***Standard Operating Procedure (SOP)***

***School Pool:***

**In an Emergency:**

***STOP, THINK then RESPOND***

* Stop activity – remove students from the pool area
* Assess your safety and the safety of the group
* Think 4R’s for rescue
* DRSABCD if required
* Debreif – complete the required paperwork

**Equipment recommended at your pool facility:**

* Rescue tubes
* Throw ropes
* Basic First Aid kit
* Spinal board
* Understand where your closest Defibrillator is. [www.aedlocations.co.nz](http://www.aedlocations.co.nz)
* Accident/incident register

**Staff qualifications/skills reccommended**:

* Pool Lifeguard
* Basic rescue ability
* Basic Water Safety Course.
* Basic First Aid for the water environment.

These courses are available at [www.dpanz.org.nz](http://www.dpanz.org.nz)

**Lifeguarding your School Pool:**

* Appropriate staff to student ratios
* Know your students ability and challenge by choice.
* Be aware of **Dead Water** in your pool environment. Map out Dead Water at different times of the day. Dead Water could be; disturbance on the water, glare, objects in the way, high pool edge. These situations could impair your supervision.
* Active supervision when students are in the pool
* Change observation points if required for scanning.
* Rescue & First Aid equipment readily available.

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| **Situation** | **Signs and Symptoms** | **Rescue** | **Treatment** |
| Drowning | Early signs of drowning:   * Appearing to climb the invisible ladder. * Using arms to propel body out of the water.   Later stages:   * Trying to swim, very vertical in the water. * Trying to roll onto their back. * Gasping for air * Vertical in water * Hair in their eyes * Eyes closed, head tilted back. | **R**ecognise: Understand signs of distress.  **R**espond: Call for help – look for flotation to throw.  **R**escue: Flotation, throw rope, rescue tube.  **R**evive | **D**anger: Own, students then patients.  **R**esponse: Are they alert to your voice, pain?  **S**end for help:Position, Problem and people involved.  **A**irway: Head tilt chin lift and hold.  **B**reathing: Look, Listen and Feel for up to 10 seconds.  **C**irculation: Start CPR if they are not breathing. Check for severe bleeding if they are breathing.  **D**efibrillation: ASAP if they are not breathing. |
| Severe Bleeding | * Pumping * Bright in colour * Signs of Shock * Altered Levels of Consciousness. | **DRSABCD**   * **Send for help 111** * Gloves on * Direct pressure over the area – towel, t-shirt, sanitary pads, compression pad. * Secure with a bandage or tape * If seeping through apply more compression. * Treat for Shock   **W**armth – under the patient and on top  **A**irway – Maintain Airway and Breathing  **R**est  **R**eassurance – Goes a very long way.  **R**aise their legs – Helps to keep circulation where it’s needed. | |
| Spinal Injuries | **S**igns and symptoms  **L**oss of movement  **A**ltered Level of Consciousness  **M**echanism of injury – how the accident happpened. | **DRSABCD**   * Minimise all movement * Support the head and neck * Treat for Shock * Reassurance   **Only move if:**   * Your safety and the safety of the patient is compromised. * You need to manage ABC * Patient is face down in the pool | |
| Head Injuries | * Dizzy * Confused * Head ache * Nauseas * Lowered Level of Consciousness * Pupils not reacting to light. * Pupils unequal * Impact you have witnessed | **DRSABCD**   * Monitor patient * Rest * Cold compression on the area * Treat for Shock * Reassurance   Call for help if:   * Symptoms continue and become worse   Immediate help is required if:   * Patient loses consciousness * Starts to vomit * Pupils unequal and not reacting to light. | |
| Stroke | **F**ace: One side of the face maybe droopy  **A**rms: Lack of strength and coordination on one side of the body.  **S**peech: Slurred, confused speech.  **T**iming: 111 ASAP | **DRSABCD**   * Rest * Keep them warm and comfortable * Reassurance * Banana position – shoulders up and feet up. | |
| Heart Problems | * Tight chest * Difficulty breathing * Profuse sweating * Lowered Levels of Consciousness. (LOC) | **DRSABCD**   * Defibrillator onsite ASAP * Treat for shock * Rest – Banana position if conscious * Recovery position if unconscious * CPR 30-2 if not breathing * Defibrillator attached ASAP if not breathing. | |
| Severe Allergic Reaction | * Swelling * Breathing difficulties * Nauseas * Vomiting * Lowered level of consciousness. | **DRSABCD**   * Understand patients Action Plan * Talk to the patient to see what medication they need. * Help the patient to use their medication. * Shock position   Call for help straight away 111 | |

