

Rocky Hill High School Physical Education Pool Safety and Procedures

Orientation to Pool

The beginning of each pool unit will consist of an orientation including the following information:

- Teacher will connect swimming to physical education requirements and personal lifestyle for enjoyment and safety.
- Teacher will review Rocky Hill High School's rules and regulations, which are posted in the pool area. This will include all safety equipment and emergency procedures.
- Teacher will explain the swimming test each student will have to pass in order to swim in certain areas of the pool. Students will also be made aware of opportunities to raise grades in physical education with a written safety test.
- Each student and a parent/guardian will read and sign a contract stating that they understand Rocky Hill Public Schools' pool policies before the student enters the pool.
- In order for students to have a clear understanding of the orientation and procedures, students who miss the orientation must read and sign an orientation form.

Excuses

- Students' excuses for not swimming should be kept to a minimum and are limited to medical or religious reasons. Excused students will be given an alternative assignment.

Locker Room

- Students will enter their respective locker rooms through the hall door, doors will remain locked.
- The teacher will enter the pool through the main door and let the students out of locker room once the pool is ready.
- No glass containers of any kind are allowed in the locker room (or pool area).
- At the end of class, all students will enter the locker room AFTER attendance has been taken again.
- Teacher will check the locker rooms after each class to make certain that they are left in good condition.

Pool Safety

Facility

- The pool will be locked when not in use.
- A rope will be used to separate the pool into shallow and deep ends.
- No students will be allowed in the storage area at any time.
- No glass of any kind is allowed in the pool area.

Teacher

- Teacher will not allow students on pool deck unless teacher and an additional lifeguard are present and students have been given permission.
- Teacher will take attendance once students have changed and entered the pool area.
- A teacher will only enter the water if the student/instructor ratio is less than 10:1.
- Teacher will take attendance after class, before all students enter the locker area.
- Each teacher, as a certified lifeguard, will have training/professional development, specific to lifeguarding skills.
- Teacher is responsible for obtaining health information for students with an elevated risk of injury or sickness.

Students

- Students will be allowed to enter the water after a contract has been signed, a pool safety quiz has been administered and attendance has been taken.
- Students who have been cleared to enter the water will enter a designated area specified by the teacher, as indicated by their performance on the initial swimming test.
- Students will take an initial swimming test:
 - Part One- swim two widths in the shallow end
 - Part Two- swim one length of the pool
 - Part Three- tread water for two minutes
- Students who do not pass the swimming test will only be allowed in the shallow end of the pool, with a flotation device.
- Students not swimming will sit in the balcony area. Students will not be allowed to have their phones in the pool area for any reason.
- Students who need to use the bathroom will first obtain permission from teacher, and then notify the lifeguard.
- There will be no horseplay in any area of the pool, on the deck, or in the balcony.
- Diving is only allowed off the deep end of the pool for those who have been cleared to swim in that area. Diving is NOT allowed from the sides of the pool.
- When diving off the diving board, only one student at a time can be on the board.
- The next student may not dive until previous diver has exited the water.
- There will be no running, double bouncing, back flips or dives on the diving board.
- Students with special needs, who have an assigned one on one paraprofessional, must have that paraprofessional present during pool instruction.

Lifeguard

- The designated lifeguard will be positioned in a location where all areas of the pool are visible.
- Once class is started, attendance will be taken again to count the number of students in the pool vs. the number of people not in the pool.
- A head count of students in the pool will be taken and recorded, using the Pool Attendance Tracker, consistently throughout the entire class by the lifeguard.

- The lifeguard will adhere to all Rocky Hill guidelines in the lifeguard job description. See Appendix A.
- When class is over, lifeguard will walk length of pool and ensure it is empty before leaving.

Emergency Procedures

- One long whistle blow indicates an emergency and all students must clear the water and sit on the benches for a head count. Students will remain on benches unless otherwise indicated by teacher.
- In case of a lockdown, students will be guided to the boys' locker room, all doors leading outside and into the rest of the school will be locked.
- In case of a fire drill, all students will be guided to the track (designated area for PE classes).
- Depending on the emergency, students may be instructed to use the emergency phone, get the nurse, AED, or needed administrator.
- Teachers will follow the in-depth action plan for emergencies.

Appendix A

Rocky Hill Parks and Recreation Department

Job Description: Lifeguard

Job Description:

You are responsible for ensuring the safety of facility patrons by preventing and responding to emergencies.

Minimum Qualifications:

- American Red Cross Lifeguarding
- American Red Cross CPR for the Professional Rescuer
- Must be energetic, flexible, and work well in groups.

Knowledge and Skills:

- Thorough knowledge and application of lifeguarding surveillance and rescue techniques.
- An understanding of facility characteristics, rules, policies, and procedures.
- Leadership and public relations skills.
- Decision-making skills.

Specific Duties:

Duties include, but are not limited to:

- attend all pre-season and in-service training sessions
- practice preventive lifeguarding skills
- use lifeguarding, CPR, and first aid skills when needed
- work with the public on a daily basis
- clean and maintain a safe facility
- maintain accurate records
- collect fees and sell pool badges
- organize pool games and activities
- additional duties as assigned by the Head Lifeguard and Assistant Head Guard

STANDARD OPERATING PROCEDURE #1

FIRST AID

ELM RIDGE POOL AND RHHS POOL

First Aid should be administered to prevent a more serious condition from occurring. Immediate and effective first aid will, more often than not, prevent long-term problems for the patron. After doing the initial assessment and administering the necessary first aid, perform a secondary assessment (SAMPLE) to obtain all the pertinent information from the victim. During the secondary assessment, do a head to toe evaluation on an adult (toe to head for child).

Always make sure that you are telling the patron what you are going to do before you do it. This information will be helpful to you and also any emergency personnel that are needed. Remember to always follow OSHA standards using protective equipment such as gloves or gowns in order to protect you from disease transmission.

- a. Open and Closed Wounds -Control any bleeding by placing sterile dressings over the wound and apply direct pressure until bleeding stops. Clean the wound with soap and warm water.
- b. Bee or Insect Bites – **This could be a serious medical condition.** Examine the sting site to see if the stinger is in the skin. If it is, scrape the stinger away from the skin with a fingernail or plastic card. Instruct the patient to wash the area with soap and water. Apply an ice-pack to reduce swelling. Observe the person for an allergic reaction. Fill out an accident report. Call EMS if any allergic symptoms develop and care for any respiratory illness that may develop.
- c. Heat Stroke – **This is a serious medical condition** resulting in the body's systems shutting down due to overheating. The symptoms include red, hot, dry skin; changes in consciousness; rapid, weak pulse; and rapid, shallow breathing. Get the victim out of the heat immediately. Loosen any tight clothing and apply cool, wet towels and fan the victim. If the victim is conscious, encourage the victim to drink small amounts of sports drinks or water. If there are any changes in consciousness, vomiting, or if the patient is refusing water and the condition seems to be getting worse, call EMS immediately. Make sure an accident report is filled out.
- d. Heat Exhaustion – This is not as serious as heat stroke, but should be cared for. Symptoms include moist, pale, or flushed skin; headache; nausea; dizziness; weakness; and exhaustion. Get the victim out of the heat, loosen any tight clothing, and apply cool, wet towels to the skin. Encourage the victim to drink small amounts of sports drinks or water. Fill out an accident report.
- e. Diabetic Emergencies – People who are diabetic sometimes become ill because there is too much or too little sugar in their blood. Often, people who have diabetes know what is wrong and will ask for something with sugar if they are experiencing symptoms of low blood sugar. If the person is conscious and can safely swallow fluids or food, give the patron sugar. Fruit juices, milk and non-diet soft drinks have enough sugar to be effective. Give something by mouth only if the patron is fully conscious. Summon EMS if the patron is unconscious, if the patron is conscious and unable to swallow, if the patron does not feel better in 5 minutes, or if a form of sugar cannot be found immediately.
- f. Seizures – **This is a serious medical condition** that can produce a wide range of signs and symptoms. You should always summon EMS immediately.

Generalized seizures causes a loss of consciousness and the patron may fall causing more injury. The patron may become rigid and then experience sudden, uncontrollable muscular convulsions, lasting several minutes. Breathing may become irregular and even stop temporarily. It is important to let the seizure complete before you provide care because it may cause further injury.

- i. Remove all nearby objects that may cause additional injuries. Position the patron on their side, if possible, after the seizure passes so that fluids (saliva, blood, vomit) can drain from the mouth. When the seizure is over, make sure the patron can breathe normally. The patron may also be drowsy and disoriented or unresponsive.
- ii. If the seizure occurs in the water, support the patron with their head above the water until the seizure ends. Then remove that patron from the water as soon as possible. Once on land, position the patron on their back and perform a primary assessment. If the person vomits, turn the patron on their side to drain fluids and sweep out the mouth with your finger.
- iii. H. Stroke - This is a **serious medical condition** and EMS should be summoned immediately. Time is a critical component with strokes. The longer the stroke goes untreated, the worse the condition of the patron will be. To identify and care for a victim of stroke, think FAST: Face – weakness on one side of the face. Ask the person to smile. This will show if there is drooping or weakness in the muscles on one side of the face. Arm – Weakness or numbness in one arm. Ask the person to raise both arms to find out if there is weakness in the limbs. Speech – slurred speech or trouble speaking. Ask the person to speak a simple sentence to listen for slurred or distorted speech. Time – time to summon EMS personnel if any of these signs or symptoms are seen. Note the time of onset of signs and symptoms.

Fill out an accident report whenever first aid is given.

STANDARD OPERATING PROCEDURE #2—EMERGENCY ACTION PLAN
POOL RESCUES
ELM RIDGE POOL AND RHHS POOL

When in doubt, always call EMS. Call EMS for all suspected head and neck injuries.

1. Lifeguard recognizes emergency.
2. Give two (2) short blasts on whistle to get attention of another guard.
3. If possible, a reaching or wading assist should be performed.

4. If not possible, give three (3) whistle blasts and enter the water using an appropriate entry.
5. All other guards stationed at the pool will stand up and temporarily cover the area left vacant by the responding lifeguard.
6. Another guard replaces the lifeguard who has entered the water, taking over scanning the area during the rescue.
7. Rescuer approaches the victim and performs an appropriate rescue.
8. Bring the victim to safety and remove from the water if necessary.
9. Perform an initial assessment, check the condition and vital signs of victim. Check the victim's consciousness, airway, breathing, and circulation to make sure they have no life threatening injuries. Next perform the secondary assessment.
 - If victim is alright, fill out incident report indicating a pool rescue and who did what.
 - If victim needs basic first aid, give care as needed.
10. Fill out an accident report if care is given. If EMS is called, be sure to get the name of the police officer, ambulance company who respond, and what hospital they are going to. Notify the Aquatics Director and Director of Parks and Recreation.
11. Safety equipment used in rescue is checked for proper function and any corrective actions are taken to prevent further incidents.
12. When the rescue is over, all guards stationed at the pool may sit down in their chairs.

STANDARD OPERATING PROCEDURE #3HS—EMERGENCY ACTION PLAN
SPINAL INJURY MANAGEMENT
HIGH SCHOOL POOL

When in doubt, always call EMS. Call EMS for all suspected head and neck injuries.

When determining if someone has suffered a spinal injury, consider the cause of the injury as well as physical signs and symptoms. You should suspect a possible spinal injury only if the activity was high impact or high-risk and signs or symptoms of injury are present.

- A. For a person found in the water follow these steps:
 1. Lifeguard #1 recognizes the emergency and gives three short blasts with their whistle before leaving their post.
 2. Ease into the water. Establish in-line stabilization using the head-splint technique. Turn the victim onto their back, if applicable. Check the victim's breathing and circulation. If the victim is not breathing, remove them from the water immediately and care for the life threatening conditions. If the victim has no life threatening conditions, bring the victim to shallow water
 3. Guard closest to Red Phone picks up and waits for 911 Dispatcher. If not working, go to office phone and dial 9-911.
 4. Three At least one additional guard will enter the water with the backboard. Any extra personnel can handle crowd control and wait for EMS to arrive.

5. Lifeguards #2 - #4 follow the primary rescuer's commands to submerge the backboard and slide it under the victim.
6. The secondary rescuer, assigned by Lifeguard #1, takes over in-line stabilization at the wall. The primary rescuer can then secure the victim to the backboard using straps and a head immobilizer.
7. On the primary rescuer's command, all guards remove the victim from the water. Once out of the water, continue to monitor the airway, breathing and circulation. Treat the victim for shock, if necessary.

B. If there is a spinal injury to a victim that is standing, follow these steps:

1. One guard stands in front of the victim and holds the head on both sides to provide in-line stabilization.
2. A second guard calls EMS immediately.
3. Backboard on land following American Red Cross procedures

If victim is sitting or laying flat on the ground, **only provide in-line stabilization.**

DO NOT

BACKBOARD—EMS PERSONNEL ARE TRAINED TO DO THIS.

If a victim is lying down, you suspect a spinal injury, and you cannot provide care – place the victim in the Modified H.A.IN.E.S. Recovery Position until EMS arrives to provide appropriate care.

Fill out an accident report.

STANDARD OPERATING PROCEDURE #4—EMERGENCY ACTION PLAN RESUSCITATION TECHNIQUES ELM RIDGE POOL AND RHHS POOL

A team of at least two lifeguards should administer ventilations, CPR and/or the use of an AED. If additional personnel are available, they should handle crowd control and meet EMS. The team of rescuers must follow current American Red Cross guidelines for performing CPR, with an AED including calling EMS.

Once the patient has been removed from the water, and does not have signs of life, one lifeguard must give two initial ventilations. We assume a respiratory incident has occurred due to the drowning. A second rescuer administers external chest compressions if after the initial breaths are given it is determined the patron has no pulse. When a BVM (bag-valve-mask) becomes available, a third rescuer will deliver breaths while the first rescuer maintains an open airway. When an AED becomes available make sure victim is dry before using it. The primary rescuer continues CPR as the second rescuer will set up and utilize the AED as outlined by the Red Cross.

STANDARD OPERATING PROCEDURE #5--EMERGENCY ACTION PLAN

CHOKING

ELM RIDGE POOL AND RHHS POOL

First Aid for a choking victim should be administered quickly and effectively to ensure the quickest recovery possible.

Adult & Child: If victim is conscious and choking, always obtain consent before touching the victim. Administer 5 back blows followed by 5 abdominal thrusts repeating until the object is expelled or the victim becomes unconscious. If the victim becomes unconscious, or you come across an unconscious victim whom you determine has an obstructed airway (by giving 2 slow breaths that do not go in followed by re-tilting the head to give 2 more breaths that do not go in) position the victim on their back on a firm, flat surface. Give 30 chest compressions. Look in the victim's mouth for an object, if you see an object perform the finger sweep (for child use a smaller finger). Give 2 breaths again. Repeat this sequence until the breaths go in, the object is dislodged, or EMS arrives. Fill out an accident report.

Infant: If victim is conscious and choking, get consent from parent. Administer 5 back blows followed by 5 chest thrusts, making sure the infant's head is supported and lower than the chest. Repeat this sequence until the object is dislodged or the victim becomes unconscious. If a victim becomes unconscious, or you come across an unconscious victim whom you determine has a blocked airway (by giving 2 slow breaths that do not go in followed by re-tilting the head to give 2 more breaths that do not go in) position the infant on a firm, flat surface. Give 30 chest compressions using two fingers. Look in the victim's mouth for an object, if you see an object perform the finger sweep using your small finger. If you do not see an object, give two more breaths. Repeat the process until the air goes in, the object is dislodged, or EMS arrives. Fill out an accident report.

STANDARD OPERATING PROCEDURE #6

FECAL, VOMIT AND BLOOD INCIDENTS

ELM RIDGE POOL AND RHHS POOL

(Taken from the State of CT Dept. of Public Health Guidelines, dated 1/7/08)

NOTIFY THE LOCAL HEALTH DEPT. OF ANY INCIDENTS THAT RESULT IN CLOSING THE POOL.

Clean Up Procedures:

Formed Fecal Incident:

1. Close the pool. Direct everyone to leave the pool. Do not allow anyone to enter the pool until all decontamination procedures are completed.
2. Remove as much fecal material as possible using the skimmer net and dispose by flushing down toilet. Clean and disinfect the net and toilet. Leave the skimmer in the pool during disinfection. Do not vacuum the pool.

3. Raise the free available chlorine level to 2 ppm, while maintaining the pH between 7.2 – 7.5. Maintain these levels for at least 25 minutes before reopening the pool. Chlorine levels should be tested from various locations around the pool to ensure that the entire pool is being treated.
4. Ensure that the filtration system is operating during the disinfection process.
5. Fill in Fecal Accident Form in fecal accident log.

Loose (Diarrhea) Fecal Incident:

1. Close the pool. Direct everyone to leave the pool. Do not allow anyone to enter the pool until all decontamination procedures are completed.
2. Remove as much fecal material as possible using the skimmer net and dispose by flushing down toilet. Clean and disinfect the net and toilet. Leave the skimmer in the pool during disinfection. Do not vacuum the pool.
3. Raise the free available chlorine to 20 ppm and maintain the pH between 7.2 – 7.5. Maintain these levels for at least 12.75 hours. Chlorine levels should be tested from various locations around the pool to ensure that the entire pool is being treated.
4. Ensure that the filtration system is operating during the disinfection process.
5. Backwash filters thoroughly before reopening.
6. Swimmers may be allowed back into pool after 12.75 hours and when free available chlorine has been returned to normal operating range.
7. Fill in Fecal Accident Form in fecal accident log.

Vomit Incident:

1. Vomiting as a result of swallowing too much water is probably not infectious. No action is necessary.
2. Vomiting full contents of the stomach would require the same response as that of a formed fecal incident.

Blood Incident:

There is no recommended procedure for clean up or closing the pool after a blood spill in a swimming pool. However, as a matter of comfort to the patrons, the staff may opt to close the pool temporarily.

Fecal, Vomit or Blood Incident on the Pool Deck Area (Elm Ridge):

1. Block off the area of the spill until clean up and disinfection is complete.
2. Put on disposable gloves. Wipe up spill using paper towels and place in plastic garbage bag.
3. Pour bleach solution onto all contaminated areas. Leave chlorine on for 20 minutes.
4. Wipe up the remaining bleach solution.
5. All non-disposable cleaning materials used should be disinfected with bleach solution and air dried.
6. Remove gloves and place in plastic garbage bag with soiled cleaning materials.
7. Double bag and securely tie up and discard.
8. Thoroughly wash hands with soap and water.

Fecal, Vomit or Blood Incident on the Pool Deck Area (High School):

1. Block off the area of the spill until clean up and disinfection is complete.
2. Get a custodian to clean up area.

STANDARD OPERATING PROCEDURE #7

VIOLENT PATRONS

ELM RIDGE POOL AND RHHS POOL

Public displays of violence are becoming more and more prevalent in our society. It is important to have a strategy on how to deal with these people so that there is minimal confrontation and injury.

If it is suspected that a patron has brought any type of weapon, call the police immediately. Do not attempt to approach the person or retrieve the weapon yourself.

If a patron becomes loud and potentially violent, remain calm and explain the problem to the person. If loudness continues, get the AHG or HG. If the patron resists when asked to leave, call the police.

If two or more patrons are arguing loudly or becoming violent with each other, ask them to leave the facility. If they refuse, call the police. Never attempt to physically remove a patron by yourself.

STANDARD OPERATING PROCEDURE #8

STORMY WEATHER

ELM RIDGE POOL AND RHHS POOL

Thunder occurs as a result of lightning. If thunder is heard, then the presence of lightning is nearby, even though it might not be observed. For all purposes, seeing lightning and hearing thunder will both indicate a storm. Monitor weather reports on radio or cell phones.

Lightning and Thunderstorms:

If there is severe weather (thunder/lightning) close to the pool, clear the pool until the storm moves away. Patrons may re-enter the pool as soon as the AHG or HG re-opens the facility.

Tornadoes:

A *tornado watch* means tornadoes are possible. A *tornado warning* means that a tornado has been sighted or indicated on radar and is occurring or imminent in the warning area. If a tornado warning is issued: Clear facility and move everyone inside immediately. Keep everyone away from windows, doors and outside walls as much as possible.

STANDARD OPERATING PROCEDURE #9—EMERGENCY ACTION PLAN

MISSING PERSON

ELM RIDGE POOL AND RHHS

When a patron notifies a guard that there is a missing person, the following procedures should be followed:

CHECK THE POOL IMMEDIATELY

Search areas at the High School include: the pool deck, the locker rooms, the hallway behind the pool, the pool storage rooms, the outdoor patio, the parking lot, the school lobby, the lobby restrooms, the school gym, the school cafeteria, the car shop outside, the greenhouses, the football and soccer fields, all other fields, the outdoor classroom, and the entrance to the high school.

When searching, make sure each area is completely checked as children may be in small corners, underneath cars, caught on a piece of equipment, or trapped in a locked area.

5 minutes, the search team should report back to the desk or guard office. If the person missing is still unaccounted for, alert the police to continue the search. The guard who took the initial report should call and give all necessary information to the dispatcher. Once police arrive, or missing person is found, the pool may be re-opened according to AHG's or HG's discretion.

STANDARD OPERATING PROCEDURE #10

FIRE ALARM, RHHS POOL

Swim Lessons / Swim Team

- WSI's/Coaches: Upon hearing the school's fire alarm, all WSI's/coaches must gather their swimmers and have them exit the pool in an orderly fashion through the side glass doors. Swimmers may be allowed to take a towel or clothes to put on outside. WSI's/coaches and all swimmers should stand on the grassy area between the path and playing field. WSI's/coaches must take attendance to make sure all children are accounted for.
- Guards: Upon hearing the school's fire alarm, the guards must notify all parents in the stands or on deck to exit the pool area with the swimmers in an orderly fashion. A male staff member must check the men's locker room and lock all locker room doors. A female staff member must do the same in the women's locker room. One of the guards must lock the silver doors, while the other checks and locks the storage room.

Once these procedures are completed and the pool area is cleared, one guard must take the first aid kit and then both guards must proceed to the grassy area with the WSI's/coaches and patrons.

- After the pool area is cleared and all children are accounted for, the HG will walk to the front of the building and find out when it will be safe to re-enter the pool area. No person will be allowed to enter the building unless he/she is notified by the HG or a building staff member.
- If any staff member becomes separated at any time during an evacuation, the meeting place is the fence along the softball field at the side of the high school.

All other public swims

- Guards: Upon hearing the school's fire alarm, the guards will clear the pool with one long blast of the whistle. They will notify the patrons of the fire alarm and instruct them to leave the building through the side glass doors. The patrons may be allowed to take a towel or clothes to put on outside. A male staff member must check the men's locker room and lock all locker room doors. A female staff member must do the same in the women's locker room. One of the guards must lock the silver doors, while the other checks and locks the storage room. Once these procedures are completed and the pool area is cleared, one guard must take the first aid kit and then all guards must proceed to the grassy area between the path and the playing field. Guards must remain on the grassy area with any patrons while the senior guard walks to the front of the building and finds out when it will be safe to re-enter the pool area. No person will be allowed to enter the building unless he/she is notified by the senior guard or a building staff member.
- If any staff member is separated at any time during an evacuation, the meeting place is the fence along the softball field on the side of the high school.