

SAFETY AND EMERGENCY ACTION PLAN FOR THE POOL AREA DURING  
PHYSICAL EDUCATION CLASS  
(Revised 1/12/12)

The following guidelines are established to ensure the safest possible environment for our pool and for swim classes at PHS.

**GENERAL SAFETY FOR STUDENTS**

1. The students will be able to articulate and consistently follow the pool rules for safety:
  - Do not enter the water without permission
  - No diving in the shallow end.
  - No running on the pool deck.
  - No gum.
  - No splashing, dunking, horse play.
  - Tie hair back or wear a cap.
  - Follow all directions from the instructor.
  - Don't drink the pool water.
  - Do not jump in pool over other swimmers.
  - Keep off the starting block.
  - Swim in your own space
  - Do not push someone into the pool.
2. In the case of an emergency notify the teacher immediately.
3. Follow the teachers' instructions for emergency situations.

**GENERAL SAFETY FOR INSTRUCTORS**

1. Instructors must go over the process for emergency situations with their class prior to the unit in the pool.
2. The instructors will wear swim wear when they are instructing swim classes.
3. The instructor will identify the blue line on bottom of pool that indicates the start of the deep end.
4. The instructors will be in possession of rescue tubes (have them on their person) throughout the lessons.
5. The instructors will recognize poor swimmers and make appropriate modifications.
6. The instructors will keep all doors to the pool deck closed at all times (during the class and at all times throughout the day).
7. The instructors should check and make sure the first aid kit is properly supplied.
8. The instructors should check and make sure the pool and the deck are vacant at the end of each class prior to leaving.
9. Students should be given the option of using the shallow end of the pool. The instructor should move poor swimmers to the shallow end. The shallow end is identified by the blue line in the pool.
10. The instructor should check that the phone on the pool deck is operating properly.

## **CERTIFICATION**

1. Instructors must hold current CPR Certification.
2. Instructors should hold current Lifeguard Certification.
3. If the instructor does not hold a current Lifeguard Certification then there must be two lifeguards on duty during the class.
4. If the instructor holds a current Lifeguard Certification and the class is greater than 25 an additional lifeguard must be on duty during class.

## **REMINDER to Instructors**

1. Your primary role is to ensure safety of the students.
2. You must be alert and attentive at all times.
3. Make sure you always have a clear view of the whole pool.
4. Scan above and below the surface repeatedly.
5. Do not get distracted by students or activities.

## **PHS Emergency Action Plan for the Pool**

Definition of “Emergency Care” is: instances where medical or health care is provided to an ill or injured person on a sudden, immediate, or unexpected basis.

### **Pre-incident Planning**

- Physical Education Teachers shall receive up-to-date notification from the school nurses of physical restrictions that may impede the student’s participation or that may be useful information in case of an emergency.
- There is a telephone on the wall of the pool deck. Demonstrate to students how to call 911 from the pool deck if they are directed to by the instructor during an emergency (the number is 9-911 on the pool deck)
- This information shall be included each instructor’s grade book(s) and substitute plans.
- Teachers will review safety precautions as listed above with their classes prior to beginning a unit in the pool.
- Designate an area on the pool deck that students should go to in case of an emergency situation (the benches on the pool wall).

### **Incident Planning in Case of Emergency**

- If a student is in distress in the pool the instructor’s primary responsibility is to rescue the victim according to the Red Cross Lifeguard rescue procedures.
- Once the victim is rescued from the water, in case of an emergency, the teacher will determine if it is possibly a life threatening injury. Head, neck, spine, internal organ injuries, or discontinued breathing, or profuse bleeding, or loss of consciousness, or disorientation can be considered life threatening.
- If the emergency is life threatening, or the teacher is uncertain about the seriousness of the injury, the teacher (or other nearby responsible individual) shall call 911(9-911 from the pool deck) directly and immediately, and enact first aid or CPR as required.

- The caller should give their identification, location, nature of the injury to the emergency dispatcher. It is important to stay on the line, until all the information is given to the dispatcher.
- Stop activity and clear all students to an area away from the injured individual.
- The teacher shall not move the injured student.
- The teacher will remain with the injured or ill student at all times. Do not leave the injured student. The injured student can only be released to the nurse, their parents, or medical emergency personnel.
- The teacher shall send available, reliable students (or other bystanders) to areas to direct emergency personnel to the injured person. If others are available to help they should be sent to the nearest parking lot or driveway entrance. If the injured student is in the building a bystander, if there is one, should be sent to the outside doorway nearest the injured student.
- If possible, the teacher should send someone or direct someone to contact the nurse's office. The nurse's office can be contacted from the phone on the pool deck. Their number is 3212. If no one is available in the nurse's office the teacher shall have a student go to or contact the main office to give the location and nature of the injury.

#### Protocol After Evacuation of Injured/Ill Person

- If it is not possible to contact the nurse's office or an administrator during the emergency, the teacher shall notify the nurse, the Athletic Director and a main office administrator as soon after the incident as possible.
- The nurse will contact the parents/guardians of the student involved to explain the circumstances.
- In the event the parents/guardians cannot be contacted, the school should continually call, in a reasonably timely manner, until contact is made. Messages left on answering machines should only suggest the parent/guardian call the school. No specifics regarding the illness or injury should be explained to an answering machine.
- In the event of any serious incident the teacher shall inform the Athletic Director.
- The nurse will complete an accident form with the assistance of the teacher if necessary, in a timely manner.