

Moorcroft School

Use of the hydrotherapy pool

Effective Date: January 2024

Next Review Date: January 2025

Changing

Under no circumstances are staff members to change in front of students.

Procedure

School procedures will be followed at all times and there will be a daily timetable for the use of the pool.

Any variation to the policy and procedures must be agreed by the Head of School and a risk assessment must take place.

The following rules will apply at all times:

1. No-one must use the pool without complete knowledge and understanding of the policy and procedures given in this document.
2. Students' care plans and any necessary medication (such as Rectal Diazepam or Buccal Midazolam) accessible at all times.
3. There will be an up-to-date list of First Aiders / Life Savers available by the telephone in the pool building

Responsibility

1. There will always be one adult named as being in charge of and responsible for any group that uses the pool (the named adult) and this person must ensure that the pool rules are adhered to.
2. The named person must take charge and make decisions in the event of any emergency. Immediate action must be taken (and, if necessary, before a senior member of staff has been summoned and arrived on the scene).
3. Pool checks will be carried out at least twice a day by the premises manager and recorded in the log book.

Staffing

1. The person leading the session should be a competent trained member of staff familiar with the policies and procedures for using the pool.
2. Due to the needs of our students the recommended level of supervision for hydrotherapy and warm water activities is one-to-one. The hydro-pool has a maximum bather loading of five people.
3. For each session one of the staff should be a first aider, preferably a lifesaver. The lifesaver/ first aider should make the decision to end the session if they feel it is unsafe in any way.

Risk Assessments

The teacher or therapist in charge of the session must complete a risk assessment for the session and identify risks for each student participating. The risk assessment must be signed by a member of SLT before the session takes place.

Emergency procedures

1. In the event of a child having a seizure while in the pool, follow the school procedures. Do not remove the child from the water until it is safe to do so.
2. In the event of a medical emergency of any kind, take immediate action and then summon the School Nurse, Health Care Worker and/or a senior member of staff.
3. There are panic buttons and a telephone for emergency use. NEVER HESITATE TO TELEPHONE FOR AN AMBULANCE
4. The main panic alarm button in the hydro pool needs to be checked before every session, this also ensures that the office staff are aware of a session in the pool in case of an emergency alarm.
5. Use both the alarm and telephone to summon assistance from school. It is best to use both – the alarm first and then the telephone – it is best to get too much help than none at all!
6. The alarm will only sound in the changing areas and the school reception.
7. If the doors to either of the large changing areas shut they cannot be opened from within, so a key or key pad are located on the inside of the doors leading from there into key stage three toilet area. This serves as an emergency escape route as neither of the changing rooms have emergency panic alarm buttons.
8. Should anyone have to be rescued from the pool they must be taken to hospital to be checked for 'near drowning'.

Health matters

1. Students must never stay in the pool for more than ½ an hour.
2. Staff should not remain in the pool longer than 1 hour.
3. Students may generally swim an hour after a meal.
4. Emergency medication should be accessible.
5. Tissues and a bowl will be kept by the side of the pool.
6. Children with foot infections, e.g. verrucae, can use the pool if the infection is covered by an impervious 'sock'.
7. Avoid the use of sprays in the confined space of the changing rooms.

Safety

1. All staff must be familiar with the emergency procedures, including fire evacuation procedures.
2. The level of staffing required for any one session will be decided by the teacher in charge or Headteacher. The pool rules apply at all times.
3. The adult in charge of the session will ensure the appropriate behaviour of the students.

4. After a session a student must be taken out of the pool before the next student enters the pool – ensuring that the person assisting in the pool never has more than one child at a time.
5. The hoist must be used according to instructions.
6. There will be no running in the pool area at any time.

Fire Evacuation Procedures

1. Fire exits must be clearly marked and unlocked at all times.
2. Prepare to evacuate the pool and the building (preparing coverings, e.g. towels, for the students if possible). Evacuate the building by the nearest fire exit and proceed to the assembly point.

Equipment

1. All items placed in the pool for a session must be removed at the end of that session, such items must be counted in and out. If any disappear this must be reported to the Site Manager at the first opportunity, so that they can be safely removed before a blockage occurs.
2. No electrical equipment, glass containers (except medication), food or drinks may be taken into the pool building at any time, with the exception of water for drinking during sessions.

Security

1. The pool is accessed from the outside by a key pad. There is an electronic switch to open the pool from the inside.
2. The key pad should remain activated at all times.
3. No door must be left open when the pool is in use.

Pool Maintenance Procedures

1. The water clarity should be checked before each session; it should be clear enough to be able to see the bottom of the pool easily.
2. If there has been a power cut or any interference with the pool equipment, such as the pumps or filters, they should be re-checked before re-starting sessions.
3. These checks are normally carried out by the school Premises managers. Monthly checks will be carried out by an external contractor (currently Broadwater services). The water temperature must be regularly checked before each session: 92-98 degrees Fahrenheit are the acceptable levels, air temperature also needs to be checked to ensure a compatible slightly higher level, 93-99F is recommended.

Hazards

1. The area is dark when the lights are turned off, due to no natural lighting. Invasive steps and a protruding handrail that skirts the pool need to be considered when entering the pool from the side, so cover with foam green mat.
2. The rough scum trough covers do shift slightly when entering from the poolside.
3. There are barely raised surfaces around drains/ vents, both inside and outside the pool, which have been noted to cut some student's feet, mainly those with very fragile skin.
4. The pool cover needs to be pulled across at the end of the session only when the pool is empty, please note that it should be pulled back at the beginning in case an eager student tries to enter the pool.
5. Wheelchairs should not be placed so that they obstruct any doors, especially emergency exits.
6. Wheelchairs should be cleaned down if dirty, for hygiene reasons, as well as any outdoor shoes that need to be.
7. A first aid sign indicates the location of the box, near the alarm and emergency telephone on

the wall.

8. The slings for the hoist are hung up to dry so that they are not hanging in water, which would eventually rot them: this does however lead to puddles of water on the floor, which should be cleaned up.
9. The floor in the hydrotherapy complex does become slippery when wet so the blue mats should be put down on poolside and leading into the changing rooms.
10. The water for all of the showers varies between hot and cold so staff will need to keep a check on temperature as they assist students to shower off.

Depth

1. The depth of the pool is now indicated twice on the poolside.
2. The pool does, however, have an even depth of 1.2m throughout.
3. The height of the sides of the pool needs to be taken into account especially when lifting or assisting students into the pool: to make sure that no-one is lifting higher than their shoulder height, and at all times use the overhead hoist, where possible, if steps are not suitable, for the student.

Date of next review: January 2025

Signed on behalf of the Eden Academy Trust:
A Sanders

Andrew Sanders (Regional Director)