat. The best way to reduce the risk of bad smelling due to perspiration is to wash body and change clothes regularly and perhaps use of anti-per spirant deodorant in armpits can prevent or stop bad smelling of perspiration.

Getting spots acne:

Almost everybody has spots at some time during their life, and most young people get spots during puberty. Washing your face more often with antiseptic acne soap and warm water may help, but be careful not to scrub your face as this can irritate the skin. It is especially important to wash face thoroughly if they have been using make-up or sunscreen.

Some people find that eating less fatty foods (such as chips and chocolate) and drinking lots of water can help. However, spots during puberty are usually caused by hormones, and are not something that can control.

It is important to try not to pick at, or squeeze the spots as this can cause them to become infected.

Key messages:

- **Menstruation is a normal and physiological processes**
- **In reality, menstruation is not an unclean or shameful process.**

Lesson plan

Subject: puberty

Facilitator: x

Number of participants: x

Place of teaching: x

Date: x

Time: 90 min,

Objective of lesson: at the end the participants should be able to define puberty, know cause of puberty and what changes occur during puberty

Teaching materials: marker, flip chart, paper of flipchart, multimedia projector, pointer, eraser, screen for multimedia,

Method of teaching	Guide of teaching	Teaching material	Time
Discussion, question & answer	Preface: Greetings & introduction with students Introduction of new subject	Board, marker, chart, pointer	10 min
Story or Role play	Stimulant: To avoid waste of time and other resource & effective use of teaching materials, teaching method & active learning should have a suitable environment.		10 min
Discussion (key word method), question & answer, lecture	Lesson's development: <ul style="list-style-type: none"> • Definition of puberty • Causes of puberty • Changes occur during puberty 	Board, paper, flipchart, multimedia, eraser, screen for projector	15 min
Question & answer, discussion			15 min
Question & answer, discussion			25 min
Question & answer,	Evaluation & feedback		10 min
Lecture, distribution of summary sheet	Summary;	Distribution sheet	5 min

Chapter Two

Deal with Menstruation

Objective of this section

This section will enable the teachers to help young girls understand their need during menstruation and how to deal with it.

Avoid blood getting on clothes during menses:

When a girl has her menses she can use sanitary towels (also known as sanitary pads, sanitary napkins) to soak up the blood. Different girls find different methods work best for them, however most start by using sanitary towels.

Sanitary towels are thin pads made of a soft cotton-like material. They are worn by a girl inside her knickers (panties). Most towels have a sticky strip on them that sticks the pad to the inside of the girl's knickers.

Sanitary towels can be bought in supermarkets and drug stores. They usually come in packets of about 10 or 12. Towels come in different thicknesses so you can use a thicker one when the bleeding is heavier, and thinner ones for lighter bleeding.



The picture conveys the way of putting pad.

In areas where these types of sanitary protection are not commonly used, or if they are too expensive to afford, many girls will use old strips of cloth or toweling to soak up the blood.

Frequency for changing of sanitary towels:

A sanitary towel should be changed every few hours during the day particularly in summer time. Even if menstrual discharge is not massive. It is fine to use a sanitary towel overnight without changing it.

Used sanitary towels should be wrapped up and put in a bin.

Pain during menses:

Some girls feel uncomfortable or have cramp-like pains when they have menses. These pains are often not very severe and do not last very long. However some girls experience quite intense pains which debar them from execution of their routine activities. If a girl finds it difficult to deal with menses pains, she should talk to an adult as there are number of solutions that could be adopted to help. If the pains are very severe, it might be necessary to consult a doctor.

There are lots of ways that girls deal with menses pains. Taking a warm bath or holding a hot water bottle to her stomach can be comforting. Painkillers can also be used if the cramps are tense. Many girls find that light exercise, such as going for a brisk walk helps to ease the pain.

Unavailability of Sanitary towel when faced menses:

Having a period start unexpectedly is something that lots of girls worry about happening. But there is no need to concern. Often the blood flow at the beginning of your menses is light, giving you time to get home or to a shop.

If you're not able to do this, don't be embarrassed about asking someone you feel comfortable with for help. Remember that many girls will have experienced the same problem and will be happy to help.

You can also use something soft like tissues, or rolled-up toilet paper to soak up the blood until you can get a sanitary towel.



A consultant discuss about menses with one of the girls from school

Menses at the school time:

If you are at school you should ask a friend or a teacher or other adult if they can help. Some girls like to carry a sanitary pad in their bag so that they are prepared for when their menses starts. But it quite often happens that a girl's menses starts unexpectedly, so many schools have spare sanitary towels in the office that they can give you.

Menses doesn't start when expects

The interval between menses is usually about 28 days (around one month). However, when a girl first starts having menses they may not be "regular", she might skip a month or have two menses very close together. After time (sometimes up to two years) most girls settle into a regular cycle and can predict when their menses will start each month.

If they do not get their menses for several months, speaking to a doctor could help to identify what is causing the problem.

Key messages:

- Used sanitary towels should be wrapped up and put in a bin.
- Taking a warm bath or holding a hot water bottle to her stomach can comfort the pain.
- If you are at school you should ask a friend or a teacher or other adult if they can help.

Lesson plan

Subject: Deal with menstruation

Facilitator: x

Number of participants: x

Place of teaching: x

Date: x

Time: XX min,

objective of lesson:

at the end the participants should be able to:

- know how to deal with menstruation
- know frequency of changing pad
- what other issues during menses to deal

Teaching materials: board, marker, flip chart, paper of flipchart, multimedia projector, pointer, eraser, screen for multimedia,

Method of teaching	Guide of teaching	Teaching material	Time
Discussion, question & answer	<p>Preface:</p> <p>Greetings with students</p> <p>Eveluation of students</p> <p>Conecction of previous lesson to new lesson</p> <p>Objective of new subject</p>	Board, marker, chart, pointer	10 min
Story or Role play	<p>Stimulant:</p> <p>To avoided waste of time and other resource & effective use of teaching materials, teaching method & active learning should have a suitable environment.</p>		10 min
<p>Discussion (key word method), question & answer, lecture</p> <p>Question & answer, discussion</p> <p>Question & answer, discussion</p>	<p>Lesson's development:</p> <ul style="list-style-type: none"> • Definition of deal with menstruation • Frequency of changing pad • What other issues to deal during menses. 	Board, paper, flipchart, multimedia, eraser, screen for projector	<p>10 min</p> <p>20 min</p> <p>25 min</p>
Question & answer,	Evaluation & feedback		10 min
Lecture, distribution of summary sheet	Summary;	Distribution sheet	5 min

Chapter Three:

Management of Menstruation:

Objective of this section

This section will enable the teachers to help girls understand how to manage menstruation and understand the correct practices during menses.

Girls can take bath or shower during menses:

Many girls feel uncomfortable and unclean during their menstrual cycle and may wish to bath more often. There are no rights and wrongs for washing and bathing. Each individual will adopt practices that are acceptable to them. It is fine to gently clean around the external private part and dry

Menstruation is a very normal part of every girl's life. During their menses, they can do everything they normally do, including;

- Daily baths or showers
- Exercising and playing sports
- Daily routine work

In fact, they will feel better by continuing their normal routine work. Also warm baths help them with any pain they may have.



Girls doing volleyball and some of them in their menses.

Sanitary napkins and how do they work

Sanitary napkins come in different shapes, styles, absorbencies, deodorant, non-deodorant, as well as thin pant liners for light days and pads, for heavy days of menstrual bleeding. All sanitary napkins, pads and pant liners are made with removable strips of paper that reveal adhesive tape that is made to stick to their panties. Other pads and pant liners have wrap-around "wings" that wrap under their panties to keep it from moving or "bunching."

Time for changing Napkin

Pads (or other alternative menstrual form of feminine hygiene product) should be changed often enough so that there is no unpleasant smell. And the clothes do not get stained. Changing pads and napkins often can help prevent infections.

Cleanliness:

It is essential to maintain strict hand-washing with soap practices before and after changing sanitary products. Any bacteria on the hands and fingers prior to fitting a sanitary product can be transferred to the private part and cause infection. Likewise, any bacteria on the fingers following the changing of a product can be transferred to other items.



Pictures convey the practice of hand washing with soap at school and at home.

Using of fresheners during the menses:

During the menstrual cycle, the use of fresheners is unnecessary. Perfumes and deodorants should not be directly applied to the genital area.

Many girls take the issue of genital hygiene very seriously even to the extreme of becoming repeatedly in cleanliness. Over cleaning of the private part can be harmful. Washing should be performed using a singular front to back motion to avoid bacteria around the anus from coming into contact with the private part. Make sure that you are very gentle and use only light pressure when cleaning your private part due to the sensitivity

The anus should be the last part to be cleaned, so the bath water or flannel does not become contaminated with bacteria that would be spread to other parts of the body.

The use of tights and cotton underwear with good coverage is recommended. It can help reduce the transfer of bacteria from the anal region to the front private part.

Key Messages:

- Wash your hands with soap and clean water before and after changing the sanitary pad.
- Changing pads and napkins often can help prevent infections.
- There are no rights and wrongs for washing and bathing. Each individual will adopt practices that are acceptable to them. It is fine to gently clean around the external private part and dry
- Never use talcum powder on or near of the private part

Lesson plan

Subject: Management of menstruation

Facilitator: x

Number of participants: x

Place of teaching: x

Date: x

Time: 90 min,

objective of lesson:

at the end the participants should be able to:

- know what management of menses is
- know misconception about menses
- know cleanliness during menses

Teaching materials: board, marker, flip chart, paper of flipchart, multimedia projector, pointer, eraser, screen for multimedia,

Method of teaching	Guide of teaching	Teaching material	Time
Discussion, question & answer	Preface: Greetings with students Evaluation with students Connection of previous subject with new subject Introduction of new subject	Board, marker, chart, pointer	10 min
Story or Role play	Stimulant: To avoided waste of time and other resource & effective use of teaching materials, teaching method & active learning should have a suitable environment.		10 min
Discussion (key word method), question & answer, lecture	Lesson's development: <ul style="list-style-type: none"> • What is management of menstruation • Misconception about menses • Cleanliness during menses 	Board, paper, flipchart, multimedia, eraser, screen for projector	15 min
Question & answer, discussion			15 min
Question & answer, discussion			25 min
Question & answer,	Evaluation & feedback		10 min
Lecture, distribution of summary sheet	Summary;	Distribution sheet	5 min

Chapter 4:

Disposal of napkins

Objective of this section

This section will enable the teachers to help girls understand correctly use and disposal of napkins that should not be harm for them and others.

It is essential to know of disposal mechanisms with usage in order to ensure sustainable management. Whether it is a cloth napkin or a sterile napkin, efforts must be taken that they are properly disposed.

At home, one can dig a hole at the backyard and dump the sanitary pad/cloth/napkin for drying and then burn it. Leaving it within the sand will delay decomposition and animals may drag it outside.

The common disposal of single napkins is to wash the napkin and then wrap it in a newspaper/waste paper. Drop it into bins provided in the toilets. It is advisable for all toilets used by girls to have such bins and some wrapping paper to ensure proper disposal mechanisms.

Flushing it in toilets should not be done as they clog the drains.

In schools especially, disposal of sanitary cloth and sanitary napkins in girls' toilets is a big problem.

It affects the proper functioning of the toilets when disposed in the toilet. It leads to serious health problems if thrown out in garbage dumps or in the open.

It is important advice that the used napkins should be safely disposed of; and cost effective and simple technology should be developed for schools.



Girls are eager for education.

Disposal of napkins at household level

Napkins should not be thrown into the toilets particularly the water closet.

- Keep a dustbin in the corner of the toilet.
- Wash the soiled napkins and squeeze dry.
- Keep old newspapers/waste paper ready to wrap the washed napkin. Drop it in the bin.
- Dispose the contents of the bin after completion of the menses or daily.
- Disposing it within your backyard itself either by sanitary pit or incineration.
- It can be given away as waste to garbage collectors in areas where they come to collect garbage.
- In case of using cloths wash them gently and dry it in backyard expose to sun.

Disposal in schools

Disposal of the napkin is a serious problem in schools for girls.

There should be a low cost technology of incinerators for proper disposal of sanitary wastes in school toilets. This design is simple, safe and cost effective. The incinerator burns/incinerates wastes like soiled cloth, cotton waste, sanitary napkins, paper towels etc. The waste gets

converted into ash and other non-hazardous residues. The incinerator is user friendly and manually operated.

The cost of this technology is not very high. The incinerator comprises of two chambers, an emission control system along with a door for firing and removal of ash. The soiled napkin drops on the top of Incinerator hole upper chamber. This dropped napkin and other waste are fired on weekly basis through the door/firing inlet in the lower chamber. Vent is provided for the disposal of gaseous substances while firing the sanitary wastes. This simple addition to the toilets will appreciate by girls and teachers. The use of incinerator has removed the inhibitions among girls on attending schools during menstruation. There are also no blockages of toilets due to sanitary waste disposal into the toilets. With such low investment required for incinerators, schools can install such technology in toilets for better disposal of sanitary waste to check health hazards and subsequently ensure clean toilets and healthy learning environment for children especially girls.

In the house also, an old drum can be converted into a similar incinerator with a smoke vent and periodically it can be incinerated.



The other method of sanitary napkin disposal is creating a sanitary pit. If you have a large backyard, then this is possible. Dig a pit in the backyard, 180 liters drum Lid removed and placed in this position perforated fire-bed Cutaways provide air inlets and fire-bed support keep dropping the newspaper wrapped used napkins in the pit. Cover the pit to stop animals from pulling it outside. Keep dropping ash after use. Once the pit is filled up, close the pit completely and use another pit.

Also school should have a separated room contains of toilet, sink, soap, and dustbin for washing hands with soap and changing napkins during menses. By this, girls will find privacy and feel confidentiality. And school will have regular attendance of girls.

Disposal of reusable napkins:

Even reusable napkins cannot be used indefinitely. These napkins/cloth pads also need to be thrown away. While reusing always ensure that the pad is clean and sun dried before use. These cloth pads also can be incinerated or disposed in a sanitary pit. It is important to remember whatever the napkin we use; we should not pollute our environment. It is also to be remembered that the garbage such napkins generate, also leads to all problems associated with solid waste management.

Having all these facilities is not difficult, but the important is maintenance of them to keep it for long. For this school should train staff.

Key Messages:

- **Used napkins should be safely disposed of; and cost effective and simple technology should be developed for schools.**
- **Wash with soap and clean water the reused cloths and dry it in backyard expose to sun.**

Lesson plan

Subject: Disposal of napkins

Facilitator: x

Number of participants: x

Place of teaching: x

Date: x

Time: 90 min,

objective of lesson:

at the end the participants should be able to:

- what disposal of napkin is?
- how to dispose pad at house level
- how to dispose napkin in school
- how to dispose reusable napkins

Teaching materials: board, marker, flip chart, paper of flipchart, multimedia projector, pointer, eraser, screen for multimedia,

Method of teaching	Guide of teaching	Teaching material	Time
Discussion, question & answer	Preface: Greetings with students Evaluation with students Connection of previous subject with new subject Introduction of new subject	Board, marker, chart, pointer	10 min
Story or Role play	Stimulant: To avoided waste of time and other resources. And effective use of teaching materials, teaching method & active learning should have a suitable environment.		10 min
Discussion (key word method), question & answer, lecture	Lesson's development: <ul style="list-style-type: none"> • disposal of napkins • disposal of napkins at household level • disposal of napkins in school • disposal of reusable napkins 	Board, paper, flipchart, multimedia, eraser, screen for projector	15 min
Question & answer, discussion			15 min
Question & answer, discussion			15 min
Question & answer, discussion			10 min
Question & answer,	Evaluation & feedback		10 min
Lecture, distribution of summary sheet	Summary;	Distribution sheet	5 min

Regular operation and maintenance system:

By providing quality water systems and latrines, wash room, hand washing facility and incinerator for the operation and maintenance will be kept affordable but requires careful planning and execution of plans with proper supervision and monitoring of projects

Solid waste and used napkin should be placed in the incinerator or places and disposed in a safe place. Girls should be trained not to throw garbage and used napkin in the toilet. It will damage the system and environment. The collected solid waste should be disposed in safe manner such as compost, incinerator or linked to general garbage collection system of the school area.

This intervention should go in hand with the earlier steps. NGOs or trained personal should be involved in the process of orientation of SMCs, PTAs and child clubs and girls students. The school committees should encourage contribution of the community for improvement and maintaining of the facilities.

These steps are very important for the success of the programme.

Monitoring and evaluation within school

- This is a very important aspect for the sustainability of the programme. This involves schoolchildren, girls, teachers, school director or head master, parents, SMC, PTA and other education officials.
- Within school, teachers should monitor proper use of toilets, water systems, use of incinerator also the hygiene practices of school children.
- Children should monitor hygiene practices among the children and take corrective measures. Similarly cleanliness' within classrooms and school compound should be monitored by schoolchildren along with teachers. Teachers should monitor children and girls personal hygiene and guide as well as educate them to follow better hygiene during menses.
- Teachers and schoolchildren also monitor the hygiene practices of their family members and educate them for proper hand washing with water and soap, use of sanitary toilets, use of safe water, safe disposal of infant excreta, used napkin and other personal hygiene practices.

Key Messages:

Children should monitor hygiene practices among children and take corrective measures Teachers and schoolchildren also monitor the hygiene practices of their family members Within school, teachers should monitor proper use of toilets

Monitoring Check list for girls' school's Menstrual Health and Hygiene

This is a tool useful for collection of data of each school by survey and establishes a baseline of all schools in Afghanistan.

Province:			
District:			
Village:			
School name:			
Reporting period:			
School infrastructure: 1. Formal building			
Number of students registered in the school?		Girls	Boys
Number of teachers in the school.		Female	Male
MHH- Facilities			
Water Supply			
1	Type of water point: a. Piped water, b. Drilled well, c. Protected dug well with hand-pump, d. Protected spring, e. Unprotected well, f. Unprotected spring/pond, g. River/canal/stream, h. Other (specify)		
2	Is the water point working well/ functional?	Yes	No
3	Is there water available all the time at the designed latrine?	Yes	No
4	Is the sink water point working properly?	Yes	No
5	Is the sink drainage operating well?	Yes	No
6	Are the designed latrines clean and used by the girls?	Yes	No
7	Are the vent pipes in place?	Yes	No
8	Is there any operation and maintenance mechanism for the designed latrine?	Yes	No
Sanitation			
1	Type of latrine: a. Flash to sewerage, b. Flash to septic tank, c. Improved pit/vault latrine, d. Eco sanitation latrine, e. Traditional pit/vault latrine, f. Open defecation.		
2	Is there any operation and maintenance mechanism for the designed latrines?	Yes	No
3	Are the latrines clean and used by the students?	Yes	No
4	Is there smell inside the latrine?	Yes	No

5	Are all the doors in place?	Yes	No
6	Are the vault cover slabs in place?	Yes	No
7	Are the surroundings of the latrine clean?	Yes	No
8	Do girls oriented about the usage of designed latrine?	Yes	No
Soap			
1	Is there soap available all the time?	Yes	No
2	Is pot with its cover available for putting soap?	Yes	No
3	Are the students using soap for hand washing properly?	Yes	No
4	Who provides the soap?		
5	Do girls aware of washing hand with soap before and after changing napkins?	Yes	No
Hygiene (menstrual)			
1	Have any staff members been trained on menstrual health and hygiene education/promotion?	Yes	No
2	How many times a week teachers conduct menstrual health and hygiene sessions?		
3	Are menstrual health and hygiene education IEC materials available in the school? (for girls schools)	Yes	No
4	Are MHH education materials available in the latrines of school? (if girls and boys at the same school the posters should be inside of the wash room that it is for girls)	Yes	No
5	Are the IEC material posted in visible area?	Yes	No
6	Are all the teachers oriented on MHH education by fellow teachers who got trained?	Yes	No
7	Is there any MHH IEC material available in school?	Yes	No
8	Is the sink available inside the toilet?	Yes	No
Napkin			
1	Are napkins available in the school office for emergency need of the girls?	Yes	No
2	Do the girls aware of presence of napkins in school office for their emergency need?	Yes	No
3	Do the girls oriented about the usage of napkins?	Yes	No
4	Do the girls aware about proper disposal of napkins?	Yes	No
Operation and Maintenance			
1	Is there dustbin available for disposal of napkins in the toilet?	Yes	No
2	Do the girls aware of method of disposal of napkins in the dustbin of designed latrine?	Yes	No
3	Does the dustbin empty regularly in the incinerator for	Yes	No

	burning?		
4	Is there any trained cleaner for cleaning or emptying of dustbin to the incinerator?	Yes	No
1	Is there any cleaner for MHH facilities?	Yes	No
2	Who is responsible for cleaning and maintaining MHH facilities?		
3	Does community pay for the maintenance of MHH facilities?	Yes	No
4	Does community pay for the minor repair of MHH facilities?	Yes	No
School Committee			
1	Are there students' club in school? If yes, What are the main activities in the club engaged?	Yes	No
2	Does the school have a functional PTA and school shore? If yes, Please find out how many times the members met and note the activities supported by PTA and school shore?		
3	Is there school management committee (SMC) in place? If yes, what are the main activities the SMC is engaged?		
4	Is MHH promoted properly in girls schools?	Yes	No
5	Is napkin and solid waste disposal system in place and functioning?	Yes	No
Incinerator			
1	Is there any incinerator in school?	Yes	No
2	Is incinerator located in suitable area?	Yes	No
3	Does incinerator operate properly?	Yes	No
4	Does incinerator check by cleaner?	Yes	No
5	Is care taker trained for operation of incinerator?	Yes	No

Activities:

- Weekly Meetings
- Drama , Quiz, Songs
- Competitions on hygiene and sanitation
- Other fund raising activities
- Enlightenment campaign
- Organizing health talks
- Visits to health institution

Reference:

