

**FILE: EBBC**

**MEDFORD AREA PUBLIC SCHOOL DISTRICT**

**DATE ADOPTED: August 16, 1990**      **FILE SECTOR: SUPPORT SERVICES**  
**DATE REVISED: December 16, 2004**    **POLICY TITLE: POOL OPERATION**  
**DATE REVISED: January 17, 2013**

The Medford Area Public Schools shall take all reasonable steps to protect the safety of students and others when using the pool or when in the pool area. The building principal and/or his/her designee, shall coordinate pool usage, hire and assign lifeguards, and be responsible for the general supervision of the operation of the pool.

**CROSS REFERENCE: EBBC-R**  
**LEGAL REFERENCE:**

MEDFORD AREA PUBLIC SCHOOL DISTRICT

DATE ADOPTED: August 16, 1990      FILE SECTOR: SUPPORT SERVICES  
DATE REVISED: December 16, 2004      POLICY TITLE: POOL OPERATION  
DATE REVISED: January 17, 2013

MEDFORD AREA PUBLIC SCHOOL DISTRICT  
LIFEGUARD MANUAL

This lifeguard manual has been prepared for the Medford Area Public School District pool. It is the guard's responsibility to become familiar with the rules and other job expectations. In assuming the responsibilities of a lifeguard, a person must realize that alertness and job execution are essential in the protection of human life.

DUTIES AND RESPONSIBILITIES

1. Keep familiar with and consistently enforce all rules and regulations of the pool.
2. Constantly be on the lookout for hazardous situations and take action necessary to prevent accidents.
3. Perform rescue if accident prevention fails or in other emergency situations.
4. Administer the proper first aid after the accident.
5. If necessary, seek help from emergency medical personnel using the black emergency phone or pool office phone.
6. Inspect pool area and keep it free of dangerous debris.
7. Inspect pool area and safety equipment and report needed repairs to the Aquatic Director.

LIFEGUARD PROCEDURES

1. Lifeguards should report for duty 15 minutes before scheduled opening of the pool.
2. Before allowing swimming to begin the lifeguard shall:
  - a. Have all lights turned on (overhead and underwater).
  - b. Visually check the entire pool area to assure proper placement of safety equipment.
  - c. Visually check the entire pool area for any potential problems/hazards. Correct all problems before swimming begins.
  - d. Divider rope must be properly secured in place.
  - e. Have all necessary equipment and be in proper position when swimming begins.
3. While the pool is open and in operation the lifeguards shall:
  - a. Promptly enforce all rules and regulations of the pool.
  - b. Perform rescue and administer first aid if necessary.
  - c. Position themselves in strategic areas and never leave your post except in the case of an emergency.
  - d. Refrain from unnecessary talk or visiting with the public while on duty.
  - e. Maintain an upright and alert position while on the guard stand.
  - f. Rotate positions every 15 or 30 minutes to remain alert and prevent boredom.
  - g. While on duty continue making "head counts" and scanning the entire pool area. Be alert for any unusual or emergency situations.
  - h. Always be professional, alert, courteous, and tactful when dealing with the public.
  - i. Make requests and issue orders in a calm, courteous, and determined manner.
  - j. Seek additional help from their supervisor or emergency medical personnel if necessary.

4. After swimming has ended the lifeguard shall:
  - a. Check the entire pool area by walking around the entire pool to ensure that all swimmers have departed. Visually check the bottom of the pool including looking over the edges along the side of the pool.
  - b. Remain in the pool area until all locker room doors are locked, and do not allow anyone to re-enter the pool area.
  - c. Remain in the locker room area until all swimmers have departed. Please put away any unclaimed items.
  - d. Report any problem with swimmers, equipment, or the facility to the Aquatic Director.

## EMERGENCY PROCEDURES

1. Lifeguards are responsible to keep familiar with all emergency/safety procedures and promptly react to any accident or unusual situation.
2. In the case of a water incident, these procedures are to be used:
  - a. Make rescue.
  - b. Use the black emergency phone (dial 911 direct) or the phone in the pool office (9 – 911) to call ambulance.
  - c. Administer the appropriate first aid procedures and if necessary, start CPR until emergency medical personnel arrive.
  - d. Clear the pool area and seek assistance to direct ambulance personnel to the pool.
  - e. Call supervisor.

## POOL RULES AND REGULATIONS

1. Shower before entering the pool.
2. Do not run on deck or in the locker room.
3. No horseplay is permissible on the deck or in the locker room.
4. No bottles, gum, food, or beverages are permitted in the pool or locker room area.
5. Always use the ladder to climb from the pool.
6. Swimming without guards is prohibited.
7. Swimmers must wear swimsuits.
8. No diving from the shallow end of the pool.
9. Anyone with a skin disease or infection will not be allowed in the pool.
10. Spitting water, blowing the nose, or other forms of polluting the water will not be permitted.
11. No equipment other than that authorized by a lifeguard shall be in the pool area.
12. No one shall hang or support their weight on the divider ropes.

## MEDFORD AREA PUBLIC SCHOOL DISTRICT POOL SUPERVISORS MANUAL

1. A minimum of one certified lifeguard or instructor must be in the pool area at any time students/adults are present. The pool director will determine the number of lifeguards/instructors necessary for any pool activity.
2. Before unlocking doors:
  - a. Turn on lights (overhead and underwater)
  - b. Visually check entire pool area to assure proper placement of safety equipment.
  - c. Visually check the entire pool area for any potential problems/hazards. Correct all problems before students enter the pool area.
  - d. Be sure the minimum number of lifeguards, as determined by the pool director, are present.

3. After unlocking doors the supervisor shall:
  - a. Assemble all students in bleacher area for roll call.
  - b. Review basic safety rules (no running, horseplay, diving from shallow end, etc.)
  - c. Position him/herself on the deck near the middle of the pool area to be able to observe the entire pool.
  - d. Never enter the water unless assistance is necessary for an emergency rescue.
  - e. Take a "head count" at least every 15 minutes to assure all students are accounted for.
  - f. Take a final "head count" at the end of the hour before students enter the locker rooms.
  - g. Lock all doors immediately after students leave the pool area.
  
4. After the locker room doors have been locked the supervisor shall:
  - a. Check the pool area by walking around the entire pool to ensure that all students have departed.
  - b. Visually check corners of the pool and deck area.
  - c. Visually check the bottom of the pool including looking over the edges along the side of the pool.
  - d. Replace/return any safety equipment used during the hour.
  - e. Double check that all doors are locked and secured.
  - f. Secure locker rooms after students have departed.
  
5. Emergency Procedures - The supervisor (lifeguard or instructor) is responsible to see that all personnel (students/adults) are familiar with emergency/safety procedures. In case of a water incident, these procedures are to be used:
  - a. Make rescue.
  - b. Use the black emergency phone (dial 911 direct) or the phone in the pool office (9 – 911) to call ambulance.
  - c. If necessary start CPR or use appropriate first aid procedures until ambulance arrives.
  - d. Clear the pool and seek student assistance to direct ambulance personnel to the proper area.
  - e. Call supervisor.

**CROSS REFERENCE:**  
**LEGAL REFERENCE:**