

# Oak Field School Pool Policy 2018

## For the use of Oak Field pupils and staff only

Everyone involved with the provision of hydrotherapy/swimming in the pool at Oak Field should be aware of the following guidelines and procedures to ensure the safe and effective use of pool facilities at all times.

Overall responsibility for the pool:	Amber
OCS named lead:	Wayne O'Kane (Facilities Manager)
Oak Field Headteacher:	David Stewart
Oak Field Lead Physio (pool):	Liz Ringrose
Oak Field Pool Manager:	Callum Marriott
OF Health & Safety Officer	Tina Richardson
Manual Handling Advisor	Wendy Bowes
Behaviour Management Coordinator	Laura Wyatt
Pool Support Staff	Vicky Polak

Within school, the Headteacher, David Stewart, has responsibility for ensuring that all Oak Field staff are appropriately trained and that all roles and responsibilities are clearly defined.

1. A designated named therapist/teacher/swimming teacher (the *session lead*) must have overall responsibility for the pool during a pool session.
2. All students must have written permission from their parents/carers before commencing hydrotherapy/swimming sessions; before commencing hydrotherapy, they must have a health referral.
3. All Oak Field pupils should have access to hydrotherapy/swimming certificates e.g. Rockhopper awards
4. All Oak Field pupils accessing hydrotherapy sessions should be assessed by a Senior Paediatric Physiotherapist. Clear objectives should be set for each pupil, which are reviewed and recorded regularly by the Physiotherapy Team.

At present the reference documents available are;

- Hydrotherapy standards for good practice (published by Hydrotherapy Association of Chartered Physiotherapists)

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## The following areas should be considered before using the pool:

- a. The pupil's health/medical suitability for hydrotherapy/swimming.
- b. Moving and Handling issues - all pupils should be risk assessed by the Moving and Handling Co-ordinator, and appropriate written programmes made available to all staff working with them.
- c. All appropriate equipment must be in place within the pool area.
- d. The pupil's confidence and behaviour must be taken into account and, if appropriate, a behaviour management plan should be written by the class teacher, in consultation with the Behaviour Management Co-Ordinator, as appropriate.
- e. The session lead should have full knowledge and understanding of the pool use, safety procedures and all evacuation procedures.
- f. Before commencement of each session, the session lead and Head of Department should ensure that there is an appropriate staffing level. The staffing levels will depend on the ability and safety requirements of the pupils in the session. However, the lead therapist, and where possible the teacher in a teacher-led session, should not be required directly to attend a pupil, and there should always be in addition a pool side spotter. This allows the session to have a spare dry adult and a spare wet adult at all times in an emergency.
- g. The session lead will be responsible for the health and safety of everyone in their session.
- h. All staff involved in the hydrotherapy/swimming session will be aware of the social psychological and cultural implications of all pupils and staff involved in the pool session.
- i. All staff should attend relevant pool training pertinent to working within the pool area or pool itself and all staff should read the pool policy.  
Training should include;
  - Indications for inclusion in hydrotherapy/swimming sessions
  - Moving and Handling
  - Emergency /Fire evacuation procedures
  - Health and Safety
  - Basic aspects of pool management
- j. There is an accident plan and recording documentation in place, and the session lead is responsible for recording any accident or near miss. The accident and near miss forms are located in the Oak Field admin office and **must** be completed **on the day of the incident**.
- k. The maintenance of the school pool will comply with national standards and will be co-ordinated by the named Facilities Manager, Wayne O'Kane.
- l. Staff should not be in the pool for more than 2 hours without a break. Drinks should be available at all times.

Staff needing clarification or more details re. The pool policy should see the Headteacher, Pool Manager or the Team Leader of the Physiotherapy service on site.

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## **Guidelines for inclusion of pupils to Hydrotherapy group sessions**

(Ref: CSP Hydrotherapy Standards for Good Practice [www.csp.org.uk](http://www.csp.org.uk) /Nottingham Community Health Special School Teams HHT5 09/Care pathways/Criteria/Hydrotherapy)

### **STATEMENT;**

- All Oak Field pupils accessing hydrotherapy sessions will be assessed and allocated to appropriate groups by a qualified physiotherapist.
- All Oak Field pupils who require 1:1 staffing in the water will be allocated a staff member. A suitably qualified therapist will conduct the session, and a minimum of 1 spotter will remain on the side of the pool throughout the session.
- Where appropriate, the session lead may use a health screening form to inform individual pupil allocation to / inclusion in a session

### **Priority allocation guideline.**

- Post surgery if appropriate.
- Pupils with complex postural care needs unless medically unsuitable.
- Pupils with limited mobility where hydrotherapy offers a supportive environment for rehabilitation or intervention.
- Where a block of short-term hydrotherapy would facilitate a therapeutic goal.

### **Care factors:**

Clinicians must consider factors which may lead to the exclusion of an individual accessing hydro

Poor respiratory competence e.g. Excessive secretion retention  
Unstable or low PaO<sub>2</sub> (Sats)

1. Medically unstable e.g. Asthma episode, Seizure, Diabetes
2. Allergies e.g. proven chlorine allergy, Eczema
3. Unstable temperature control
4. Where moving and handling equipment and changing facilities are not suitable for safe access.
5. Infections - fungal, bacterial or viral.
6. High temperature for whatever reason.
7. Challenging behaviour where safety of staff or pupils is compromised.
8. Invasive tubes which cannot be adequately covered.
9. Persistent faecal incontinence where appropriate prevention or adequate containment is not possible.

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## Minimum standards to be recognised for all sessions

(Ref: Safety in Hydrotherapy Pools Operational Guidance and Generic Risk Assessments, published by Nottingham County Council)

Staffing (Ratios, supervision, leaders, qualifications, training)

Handling

Emergency procedures

Water treatment

Security

### **Hazards**

#### **Environment**

- Water
- Humidity
- Wet surfaces
- Water contamination
- Temperature
- Chemicals
- Environment

#### **People**

- Pupils (Health/medical needs, behaviour, physical condition)
- Staff
- Work load/time constraints
- Equipment
- Evacuation
- Emergencies
- Hygiene
- Staff
- Moving and Handling
- Clothing /jewellery/make up/lotions etc.

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## Pool Management

### **Access**

- Entrance to the pool should be securely locked at all times when not in use. Keys should be kept in an appropriate place.
- There must be adequate signage for exits to ensure safety in an emergency evacuation.

### **Flooring**

- All flooring should be slip resistant
- The pool area should be cleaned on a regular basis with appropriate cleaning materials.
- All users should wear protective footwear over outdoor shoes.
- Adequate facilities should be in place to ensure wheelchair wheels can be cleaned
- All steps to the pool should be adequately lit

### **Equipment**

- There should be storage for equipment.
- All equipment should be serviced and maintained on a regular basis according to statutory requirements.
- All flotation aids should be checked for damage and cleanliness prior to use.
- All staff should be trained as appropriate to their role within the pool area and session.
- The pool cover should be risk assessed on an individual site basis.
- Pool beds and chairs to be cleaned daily (see Pool Attendant job description for details)
- Slings to be laundered weekly at the end of an afternoon session

### **Dangerous substances**

- Chemicals and water treatments must be stored in accordance with the manufacturer's and supplier's guidelines.
- Personal protective clothing should be worn when handling chemicals
- Adequate disposal for incontinence wear must be provided.

### **Electrical/Lighting**

- Electric or lighting faults must be reported immediately.
- Appropriate lighting needs to be inset.
- All electrical standards should be met (BS:7671 The requirements for electrical installations and electrical at work regulations)
- The alarm system should be checked regularly
- Residual Current Devices should be in place.

### **Signage**

Ensure signage for;

- Emergency exits
- Safety precautions as appropriate
- Pool depth as appropriate
- Alarm
- Storage as appropriate
- Clock on wall in full view of pool area to time sessions and in the event of a pool user having a seizure or episode in the pool.

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## Environmental conditions

<b>Reading</b>	<b>Ideal state</b>	<b>Acceptable rate</b>	<b>Extra precautions</b>
<b>Temperature</b>	35 deg C	33 – 36 deg C	If cold active pupils only If hot shorten time in water and observe for over heating
<b>pH</b>	7.4	7.2 – 7.8	
<b>Free chlorine</b>	0.5 ppm	0.5 – 2.0 ppm	Avoid contact with eyes and shower after pool session
<b>Humidity</b>	60% max		
<b>External temp</b>	28 – 30 deg C		

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## Pool Users

- Every precaution should be taken to reduce the risk of water contamination.
- Swim pants **must be worn at all times** by all pupils at risk of incontinence during a pool session. **No pupil can enter the pool without swim pants or a swim nappy. If the pool is contaminated then it will shut down for at least 24 hours and may cost a considerable amount of money.**
- All swimpants and towels which are the property of Oak Field School must be placed in the laundry trolleys in the pool changing rooms at the end of each session, NOT taken back to classrooms
- Where possible, all pupils should be encouraged to go to the toilet before a pool session (it is not true that children do not go in the pool!)
- Before attending a hydrotherapy pool session, all pupils should have been given the opportunity for health screening carried out by a relevant professional which is documented
- Pupils with epilepsy who attend a pool session should be in a good state of health in which their epilepsy is well controlled.
- All emergency medication which might be needed by the pupils should be brought to the pool session.
- Hearing aids and contact lenses should be removed before entering the pool.
- Verrucae, open sores. wounds etc must be assessed by a health professional before the start of the session, and if it is still deemed appropriate for the pupil to attend that pool session, these should be covered with Op-site (or similar waterproof adhesive dressing) before entering the pool.
- Pupils with gastrostomy, venflon or Hickman lines should have them spigotted, taped down and covered with Op-site (or similar waterproof adhesive dressing) before entering the pool. **All pupils must provide their own dressings** (parents/carers can ask their G.P. to prescribe these).
- Pupils with vulnerable skin on their feet should wear socks.

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## Staff Awareness

- Unexpected immersion
- Wet slippery floors
- Equipment in pool area
- Hot pipes and hot water in shower areas.
- No outdoor shoes are to be worn in the pool area - blue overshoes need to be worn.
- No wheelchairs or class chairs at the pool side (except during emergency evacuation)
- No jewellery (apart from wedding bands) should be worn by staff or pupils in the pool.
- Everyone entering the pool needs to shower beforehand
- No pupil must approach the poolside without an adult.
- Pupils must wear flotation aids where appropriate
- All staff need to be aware of the position of alarms and emergency exits in the pool areas
- All entry and exit from the pool must be via the steps or hoists as appropriate.
- The poolside area must be kept clear at all times
- If a pupil starts to vomit or soil in the pool, s/he should be removed from the pool as soon as possible to limit contamination. The pool manager should be informed.
- All clinical waste to be placed in the yellow bags provided.
- The pool door must be kept shut and locked at all times when no member of staff is in the pool area. Any member of staff in the pool area when the door is unlocked must be vigilant and monitor anyone entering the pool area.
- **Strictly no unauthorised entry to the pool control room**



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## Pool Emergency Procedure

- The therapist/teacher in charge of the session is responsible for the initiation of the emergency procedure
- The emergency alarm must only be activated in an emergency.
- The spotter will activate the pool alarm if necessary
- All sessions will have an emergency evacuation plan (see example)
- If the emergency is a medical emergency, the health staff will initiate the appropriate procedure if in attendance.
- All staff should have attended basic first aid training and will therefore be expected to assist.
- Where no health personnel are present the staff will initiate emergency first aid.
- Suction and emergency trolley should be available in the pool area.
- If necessary a poolside assistant may be requested to call for assistance. A phone should therefore be readily available and s/he should be aware of the nearest phone location. S/he should also inform the school office.
- If an ambulance is called, an assistant will need to meet the ambulance and direct them to the pool area and casualty.
- It is the responsibility of the pool session lead to ensure the safe removal of the casualty from the pool, and of all staff members to ensure the safety of all the pupils within the pool area
- A member of the senior leadership team must take responsibility to inform parents/ carers and class teacher of the incident.
- The session lead will fill out the school incident form with the member of the senior leadership team.

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## Fire Procedure

- All sessions will have a written evacuation plan.
- All session leads will run a mock evacuation procedure every term
- The session lead will be responsible for initiating the evacuation from the pool area.
- The session lead will be the last person to leave the area after checking all areas of the pool, including the changing areas and toilets.
- During a Fire drill or Emergency evacuation **practice** the pupils are to leave the water but remain inside the pool area by the double Fire Exit doors on pool beds or in chairs
- During a real emergency all pupils and staff must evacuate the building via the Fire Exit doors and report to the meeting point in the school car park area.

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## Oak Field School Hydrotherapy/swimming session evacuation template.

NB The first pupils to be evacuated from the pool in an emergency will be the most independent as these pupils will be the quickest to leave.

**Class group:**

**Session lead:**

PUPIL NAME	METHOD OF EXIT	COMMENTS
E.g. A. N Other	Poolside static hoist with chair	Pupil transferred to wheelchair (as appropriate in an emergency; this may be a 2 man lift); the wheelchair has a towel placed in it to protect from water and to wrap around pupil. The pupil leaves the pool area with staff member via the pool exit <span style="color: red;">NB The first staff member to leave the pool area will be the spotter The staff member who was in the pool with the first pupil to leave becomes the spare staff member.</span>
B Bold	Pool tracking hoist	Pupil leaves pool area on white pool changing bed, with towel to protect against cold.

Reviewed by

Review date

Signed

# Oak Field School Pool Policy 2018

## Hydrotherapy/ Swimming

### Evacuation Procedure for Groups

NB The first pupils to be evacuated from the pool in an emergency will be the most independent as these pupils will be the quickest to leave.

Class group:

Session lead:

PUPIL NAME	METHOD OF EXIT	COMMENTS

Reviewed by

Review date

Sept 2018

Signed

# Oak Field School Pool Policy 2018

## The role of the session leader

- The session leader has the overall responsibility for the pool session.
- S/he must be a qualified physiotherapist, teacher or swimming instructor.
- The session lead or pool support staff take the final decision as to whether a pool session can go ahead and will have knowledge of all risks.
- In consultation with the pool manager, the session lead will be aware of:
  - Water quality
  - Water temperature
  - Staffing levels
  - The named spotter
  - Pool environment
  - Emergency exits
  - Alarms
  - Equipment
  - Moving and handling procedures
  - Hygiene
  - Incident procedure

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## Role of the Spotter

- A minimum of 1 spotter per session is required.
- The spotter should ensure that the Emergency Box (by the Fire Exit) has enough dry towels for each pupil/staff member, whistle, Inco pads, space blankets and rain ponchos
- The spotter must have accessed relevant training annually which should include first aid and resuscitation training.
- The spotter is required to observe the pool session from the side of the pool.
- S/he must be aware of any situation that might compromise the session or place any person at risk during the session
- The spotter's duty begins as soon as the first pool user enters the water and s/he should remain poolside until the last pool user has left the water.
- The spotter must draw the attention of the pool lead to any issues or concerns that s/he has.
- The spotter should be free to move around the poolside as appropriate to view the whole session and remain alert throughout the session.
- If an emergency occurs, the spotter needs to be vigilant and to alert the session lead if they are not aware of the situation S/he should follow instructions from the pool session lead. The spotter will hold the evacuation plan for the session.
- The spotter will organise the equipment on poolside to support an emergency e.g. towel placement, emergency medication that the pupils may need to carry with them, wheelchair position etc.
- The spotter must have an up to date information folder containing all relevant information for each session. This should include:
  - Health screening forms as appropriate
  - An evacuation plan for each session
  - List of all flotation aids used by each pupil in that session