



Grove Vale Primary School

# Swimming Policy

March 2023

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## NATIONAL CURRICULUM

**It is necessary to have a detailed swimming policy to ensure the safety of the children and staff within Grove Vale.**

Since 1994, swimming and water safety has been a statutory element of the national curriculum for physical education in England.

This means that every 11-year old child should leave primary school with the skills to keep themselves safe while enjoying swimming with friends and family.

The three national curriculum outcomes

Swimming is the only sport to be included within the national curriculum physical education programme of study. All primary schools must provide swimming and water safety lessons in either Key Stage 1 or 2.

Each pupil is required to be able to do the following:

- Perform safe self-rescue in different water based situations
- Swim competently, confidently and proficiently over a distance of **at least** 25 metres
- Use a range of strokes effectively, for example, front crawl, backstroke and breaststroke.

Working towards and beyond these requirements, we have developed our own framework for swimming throughout the school, using the Swimming Charter as a guide for help and resources.

## PROVISION OF SWIMMING

Provision of swimming represents a major investment in the Health and Well-being of the community.

The ability to swim is a pre-requisite to many other forms of sport and recreational activity as well as being an essential life-saving and life-preserving skill.

Sandwell MBC has identified the promotion of general health and fitness, as being necessary for the long term well-being of the area.

Swimming, by its very nature, is an activity which meets the three criteria for effective exercise: Stamina, strength and suppleness.

Swimming has increased in popularity and is likely to continue to do so.

- Swimming is the ideal form of exercise to ensure an overall level of fitness.
- The usage of the school pool can be enhanced through planned programming.
- Relationships between the school and local clubs and community groups, will be improved.



- Dual use of the pool represents the most efficient form of using the facility.
- A loss of the opportunity to learn to swim whilst at school leads to:
  - A long term reduction in the swimming ability of the population.
  - A reduction in the take-up of other sports for which swimming is a pre-requisite.
  - Potential loss of life.
  - A reduction of enjoyable opportunities for maintaining a healthy lifestyle.

## **SCHOOL FRAMEWORK FOR SWIMMING**

### **RECEPTION**

Children in our Reception classes get the opportunity to swim every week. During their first few weeks they will have the help of their class teacher, where they will experience water confidence practices, floating and basic movements of propulsion

### **YEAR 1**

Basic water safety is introduced in this year. Their water confidence is improved as they develop their propulsive skills.

### **YEAR 2**

Now gaining in ability, children get a basic introduction to the strokes, the majority of them can swim at least 5m.

### **YEAR 3**

The children now begin to develop two recognised strokes, one on the front and one on the back.

### **YEAR 4**

Further development of the strokes used in Year 3 plus an additional stroke, other activities are introduced, such as synchronised swimming or water polo.

### **YEAR 5**

Consolidation of stroke techniques, swimming over increased distances and introduction to Life Saving/Survival.

### **YEAR 6**

Competence in at least three strokes, in a range of water skills and lifesaving skills and simulations.

## **POOL DIMENSIONS**

Deep water 1.0m

Shallow Water 0.8m

Length 13.5m

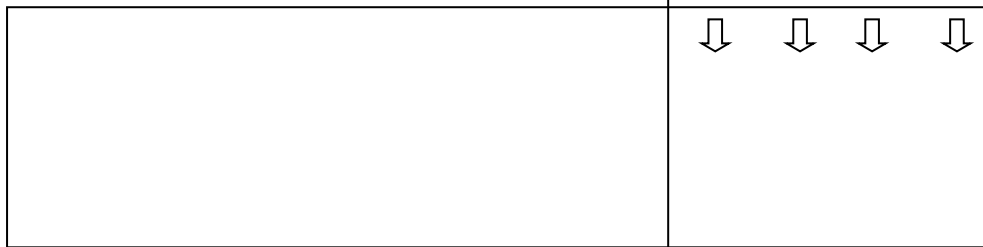
Width 5m



WIDTH ORGANISATION

Lane rope (to prevent getting out of depth)

Deep End



Shallow water

- Group 1 - Top Group
- Group 2 - Improvers +
- Group 3 - Improvers
- Group 4 - Weak Swimmers

LENGTH ORGANISATION

Deep End



Shallow water

- Lane 4 – Improvers
- Lane 3 – Top Group
- Lane 2 – Improvers +
- Lane 1 – Weak Swimmers



### **Special First Aid**

We have considered the need for special First Aid and emergency provision eg. Spinal Boards, but as there is STRICTLY NO DIVING in the pool, we deemed it unnecessary at this time as all pupils are briefed on safe entry and exits.

### **Potential risks in and around the Pool**

Around the pool there are:

- Equipment containers
- Drains
- Reaching Poles (all clipped to the wall)
- Non-Slip matting

In the pool there are:

- Steps
- Hand Rails

## **PRE-SWIMMING LESSON CONSIDERATIONS**

### **Swimming Clothing**

#### **Girls**

Girls are allowed to wear swimming costumes and two-piece tankini sets, as long as they are appropriately covered. Under no circumstances, will a bikini be allowed.

#### **Boys**

Boys are required to wear swimming trunks. Swimming shorts (Bermuda style / Boxer style) are not appropriate and should be avoided.

#### **All Children**

Children must bring a clean towel to each lesson and are not allowed to use talcum powder, in the changing room.

Children are required to wear a *swimming hat* during swimming lessons. If a child forgets their hat, it is not advisable for them to share a hat with another child due to personal hygiene. Sometimes it can be acceptable for siblings to share hats as a last resort.

#### **Staff**

Staff coming to the swimming pool must also consider their footwear and ensure they wear either flat shoes or trainers. High heeled shoes are not suitable for the poolside due to the new floor covering and the amount of water on it. Plastic shoe covers are provided at the Swimming Pool and must be worn over *all* outdoor footwear.



### **Mobile Phones**

The use of Mobile phones is strictly prohibited, on the swimming pool premises. Posters are displayed to inform visitors.

### **Jewellery**

Before the children are allowed to go into the pool they must remove all jewellery, adhering to the Sandwell Health & Safety Policy. Children are allowed to wait for the first six weeks after ear piercing (which is the standard waiting period before they can be removed, due to the risk of infection), before they can return to the swimming pool. After this time earring *must* be removed.

We request written notification from Parents of any ear piercing, so that the six week period can be calculated and monitored. If a child is unable to remove any jewellery themselves, then parents are requested to remove them before they attend school, on the day of their swimming lesson.

### **Medical Conditions**

The teacher should be made aware of any medical conditions the children might have and in turn, inform the swimming teacher of conditions that might affect the teaching of swimming, i.e. asthma, epilepsy, diabetes and impaired hearing or vision.

### **Medicines**

If a child has any condition that might require the administration of any medicines, then the class teacher is responsible for making sure the child brings such medication to the swimming pool for each swimming lesson, i.e. asthma inhaler or 'epi' pen etc.

### **Goggles**

Before the children can enter the pool wearing goggles, written permission must be given by the parents or legal guardians of the child and handed to the Swimming Instructor.

Children who insist on bringing goggles to lessons will be shown how to put them on and remove them safely but if they wear them inappropriately, rather than their designed purpose, they will be asked to return them to their swimming bags, as they are not being used to aid their swimming.

### **Verrucae**

It is essential that if a pupil has a verruca, it should be covered, due to the risk of infection. A 'verruca sock' will suffice. Treatment like Bazuka gel, can be put onto the verruca, which means a sock is no longer required.

### **Special Needs Pupils**

The pupil will be accompanied by their appropriate support person within the school.

Whole Group practices are encouraged, as this provides a better opportunity for a 'Special Needs Pupil' to participate alongside their peers.



## SWIMMING POOL FACILITIES

### Changing Rooms

Within the Swimming Pool building, there are two Changing rooms - one male and one female. Boxes are provided in each of the changing rooms so the pupils can put their clothing in. These are left in-situ for the duration of the swimming lesson, for when they return to get dressed. Children are required to stack the boxes and leave the Changing room tidy. Talcum powder is not allowed as it can irritate asthma sufferers.

Our rules regarding admittance to the Changing areas are fully in line with Sandwell Local Authority guidance and are as follows:

- All Parent Helpers **MUST** have DBS checks.
- Female Parent Helpers can help in both the Male and Female changing rooms.
- A Male parent helper can only help his son in the Male changing room.
- Male Parents are not permitted to enter the Female changing room.

Alternative arrangements will be made for Male parent volunteers, to change their daughters in a separate area.

### Supply Teachers

It is advisable that staff remain outside both Changing Rooms until the children are dressed. Any Supply Teachers who go to the Swimming Pool **MUST** be able to swim, for their own safety, in and around the area.

### Showers

This is an essential part of health and hygiene in our Pool area. It is a communal shower room, so all children are required to *walk through* the showers before the lesson commences and again at the end of the lesson, to rinse off the chlorinated water. Hats will be left on in the showers. We do not allow the use of shower products however, as the floor becomes too slippery.

### Security

***It is imperative that the building remains locked when it is not in use.***

### Swimming Instructor Duties

It is the responsibility of the Swimming Instructor, to provide a safe environment for the pupils to learn swimming, therefore conduct a check of the area, prior to commencing lessons. Ultimate safety of pupils and staff is paramount at all times. Preparation of lessons with clear and concise instructions is required at all times. The equipment provided should be in good condition and returned to its storage shelf container. It is the instructor's responsibility to tidy up the Pool area, at the end of the lessons. The ropes are to be removed to enable cleaning of the pool to take place.



She is to instruct the remaining teacher to close the main entrance door securely, as they leave the building.

### **Class Teacher**

It is the responsibility of the Class teacher to ensure all pupils are dressed to return to lessons. They will be informed by the Swimming Instructor to drop the latch and to shut the door behind them – therefore locking it and ensuring that it cannot be opened.

All teachers accompanying their class to swimming lessons, must be able to swim - for their safety and the safety of the children.

During all swimming lessons, the responsibility of all children lies with the class teacher and the swimming instructor.

## **SWIMMING ATTENDANCE**

As a school, we take full advantage of having a swimming pool on site and pride ourselves on the high standard of swimming our pupils achieve. We therefore insist that children have a good attendance for swimming lessons so that they can benefit from the expertise of a swimming teacher.

### **Attendance Log Book**

The teacher responsible for the class is required to enter the names of non-swimmers into the swimming attendance log book, which will be at the swimming pool, for every lesson. The child's name should be entered, the class number, the date, the reason for not swimming and whether a letter detailing the reasoning was provided by the child's parent or guardian.

After three missed lessons in any term, a letter will be sent to parents from the Swimming Instructor, to highlight the issue and explain the importance of swimming in Physical Education.

Any children that are consistently not swimming without parental consent, will be sent a letter from the school to inform them of their low swimming attendance and to encourage an improvement.

Failure to provide a full swimming kit (ie: trunks/costume, towel and hat) will result in a detention and is also recorded as 'non-attendance' of the swimming lesson. Some spare swimming kits are available if the child is willing to wear one. (They are washed by the swimming instructor, when used.). If any parents have an objection to the provision of these spare kits if their child fails to bring theirs in, please ensure the class teacher/swimming instructor has written confirmation of this.

The Swimming Log Folder will be monitored weekly by the Swimming Instructor and she is responsible for the organisation of the letters to be sent home, if three lessons have been missed.

### **Non-Swimmers**

Non-swimmers must be sent to the teacher responsible for the remaining class of the same year group where possible, so that the children are not in and around the poolside during swimming lessons.





## **SWIMMING LESSONS AND BEHAVIOUR**

Children are required to behave in an appropriate manner at all times and as they would do within lessons based in the classroom. They are required to listen to the instructions given by the swimming teacher and act upon them at all times.

### **Safety**

Children should walk around the swimming pool and wait in a sensible manner before they enter the pool. When in the pool, they should give the child in front of them in their lane, enough space, so that they do not 'bump' into each other or overtake them – the flags overhead would act as a guide.

### **Ratios for Swimming Lessons**

Under Guidelines from the Amateur Swimming Association, we adhere to the following ratios, for our swimming lessons:

- Non-swimmers and Beginners 12:1
- Improving Swimmers (10m unaided) 20:1
- Mixed Ability Groups 20:1
- Competent Swimmers (25m unaided) 20:1
- Swimmers with Disabilities 8:1 (with help)

### **Emergency Whistle Blasts**

Staff and pupils need to be aware of the emergency whistle blasts and what they should do in the event of an emergency, i.e.

**1 short whistle blast** – All pupils will stop, stand still and listen, whether they are in the Pool or on the poolside.

**1 long whistle blast** – All pupils MUST get out of the pool and wait at the designated area, while the emergency is dealt with.

**3 short whistle blasts** - this is to inform the other teachers that the Swimming Instructor is entering the water.

All pupils and teachers are made aware of Emergency Procedures and they are practiced on a regular basis, during lessons. (See 'Emergency Action Plan.')

### **Reporting an accident/Incident**

It is essential that any event, Accident or Incident, is written in the Swimming Pool Accident book, which is kept with the Attendance Log, as soon as the swimming lesson has ended. This should also be reported using a SMBC incident/accident form and submitted to the school business manager for review.



### **Inappropriate Behaviour**

It is the responsibility of the swimming Teacher and Class Teacher to ensure the behaviour of all the children attending the lesson, is appropriate for the Swimming Pool area. For example, no running, pushing and jumping.

Inappropriate behaviour will be dealt with by the swimming teacher and/or class teacher - this may include the child or children in question being removed from the pool and being asked to go and change. The teacher responsible for the class must supervise the child whilst the swimming lesson continues, in this event.

### **TERMINATION OF LESSONS**

On occasions it may be necessary to cancel lessons before they are due to take place or terminate them whilst they are ongoing. There are several possible reasons for this including:

- Poor water clarity or water pump failure
- Debris in the pool
- Excretia or sickness in the pool
- Inappropriate behaviour that is dangerous for individuals or the whole class involved in the lesson
- Low Temperature
- Release of Toxic Gases
- Lighting/Structural Failure
- Bomb Threat
- Overcrowding
- Outbreak of fire
- Serious injury to bather
- Discovery of a Casualty in the water.

In the event of one of the above occurs, please refer to the Emergency Action Plan.

### **Hiring of the Swimming Pool**

Anyone who hires the Swimming Pool Facilities MUST be DBS checked.

All 'Hirers' will be given a copy of all Policies and Procedures pertaining to the Swimming Pool, which includes NOP's and EAV's and will sign to say they have been read and will adhere to all Rules and Regulations.

All records of these will be kept in the School Office.



## **EMERGENCY ACTION PLAN**

Once inside the pool, the children and members of staff must familiarise themselves with the emergency procedures. Below is a detailed plan of action that should be put into place, if there is ever an emergency situation within the swimming pool building.

### **Emergency Signals**

The swimming teacher will use whistle blasts to attract the attention of the children and staff when they are in the swimming pool building.

1 short whistle blast – this whistle requires the children to stop what they are doing immediately and face the swimming teacher.

2 short whistle blasts – this sound is to attract the attention of another adult by the poolside.

1 long whistle blast – this sound requires the children to leave the pool immediately and assemble by the side of the pool in a clear line.

3 short whistle blasts – This signals to the other teacher present that the swimming teacher has to enter the water to deal with a situation.

### **Alarm System**

There are 2 Emergency Alarm 'Break Glass' call points, located in the swimming pool. One is on the wall by the inside of the main front door. The other is located on the wall between the Shower room door and the fire Exit Door (the shallow end of the swimming pool). These are to be used if there is a life or death situation in the building.

### **Contacting the Emergency Services**

The emergency services must be contacted by the teacher responsible for the class or accompanying the class at the poolside whilst the swimming teacher rescues any individuals or initiates first aid.

To contact the emergency services, the emergency 'walkie talkies' must be used by the teacher at the poolside to contact the secretaries. All relevant details should be given to the secretaries to ensure they can give sufficient information to the emergency services.

The teacher at the poolside must also request the presence of the Head Teacher or Deputy Head Teacher immediately.

The swimming teacher will care for the individual in need of assistance whilst the teacher at the poolside must take care of the rest of the pupils and ensure they are calm, controlled and reassured.

The swimming teacher and class teacher are both responsible for completing the accident book, giving as much detail as possible about the event.



### **Evacuation**

In the event of an evacuation of the building being necessary, then the swimming instructor and class teacher are responsible for completing a head count. The teacher responsible for the class must be aware of the number of children that are swimmers and non-swimmers and how many are on site in the swimming pool building.

All areas of the building should be checked including changing rooms even if they have not been used and toilets.

The children are required to assemble outside the first Year 6 classroom for the register and then onto the field. It is necessary to take a register or an accurate headcount before proceeding to the field in case there are any individuals left inside the swimming pool building.

Children and staff should leave through the nearest emergency exit from the poolside or the changing rooms. All children and staff are aware that they have to assemble on the school field once they have left the building and should be reminded of this on a regular basis. Foil blankets are available should they be required.

There are a number of situations which might result in an evacuation being necessary. For example:

- Outbreak of fire (in the swimming pool or main school buildings)
- Bomb threat
- Lighting failure
- Emission of toxic gases
- Or, other events that put the users at risk
- Release of Toxic Gases
- Lighting/Structural Failure
- Bomb Threat
- Overcrowding
- Outbreak of fire
- Serious injury to bather
- Discovery of a Casualty in the water.

### **FAILURE OF EQUIPMENT**

#### **Electrical**

In the event of any equipment failure, lighting, filter pumps, heating equipment, Structural damage, swimming is immediately ceased and swimmers will leave the pool, get dressed and exit the building if it is felt there is a risk to the well being of the swimmers.

#### **Toxic Gas Emissions**

In the event of Toxic Gas being evolved and discharged, everyone is to leave the building immediately and follow the EAP for ALL emergencies.



### **Discovery of a Casualty in the Water.**

If a casualty is discovered in the water, press the Pool Emergency Alarm and inform the office to contact the Emergency Services. Follow the 'Evacuation' procedures.

Serious Injury to Bathers

### **Bomb Threat**

If a call is made to the office, the pool will be notified immediately.

The alarm that will be raised is the school bell, for a prolonged period. If this bell is raised at any time – assume it is a credible warning.

All children must leave the pool area and into the changing rooms, where they should get dressed as quickly as possible.

If coats aren't available, use the foil blankets from the cupboard – if required.

Leave all bags etc and leave the pool area via the RED Exit Door at the deep end area of the swimming pool. All children are aware of this procedure

Proceed to the rear of the school and make your way to the junior playground, away from any windows.

Leave the school premises via the school gate and cross over Monksfield Avenue and head towards Q3, as a Primary Evacuation Point.





## **GROVE VALE PRIMARY SCHOOL**

### **POOL NORMAL OPERATING PROCEDURE**

The swimming pool at Grove vale primary school is used for swimming lessons by the pupils on Monday, Wednesday and Friday. External clubs also use the pool after school in the evenings and on Saturday mornings.

#### **Maximum loads**

The size of the pool allows for a maximum of 120 swimmers daily with a maximum of 22 swimmers at a time.

#### **Daily procedures**

All electrical equipment including pumps, dosing system, air extractors and heating systems are checked at the beginning of the working day, if any faults are detected they are immediately reported to property care to ensure a swift response from an engineer. At this point a decision is made whether to commence swimming that day based on the risk to bathers any problems may cause.

#### **Chlorine testing**

The pool water is tested three times a day, Free Chlorine, Total Chlorine and pH levels are recorded on to the data sheets kept in the Site Managers office.

Chlorine levels are kept within the range of 1 to 3 ppm preferably at the top end of the range going on recommendation of the environmental health officer.

pH levels are kept within the range of 7.2 to 7.6

Chlorine levels recorded above 5ppm, swimming is immediately cancelled until the levels are decreased to within a reasonable range by emptying water from the pool and replacing with fresh water.

If chlorine levels drop below 1ppm liquid chlorine is added directly to the pool which will raise levels immediately and swimming may continue.

In both cases extra tests are carried out on the pool water until levels have stabilised.

Chlorine levels in the dosing container is checked every morning and a new container is replaced when needed.

The pump is switched off and lid is unscrewed from the container, which will also remove the pump tube, the old container is removed and a full container is put in place, the tube is inserted and the lid



secured back on the container. PPE must be worn at all times including overall, face mask, goggles and rubber gloves.

The sodium carbonate levels are also checked daily. If levels are low the pump is switched off and the lid containing the pump tube is removed from the container, dry alkali powder is added and topped up with fresh water stirred and the container lid replaced, again PPE must be worn at all times.

### **Water Clarity**

The pool cover is removed from the pool before swimming commences and steps to shallow end are inserted. A visual check of clarity of the water is undertaken and any

foreign bodies are removed. If the water clarity is not acceptable swimming is immediately cancelled until water tests are carried out and chemical levels adjusted and clarity returns to normal.

### **Temperature**

Water temperature is also recorded. If it falls below 26 degrees Celsius, swimming is cancelled until the temperature is raised to an acceptable level

At the end of every working day, water is emptied from the pool 30 litres per person who entered the pool that day, and replaced with fresh water.

Chlorine and pH levels are checked again and the side of the pool is hosed down with fresh water.

### **Cleaning**

Toilets, changing rooms and showers are mopped and cleaned daily.

The pool cover is replaced on the pool after removing the shallow end steps to maintain temperature and stop foreign bodies entering the water.

### **Vomiting, Faeces & Diarrhoea**

If diarrhoea/Vomit is excreted into the water,

- Clear the pool of bathers immediately
- Maintain disinfectant levels at top of the recommended range
- Filter for 6 turnover cycles
- Backwash the filter
- Call Environmental Health for sampling the water
- Only then re-open the pool

Solid stools should simply be retrieved, as soon as they are seen. Again, maintain the disinfectant levels at the top of the recommended range.

### **Backwashing of filter**

Backwashing of the filter takes place twice a week. First the pump is switched off, the multiport valve is turned to backwash and the pump is switched back on, when the water is running clear in the sight glass the pump is then switched off. The multiport valve is turned to rinse, the pump is



switched back on and run for a couple of minutes. The pump is switched off and the multiport valve is switched back to filter.

The pump is switched back on and the pool water level topped up with fresh water.

The backwashing of the filter currently occurs on a Tuesday and Thursday when the pool is not used and the date recorded on the data sheets

## **FAILURE OF EQUIPMENT**

### **Electrical**

In the event of any equipment failure, lighting, filter pumps, heating equipment, Structural damage, swimming is immediately ceased and swimmers will leave the pool, get dressed and exit the building if it is felt there is a risk to the well being of the swimmers.

### **Toxic Gas Emissions**

In the event of Toxic Gas being evolved and discharged, everyone is to leave the building immediately and follow the EAP for ALL emergencies.

## **STORAGE OF CHEMICALS**

The chemicals we use to disinfect the pool is Sodium hypochlorite which is a liquid stored in 25 litre containers. The dry alkali is packaged in a 25 kilo plastic sealed container but in powder form, these are stored segregated in a lockable metal shed away from the building. Safety data sheets and COSHH risk assessments for each chemical are kept in the Site Managers office and also available on the schools office 365 portal.

### **Building Security**

Nobody has access to the swimming pool building out of swimming lesson times except for the site manager and cleaner the building is kept locked. The only other members of staff who have a key to the building are the Swimming teacher and part time caretaker.

## **SAFETY OF OUR SWIMMERS**

At Grove vale we consider the safety of our children is paramount, there is no excuse for putting our children at risk.

All members of staff who are involved with swimming have access to our health and safety policies and are aware of the emergency procedures in the swimming pool.

A plan of the pool showing fire exits, fire call points, extinguishers, first aid box and pump emergency switch off point is attached to this document.

A copy of our swimming policy is also given to the swimming clubs who use the pool, who are asked to sign to say they have received the document.





### **Contacting the Emergency Services**

The emergency services must be contacted by the teacher responsible for the class or accompanying the class at the poolside whilst the swimming teacher rescues any individuals or initiates first aid. For Example: in the event of finding a

casualty/serious injury, to a bather, the Pool will be cleared of all pupils using the whistle blasts and after assessing the level of injury, take the casualty out of the water

and contact the emergency services immediately, using Mrs Reaney's (Swimming teacher) mobile telephone.

The teacher at the poolside must also request the presence of the Head Teacher or Deputy Head Teacher immediately by contacting the school office.

The swimming teacher will care for the individual in need of assistance whilst the teacher at the poolside must take care of the rest of the pupils and ensure they are calm, controlled and reassured.

The swimming teacher and class teacher are both responsible for completing the accident book, giving as much detail as possible about the event.

### **Evacuation**

In the event of an evacuation of the building being necessary (including Fire, Bomb Threat, Chemical Leaks, Lighting Failure, Structural Damage), then the swimming instructor and class teacher are responsible for completing a head count. The teacher responsible for the class must be aware of the number of children that are swimmers and non-swimmers and how many are on site in the swimming pool building, using the class fire register.

All areas of the building should be checked including changing rooms even if they have not been used and toilets.

The children are required to assemble on the field for the register to be taken.

Children and staff should leave through the nearest emergency exit from the poolside or the changing rooms. All children and staff are aware that they have to assemble on the school field once they have left the building and should be reminded of this on a regular basis. Foil blankets are available should they be required.

It is an essential part of all swimming lessons, that every member of staff and child, who attends, is made aware of the Emergency Action Plan.

### **FIRST AID**

It is the responsibility of the Swimming Teacher to assess any First Aid issues that may arise, in and around the pool, being a qualified first aider herself.

However, if the casualty requires further treatment, whilst the swimming teacher is teaching, then the First Aider on duty in School should be notified by the office.



All First Aid Qualifications are updated when required and certificates are available for perusal, in the Medical Room.

The Basic First Aid box is kept in the blue cupboard, in the communal area of the building and a copy of the 'First Aid' rota is kept in the Swimming Folder, held by Deborah Reaney (Swimming Instructor).

### **Sharps**

No sharps are used in the swimming pool area. If an EpiPen has been used, it is contained in its own case and will be disposed of in the Medical room.

Review date: March 2026

Signed:

Dated:

