***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.
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| 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.
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| 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 |

