

Water Sports Program

At Les Powell School, teachers program and report against the PDHPE syllabus outcomes for students accessing the water sports program; using the *Personal Development, Health and Physical Education (PDHPE) K–6 Support Document for Students with Special Education, as a framework for the teaching and learning of our primary age students; the 7-10 PDHPE syllabus Life Skill outcomes for our Years 7-10 secondary aged students; and the Stage 6 Personal Development, Health and Physical Education Life Skill Course for our Years 11-12 secondary aged students.

*K-6: http://educationstandards.nsw.edu.au/wps/wcm/connect/46470eb1-0983-4b9d-aca3-be6d314b61a8/pdhpek6 support.pdf?MOD=AJPERES&CVID=

*7-10: http://educationstandards.nsw.edu.au/wps/portal/nesa/k-10/learning-areas/pdhpe/pdhpe-7-10

*11-12: http://www.boardofstudies.nsw.edu.au/syllabus_hsc/pdf_doc/life-skills/pdhpe-st6-lifeskills-syl.pdf

At Les Powell School, we aim to deliver active learning experiences that are safe and enjoyable. It is essential that the safety of students, staff, and volunteers is ensured both within the pool building and in the water. To do this, staffs are required to familiarise themselves with the following guidelines and ensure all procedures are implemented and remain current.

Pool Preparation

The school health and safety committee (with input from the school swimming coach), will annually conduct a risk assessment of the hydrotherapy pool area and consider all associated documentation templates and procedures, should updates be necessary. The following aspects will be considered as part of this process to ensure for ongoing sustained safety:

- the school pool emergency action and evacuation plan
- rescue and safety equipment
- Well-equipped first aid kits including an asthma emergency kit (containing a blue reliever puffer and Epipen)
- signage (charts, plans, etc.)
- student and staff safety and wellbeing
- maintenance
- appropriate cleaning and infection controls
- pool specific equipment and storage facilities.

Also to be considered when risk assessing the pool environment is the:

roles and responsibilities of staff

Water Sports Program Procedure & Guidelines, Revised March 2024

- emergency procedures including first aid
- student manual handling, specialist equipment and healthcare plan templates (review of individual student plans is the responsibility of class teachers)
- reporting and recording of incidence procedures
- communication strategies, general equipment, and furnishings
- scanning and surveillance roles.

Before a pool session commences, the pool coach or class teacher will:

- unlock the swimming pool
- turn on the heater / fan in the change room if required
- ensure that hoists, water chairs and any other specialist equipment is ready, according to the class manual handling, equipment and healthcare chart.

The swimming coach is responsible for the ongoing safe storage and management of equipment used in the pool. This equipment includes:

- the pool hoist
- water support equipment such as lifejackets, noodles, flippers, goggles, kick boards, swimming caps etc.
- emergency first aid equipment.

However, it is the responsibility of all staff to use all equipment, in and around the pool area with care. It is also the responsibility of all staff to report any damaged equipment or facility to the school's health and safety committee.

Student Preparation

Students should be progressively introduced to the water and taught the skills needed for safe participation in the pool environment. To ensure that students have a safe and enjoyable experience, it is important that their skill levels and abilities are identified before they access any water activity. Identification of skill level should be done by the class teacher in consultation with the parent and may include input from an accredited swimming coach.

A signed water sports program consent form by the parent / caregiver should be gained at the student's enrolment. An additional signed form should be sought every new school year for each student.

Before a student can participate in the program, the following details must be identified, documented, and communicated to all staff that will be present at the water sports session with the student:

- individual manual handling strategies that describe the procedure to be administered for getting the student in/out and during pool activity
- identified specialist equipment and usage (students may not use the pool unless they have all the required equipment)
- healthcare and medical needs
- behaviour support / crisis management plans.

Details of each student's manual handling strategies, healthcare or behaviour needs should be displayed in the hydrotherapy pool area as part of the class manual handling, equipment and healthcare chart.

A class risk assessment should be completed every new school year and again each time any changes are presented. This may include new students coming into the class or significant changes to a student's health or manual handling needs.

Student and Staff Health and Wellbeing

Students and staff with certain health conditions may pose a risk to themselves or others during water sessions. The following medical conditions preclude users from entering the water:

- skin conditions including all bacterial infections such as rashes, cold sores, tinea, impetigo, ringworm and infected skin conditions
- eye, ear and urinary infections (until course of antibiotics is completed)
- open infected wounds (unless occlusive dressing keeps area totally waterproofed)
- acute upper respiratory tract infections
- increased temperature (staff need to be notified by the parent /caregiver if the user has had an infection or raised temperature 48 hours prior to accessing the pool)
- diarrhoea and gastroenteritis (users to be excluded for a week after symptoms have settled)
- infectious diseases
- menstruation (if using a pad)
- hypertension and heart conditions (participants who have blood pressure or heart disorders, should seek doctor approval before entering the pool)
- students absent from school the previous day due to sickness
- following a major epileptic seizure participants should not go in the pool for 24 hours

The following medical and specific conditions should be considered and complied with:

- diabetes ensure that a source of sugar is readily available
- continence all continent users should use the toilet prior to entering the pool
- incontinent users should be toileted prior to a water session
- grommets users to be identified and medical advice sought prior to water sessions. Ear plugs to be supplied by parents/carers
- earrings, hearing aids, glasses, contact lenses and jewellery should be removed prior to entering the pool
- students who are tube fed or identified as nil by mouth ensure that no water enters the mouth or nose

 pregnancy – all female staff undertaking water duties should be aware that research indicates that hydrotherapy pools above 35c will cause an increase in foetal temperature in the first 1-12 weeks of gestation.

The cupboard in the change room is equipped for emergency requirements only, including first aid equipment, spare gloves, wet ones, and plastic bags. Every class is responsible for taking their own toiletries and healthcare needs when using the pool.

Staff should follow each student's requirements in the manual handling, equipment and healthcare chart overview and always consider the privacy, comfort, and dignity of the students always during the changing in and out of swimming gear.

Staff should collect all required equipment from the classroom (e.g., swimming costumes, towels, nappies, pads, slings, Epipen, etc.) in the ready before starting out to transition to the pool area.

The class teacher is responsible for completing the class risk assessment. All participating staff and volunteers should be part of the risk assessment and corresponding management strategies should be documented as part of the class plan.

Student Supervision and Duty of Care

The department and its staff have a duty to take reasonable care for the safety and welfare of themselves and others. This duty includes assessing and appropriately managing all foreseeable risks of an activity. Duty of care requires staff maintain vigilance throughout the water activity and to provide ongoing active supervision of students in the water. No student should be left in the water without an adult in proximity.

A teacher must always be responsible for the overall supervision of the group. Staff knowledge, training and staff to student ratio should be identified in the class risk assessment. At Les Powell School, the following must be considered by teachers when completing their class risk assessment:

- that the class teacher and SLSO to student ratio is maintained. Ratios should be consistent with the usual combined class factor of need (FON), that should not exceed an FON of 10 (IS=1.666; IO=1.111; PDC=1.428)
- that participating staff are familiar with the school's emergency and evacuation procedures for the pool area
- that participating staff are familiar with the class manual handling, equipment and healthcare chart procedures
- that all participating staff have completed their compliance training, including Child Protection
- that at least one participating staff in the pool area has current first aid and cardio-pulmonary resuscitation (CPR)
- that should the school swimming coach not be available, that another staff member with similar swimming experience and who has been endorsed by the principal, is present

- that when a student with epilepsy is participating, a staff member should be
 present who has read the students epilepsy management plan and is able to
 respond appropriately in the event of a seizure
- that an individual observer (spotter) be assigned to be 1:1 with a student who
 has epilepsy, when they are in the water. The spotter must be additional to the
 swimming coach and can be a school / parent volunteer. Should there be more
 than 1 student with epilepsy participating, and if there are not enough spotters
 available, students should be rotated to ensure the appropriate ratio is followed
- that students with epilepsy does not remain in the water more than 30 minutes at any one time, in consideration of the warmer water temperature.

If the numbers are low in one class, the class teacher may negotiate to take additional students from other classes, always adhering to recommended student / staff ratio and after consulting with their team leader. Arrangements should be made with another class to take non-swimming or unwell students into their class. Team leaders should be advised of agreed changes.

Leaving the Pool

It is the responsibility of all staff to:

- ensure that the pool area and change rooms are tidy and all equipment is packed away
- ensure that all nappies are placed in the nappy bin
- hang floatation aids on the hooks provided for them
- ensure that water slings are hung to dry
- ensure hoists are plugged back on to charge
- turn off lights, heaters, fans, radio, etc.
- mop all wet areas
- close windows if opened, key lock all external doors and return keys to the office
- hydrate students and themselves after the session.

Closing of the Pool

There may be cases when the pool will require to be closed due to unforeseen circumstances. These may include, but not limited to:

- overheating / under heating of the water this will be determined at the start of the school day and all staff advised by page announcement or placed on the staff notice board
- broken glass in the pool due to vandalism close down determined by the principal or executive
- **faecal matter:** The treatment required will depend upon the condition of the faecal matter introduced. Loose faecal matter requires greater treatment than firm stool. Procedures to be followed are -

- 1. clear everyone from the water
- 2. remove the stool using a scoop (kept in pool store room), always use gloves
- 3. coach will advise office/executive of pool closure
- 4. staff to be advised through paged announcement from the office staff
- 5. office to advise caretaker to initiate chemical treatment.

Emergency Evacuation, Lock-downs and Student Crisis Management

Significant misbehaviour by a student that puts themselves, other students, and staff at risk: staff should make themselves familiar with a students' behaviour crisis management plan, so that they know the required response in the event of a significant behaviour outburst.

A medical emergency: a staff member with current training in CPR and emergency care (Memorandum 93/3142), should always be present during pool sessions.

In an emergency, staff will:

- 1. assess the situation
- contact the principal/office to call for extra help or an ambulance if necessary and give details of the student's name and class, the problem and type of emergency service required
- 3. provide appropriate attention to the casualty and ensure that the other students remain supervised
- 4. ensure that all students are taken out of the water, are safe and remain supervised until help arrives.

Evacuation / Lock-down Procedures: all staff should make themselves familiar with the school's evacuation and lock-down procedures. The school's emergency and evacuation chart should be displayed and easily accessible by staff in the pool area.

Water Sports Program Procedure & Guidelines, Revised March 2024

Appendices

Appendix 1

Les Powell School: staff sign-off document

Appendix 2

School Water Sports Program parent / caregiver feedback

Appendix 3

Les Powell School water sports program parent consent form

Appendix 4

Personal care, motor needs, behaviour plan, health care

Appendix 5

Class risk assessment sample

Appendix 6

Individual water sports plan

Appendix 1

Les Powell School: Staff Sign-off Document

Signature Date	
Staff member's name	_
I have been oriented in the use of the pool hoist and in the use of other equipment in the pool's change rooms	
I know what I need to do in case of an emergency, an evacuation or lock down when in the pool area	
I am oriented with the class manual handling, equipment and healthcare chart for the class I will be working with	
I understand my role and responsibility in the delivery of the water sports program for students at Les Powell School	
I have been part of a risk assessment to support my role in the school's water sports program	
I am familiar with and understand our school's water sports program guidelines and procedures	

School water sports program parent / caregiver feedback

Prior to your child participating in the school's water sports program, please provide your feedback to assist staff to better meet your child's needs during their orientation to the program.

Student name		
My child likes playing with water	Yes	No
My child is happy to put his / her feet in the water	Yes	No
My child is happy to put his / her face under the water	Yes	No
My child is able to float in a pool independently	Yes	No
My child has used a floating device to help them in the pool	Yes	No
My child likes to sit in a warm bath	Yes	No
My child is unable to swim (non-swimmer)	Yes	No
My child is comfortable and confident in shallow water but cannot swim very well (weak swimmer)	Yes	No
My child is a reasonable swimmer but is not very strong or confident in deep water (average swimmer)	Yes	No
My child is a strong swimmer and is very confident in deep water (strong swimmer)	Yes	No
Is there anything you would like your child's teachers to know that may be help your child to the school's pool?	ful when	taking
If your has used floating devices, please identity type:		
Parent/caregiver's name Date		

Les Powell School Water Sports Program Parent Consent Form

Dear parents / caregivers

As part of the Les Powell School's Personal Development, Health and Physical Education (PDHPE) water sports program, your son / daughter will be using the school pool every week.

To use the pool, students will need to have:

- · swim bag labelled with name
- 2 towels labelled with name
- 2 plastic bags
- robe
- beanies for Winter
- swimmers -
 - ✓ speedos / board-short / swim-shirt for boys OR
 - ✓ one-piece swimsuit / swim-shirt for girls OR
 - ✓ for incontinent students: water-proof re-usable swim pants / Huggies and tight-fitting lycra bike pants / swim-shirt and optional board shorts

to your class teacher as soon as possible)	
Water Sports Program Parent	Consent Form
	Class:
•	
d to go in the water for additiona class teacher will be through the No □	I sessions if they become available. student's communication book)
•	
Signed:	Date:
	Water Sports Program Parent d to go in the water No □ d to go in the water for additiona class teacher will be through the No □ as a volunteer in the pool No □

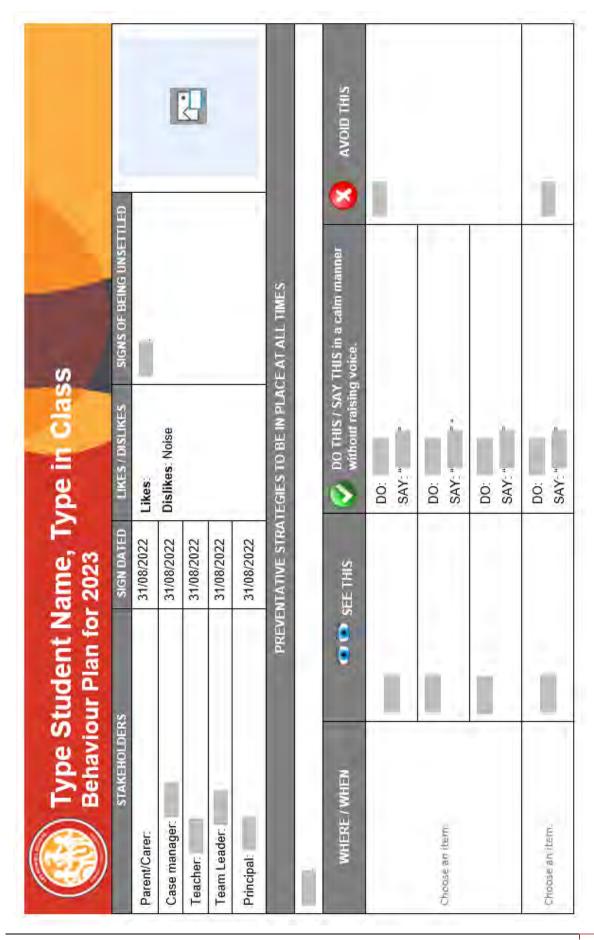
Appendix 4 Personal care

Specific	Personal care for 2023	ı	
Area	capacity	How to	Parent responsibility
Hygiene	Choose an item,		☐ Provide menstrual pads ☐ Provide change of underwear
			☐ Other e.g., brush, toothbrush
	Choose an item.		☐ Provide change of clothes
Toileting			☐ Provide change of underwear
			☐ Provide nappies/pull- ups
	Choose an item:		☐ Provide change of clothes
Dressing			☐ Provide appropriate swimsuit for Water Sports
			☐ Provide towel
Sun Safety	To wear a hat whe	To wear a hat when outside, sunscreen applied as needed.	Parent to send in sunscreen and a hat

Type Student Name, Type in Class Motor needs for 2023	Support Therapist recommended strategies/management Parent responsibility	Click or tap here to enter text. □ Ensure wheelchair is in good working condition. □ Ensure wheelchair is the correct size for the student.	Click or tap here to enter text Click or tap here to enter text purchased through NDIS, to ensure it remains in good working condition and correct size for student. Collaborate with school to ensure therapists are available to train staff as required.	Click or tap here to enter text Click or tap here to enter text purchased through NDIS, to ensure it remains in good working condition and correct size for student. Collaborate with school to ensure therapists are available to train staff as
ype Student lotor needs for	Support	Choose an item.	Choose an item.	Choose an item.
	Function	Transitions / positioning	Postural (gross motor) need	Hand motor

	Parent/carer name & mobile		
process.	Sign dated by parent	AND .	
	Dr contact details		
	Sign dated by Doctor	100	
	Other contact name & mobile		
Health care concern	Triggers	Syn	iptoms
Anaphylaxis			
Asthma			
Asthma			
(Transfer actions related	Action required d to eating/dietary or toileting relevant pages following)	hygiene directly to	Responsibility
	providing begins rolling ming/		

The individual health care plan has been developed as part of the student's PLaSP in consultation with those indicated and with the knowledge and agreement of the student's parents/caregivers. A current copy has been shared with all relevant staff at school.



Appendix 5

Risk assessment sample

Plan must be made available by the class teacher to all staff involved in the session

er Sports Risk Asses	sment and Manageme	ent Plan
6J	Timetable:	Wednesday 11:30-12:30
Teacher: SLSO:	Students:	
	6J Teacher:	Teacher: Students:

Situation	Anticipate	Find out	_	Eliminate or control	-	Talk others	You
List the details of the activity, eyent or task		What current controls are in place?	Risk rating	What else can be done to control this risk?	Residual risk rating	Controls to be actioned by who?	When do you nee to review the control?
Transitions: To/ from the school pool through the staff car park.	Cars entering and exiting car park. Healthcare: epilepsy, seizures.	Teacher leads the group and SLSO to follow at the back. Class to stay as a group, student following instructions. Healthcare plan and seizure charts to be carried with Ashton. Juliaza and Sandy Staff follow Ashton's, Juliaza's and Sandy's healthcare plan.	5	Staff providing 1:1 support Alex to support Sandy Shabana to support Juliaza Raquel to support Amsi Shreya, Mina and Ashton will walk in proximity of supervising staff. Staff to have completed compliance training in First Aid and CPR. Emergency plans communicated for dealing with potential incidents.	6	Class teacher and SLSO	Transitioning from/to classroom 6J to/from the school swimming pool.
Transitions: Entry / exit from change rooms and	Slipping due to wet floor Student privacy	Ashton and Amsi to change in the change room 1 (next to pool glass doors), supervised and supported by Alex and Shabana.	4	Non-slip mats are now in each change room.	6	Class teacher, swimming coach and SLSO	During changing times.

Water Sports Risk Assessment and Management Plan



Situation	Anticipate	Find out		Eliminate or control	_	Talk others	You
List the details of the activity, gyent or task		What current controls are in place?	Risk rating	What else can be done to control this risk?	Residual risk rating	Controls to be actioned by who?	When do you nee to review the contro!?
entering water.		Juliaza, Mina and Shreya to change in the change room 3, supervised by Raquel.					
		Ashton Amsi, Mina and Shreya to follow Tania when she is ready to commence session in the water.					
	Lost clothing	Class staff ensure students have their own water sports bag to store their own property.		All staff aware and use safe lifting procedures.			
	Physical management requirements (Hoist, water chair, etc.)	Two-person transition provided for Juliaza, Raquel/Shabana to walk from change room to pool and vice versa.		Safe lifting procedures to be followed			
		Alex to walk Amsi to pool and vice versa.					
		Ashton, Mina and Shreya are independent.					
		All students to enter the water via the pool ramp. They will enter in line, one after the other once Tania is in the water.					
During water safety session in the water.	Healthcare: epilepsy, seizures.	Spotter role in place. In case of emergency:	4	Ashton and Juliaza's healthcare plan procedures followed.	6	Class teacher, swimming	During water safety session in the water.

Water Sports Risk Assessment and Management Plan



Situation	Anticipate	Find out	- 1	Eliminate or control		Talk others	You
List the details of the activity, gyent or task		What current controls are in place?	Risk rating	What else can be done to control this risk?	Residual risk rating	Controls to be actioned by who?	When do you nee to review the control?
		spotter retrieves the floating board. Swim coach and teacher to maneuver student onto the board and slide them out to the side of the pool. Staff to follow healthcare plan procedures.		Floatation devices placed in an easy access by the swim coach before the session commences.		coach and SLSO	
School swimming pool.	Student / staff health & safety: • safety equipment	Floatation devices placed in an easy access by the swim coach before the session commences. Ashton and Juliaza will have floatation on before entering the water. Kick board and Noodle used by Ashton Mina and Shreya. Novelty floaties: Students use these toys after they had their lesson as part of their free time.	4	All plans and equipment list are in plain sight. All staff know their roles and responsibilities.	6	Class teacher, swimming coach and SLSO	Before entering the pool
	broken pool drains around the <u>pool</u> broken or uncovered pool <u>vent</u>	Communication from swim coach of these issues to staff before session. Swim coach to advice office. All to avoid area when entering and exiting to water.					

Water Sports Risk Assessment and Management Plan



Situation	Anticipate	Find out		Eliminate or control		Talk others	Tou
List the details of the activity, gyent or task		What current controls are in place?	Risk rating	What else can be done to control this risk?	Residual risk rating	Controls to be actioned by who?	When do you nee to review the control?
	faecal matter found in the <u>water</u>	All avoid broken or uncovered pool vent during session. Clear everyone from the water. Using gloves remove the stool using a scoop (kept in pool storeroom). Coach to advise office/executive of pool closure. WATER SESSION CEASES.					
School swimming pool	Student behaviour Non-compliance, running, bombing, etc.	PBL visuals will be used throughout the lesson to encourage students to participate in all activities in a safe manner. All students briefed on safe behaviour expectations. Staff briefed on individual student behaviours.	5	Use PBL visuals to reinforce positive behaviour.	6	Class teacher, swimming coach and SLSO	Before entering the pool
School swimming pool	Swimming Instructor	No swimming without Tania.	5	Competent swimming coach is required to run swimming session.	5	Principal approved.	Before water sports

Relevant information attached: Yes 🔲 No 🔲 NA

You should report, monitor and review:

	Type Student Name, Type in Water sports plan, 2023	n Class
	 Duration of session i.e., seizures – attached health care plan and provide a 'spotter' to monitor seizure 	Skills already learned
Considerations	activity. Student must wear a full life jacket. PEG is used- attach health care plan Nil via mouth. Assisted walking – attach physical management plan. Keep change room door always locked. Change in change room nearest pool. Change in change room with pool hoist. Showers after swimming session on pool deck	☐ Get in and out of the water safely independently, via ramp/stairs/side of pool. ☐ Get in and out of the water safely supported, via ramp/stairs/side of pool. ☐ Tolerates floatation
	instead of change room. ☐ Student has ointment applied before/after swimming session. ☐ Is requires to be changed immediately after taken out of water as they are sensitive to temperature	aids (arm floaties, noodles, ring noodles). Attempts to use floatation aids to support skill
Transitions	Change. Choose method	development. ☐ Tolerates floating with
Equipment	Choose equipment, Choose equipment, Choose equipment	physical support (front/back/upright).
	equipment	□ Relaxes body while in the water.
Support	Choose an Item	☐ Tolerates water over their head.
		□ Sea weeding through water with support.
		☐ Standing in the water.
		☐ Wading across the pool.
		☐ Blow bubbles with nose above water.
		☐ Put face under the water.
To action		☐ Blows bubbles under water.
TO MILLENI		☐ Front glide with chin in the water.
		☐ Back glide with ears in the water.
		☐ Float on back and kick with assistance.
		Back skull using a noodle (under arm).
		☐ Push off side of pool front/back (with or without support i.e., noodle or kickboard).