



**Grangewood School**

A learning community

## **HYDROTHERAPY POLICY**

<b>Category:</b>	Hydrotherapy
<b>Authorised By:</b>	Director for Schools
<b>Signature:</b>	
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Please note that Coteford School, our immediate neighbours, are responsible for the safety and upkeep of the pool. The following procedures apply to Grangewood's use of the pool for both hydrotherapy and warm water sessions.

- **INTRODUCTION** - The guidance contained in this policy is based on the HSE document *Managing Health and Safety in Swimming Pools*. It also takes into account as a pool operator *The Management of Health and Safety at Work Regulations 1999*, which articulates that an assessment of the risks which may affect employees, and others, as a result of the activity, must be carried out. Everyone involved in the provision of hydrotherapy at Grangewood School is made aware of all guidelines and procedures to ensure the safe and effective use of pool facilities at all times. It is a requirement that all staff and service users in the school who use the hydrotherapy pool must read a copy of this policy before using it and adhering to its content.

The Hydrotherapy Pool Policy provides:

- guidance on the control of pool health and safety risks and maintaining a safe plant and the required equipment;
  - guidance on safe handling and use of pool substances;
  - information, instruction and supervision for employees and records the need to ensure all have adequate training;
  - maintain safe and healthy working conditions and to review and revise this policy at regular intervals.
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- **RATIONALE FOR HYDROTHERAPY** - The pool is used where access to a public swimming pool is deemed inappropriate due to size, temperature, changing facilities and/or environment. The pool is used to meet all students' therapeutic needs and maintain their wellbeing. We aim to provide:
    - ✓ opportunities for students to explore their environment and develop confidence in the water;
    - ✓ opportunities for freedom of movement, balance, weight-bearing and coordination;
    - ✓ physiotherapy routines, circulation exercises and toleration of touch;
    - ✓ the development of communication skills and a safe environment for fun and relaxation;
    - ✓ access to learning through sensory programmes in the pool.
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- **RESPONSIBILITIES** - All staff have a duty of care that operates for any activity in which students are involved; staff cannot transfer that duty of care to anyone else.

**GROUP LEADER** - There will always be one member of staff assigned the responsibility of being the group leader, and they will be in charge of any group that uses the pool. This person will be responsible for ensuring that:

- ✓ there is a correct ratio of staff to students;
- ✓ students are appropriately supervised when changing, and the schools' intimate care policy is followed;
- ✓ students are under control at all times;
- ✓ normal and emergency procedures are understood;
- ✓ they have an overview of all students while in the pool;
- ✓ they set objectives or are aware of the objectives set by the class teacher or physio and know what progress their students are making with their swimming or other skills while in the pool;
- ✓ no glass is brought into the pool area;
- ✓ where possible no jewellery is worn in the water;
- ✓ students and staff have access to water or suitable liquids after their session;
- ✓ only trained staff use the hoists;
- ✓ risk assessments are completed, read and understood by all staff;
- ✓ entry to and exit from the pool is safely carried out;
- ✓ report any faulty equipment or hazards to the appropriate personnel.

**SPOTTER** - one spotter per session is required.

- ✓ The spotter is required to observe the session from the pool side and be aware of any situation which might compromise the session or cause any risk. This then needs to be reported to the group leader.
- ✓ They should be there as the first student enters the water and remain poolside until the last student leaves.
- ✓ The spotter needs to be able to move around the poolside to view from every angle. If an emergency occurs the spotter needs to be vigilant and alert the session lead.
- ✓ The spotter follows instructions from the lead.
- ✓ The spotter should be aware of all risk assessments and behaviour plans.
- ✓ If there is a casualty, it is the responsibility of the group leader to ensure they are lifted from the pool safely and for other staff to ensure safety of the others. If necessary a member of the leadership team will inform parents, and call for an ambulance if required.
- ✓ The session lead will ensure the correct reporting forms are completed as soon as possible. There will be a debrief with a member of the leadership team.

**ALL OTHER MEMBERS OF STAFF** –

- ✓ Be aware of wet floors and hot pipes.
  - ✓ Be aware of exits and alarms.
  - ✓ Be aware of equipment in the pool area.
  - ✓ No outdoor shoes to be worn in the pool area.
  - ✓ No wheelchairs at the pool side.
  - ✓ Please shower before entering pool.
  - ✓ No student is to approach the pool side without an adult.
  - ✓ Students must wear flotation aids as appropriate.
  - ✓ All entry to and exit from the pool must be via steps or hoists.
  - ✓ If a student starts to soil or vomit remove them from the pool as soon as possible. Then clear pool and inform site team.
  - ✓ No jewellery to be worn in the pool unless it cannot be removed.
  - ✓ No glass should be brought into the pool area.
  - ✓ The pool door must be closed during all sessions and after groups leave.
  - ✓ Staff must be vigilant at all times.
- **RISK ASSESSMENT** – It is the responsibility of the group leader to carry out a thorough risk assessment prior to any hydrotherapy activities. This risk assessment should follow the procedures adopted by Grangewood School that are overseen by the Education Visits Coordinator (EVC), currently Jarlath O’Brien. Risk assessments for hydrotherapy need to be completed at least one week in advance of the activity and must be signed off by the EVC. The risk assessment must consider, in addition to the risks associated with a water-based activity, the risks posed by the medical, behavioural and physical needs of the children involved in the activity. The risk assessment must detail how staffing ensures that this policy is followed, including detailing staffing deployment and changing duties. Any changes to the risk assessment that are required at short notice due to, for example, swapping of staff or children due to illness, must be documented including changes to staff deployment or, in the case of the addition of a child or children, what new risks may arise such as a child known for releasing the brakes on their wheelchair near the water, and how that risk is minimised. These late changes or amendments must be signed off by the EVC or a member of the senior leadership team prior to the activity going ahead. **Activities cannot proceed without this authorisation.**
  - **STAFFING RATIOS** - The group leader is responsible for ensuring that staffing ratios are adhered to. No-one is permitted to use the pool on their own. Children are never to be left in the building without a member of staff. There must be two named members of staff aged 18 or over present in the pool area whenever the

pool is in use. There must be at least one member of staff acting as a spotter on the side of the pool. This member of staff will be nominated at every session by the group leader. The spotter must be watching those in the pool at all times.

- **EMERGENCY PROCEDURES** - A key role of all staff using the pool is to remove or minimise the chances of students getting into difficulty whilst in the water. This requires staff using their training to avoid incidents by early intervention to any given situation. However when an incident does occur it is important that all staff know how to proceed.

On hearing the fire alarm:

- ✓ Students/pool-users will be immediately hoisted into their wheelchairs and wrapped in survival blankets and dry towelling robes. Survival blankets are available in the pool area.
- ✓ Ambulant students will exit the pool in a calm and supervised manner following their individual moving and handling risk assessment; they must also be wrapped in survival blankets/towelling robes.
- ✓ The spotter will sweep the zone and assist in evacuating the students from the pool area. Staff will follow the emergency evacuation route leading them to the evacuation assembly area which is on the Coteford School playground. They will only return to the pool area when instructed to by the senior leader in charge at the time. If informed of a fire drill by a member of the leadership team, swimmers may remain in the pool.

Lighting failure:

- ✓ The pool should be cleared immediately and all staff and students move to a safely lit area.

Lack of water clarity:

- ✓ If the water is cloudy or milky the pool cannot be used and will be out of bounds until tests are completed and balance restored. The site manager will need to be informed.

Chemical leak:

- ✓ In the event of a chemical leak or suspected leak staff need to follow procedures as for fire evacuation.

Minor incident:

- ✓ A minor incident is one that can be safely managed and is not life threatening, however, it may result in an amendment of a risk assessment. All such incidents must be reported by completing the appropriate accident/incident forms and informing a member of the leadership team.

#### Serious incident:

- ✓ If a student or member of staff in the water requires medical attention a member of staff in the water will ensure the safety of that person. If there is a suspicion of a spinal injury they will not be moved unless they are face down. If a student is conscious and safe the hoist may be used to exit the water. If the student is unconscious then they must be removed from the pool by the safest method, a minimum of two staff would need to be in the water and staff available on the side. One adult must give the instructions using 1, 2, 3, or 'ready, steady, move'.
- ✓ If a student is having a seizure they must be monitored carefully and once over removed from the pool by staff transfer or hoist if deemed safe. The student should then be placed in the recovery position. If prescribed buccal Midazolam this must be accessible during the session and administered as needed, as stated in their epilepsy management plan by qualified staff.
- ✓ Carry out first aid procedures until help arrives.
- ✓ Breathing and airways need to be monitored carefully in the event of any incident.
- ✓ The spotter will take charge of the evacuation of the pool as necessary and raise the alarm.
- ✓ The emergency services will be called by the office if needed.
- ✓ As a result of a serious incident a report must be submitted under Reporting of Incidents, Diseases and Dangerous Occurrences Regulations 1995 [RIDDOR].

#### Procedures for dealing with other incidents:

- ✓ There may be occasions where staff have to deal with vomit, diarrhoea or faeces. In the case of any of the above the pool should be evacuated and all students and staff shower thoroughly. Inform the site manager and Headteacher immediately.
- **HEALTH MATTERS** – Pupils' medication (such as an epipen, buccal Midazolam or asthma inhaler) must be taken to the pool to ensure swift access if needed. Children with foot infections or fungal condition, e.g. verrucae, can use the pool if

this has been authorised by the school nurse or health care assistant. Avoid the use of sprays in the confined space of the changing rooms.

- **SAFETY** - All staff must be familiar with the emergency procedures, including fire evacuation procedures. The pool rules apply at all times. The group leader of the session will determine the area of the pool to be used. The hoist must be used according to instructions. There will be no running in the pool area at any time. At hydrotherapy times a child must be taken out of the pool before the next child enters the pool, ensuring that the person assisting in the pool never has more than one child at a time. During other swimming sessions, an adult in the pool must never have two pupils requiring one-to-one support at the same time, therefore a child must be taken out of the pool before the next child enters the pool if this is necessary. If a pupil leaves the water early, it is up to the member of staff in charge to ensure adequate cover for the remaining pupils. Volunteers should never be left alone in the pool with a child or in the changing room with a child. When in the pool with children, the group leader must always be aware of the whereabouts of the pupils accompanied by volunteers.
- **EQUIPMENT** - All items placed in the pool for a session must be removed at the end of that session, e.g. floats. Such items must be counted in and out. 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 hydrotherapy sessions. Lost property will not be kept indefinitely, but will be disposed of after a suitable time.
- **HYGIENE** - Shoes must either be removed or covered with plastic overshoes before entering the pool area, except in an emergency. Anyone using the pool must leave the building in a clean and tidy state. Wheelchairs and buggies should be left either outside the building or in the changing or corridor area. They must not be taken into the pool area unless this is absolutely necessary. If the pool is soiled, the member of staff in charge will evacuate the pool and inform Coteford School office as soon as possible. It is not sufficient to only inform Grangewood School office. Any incidents, such as pollution of the water, must be dealt with and reported to the Coteford School office as soon as possible. They will take appropriate action and inform the next group due to use the pool if it is safe to do so. All incontinent users of the pool must wear appropriate protective clothing to prevent pollution of the water.

- **POOL MAINTENANCE PROCEDURES** - Maintenance (term-time): The pool water is tested twice each day during term time. Holidays: During the holidays it is tested periodically and when it is booked for use. The maintenance company will carry out a programme of regular maintenance, in liaison with the site manager. When using the pool the group leader is responsible for checking the record sheets for that day's testing and is responsible for checking that the pool is safe to use. If the water has not been tested the pool should not be used unless the site manager can be found and the test conducted and the pool levels found to be satisfactory in time for the session to take place. At the end of the last session of the day the pool covers should be replaced.
- **KEYS AND SECURITY** - The pool is kept locked when not in use and is opened by Coteford School staff during the school day. If, for any reason, the pool is locked the key is available in the Coteford School medical room.
- **TIMINGS** - The pool may only be used at the times agreed between Coteford School and Grangewood School.