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PROTOCOL FOR ACCEPTING STUDENTS BACK INTO SCHOOL WHILST ON CRUTCHES

Orchard Park High School requires information from a medical professional (GP, hospital etc) detailing exactly what injury has been sustained before accepting responsibility for a student on crutches.

Prior to a student returning to school the parent/carer will be required to contact the Head of the Year to enable the following to be discussed/explained:

- Movement between lessons
- Leaving lessons early
- Medication (particularly analgesia) – authorisation form can be signed and details of storage and deliver of medication explained
- Arrival at/Collecting from school arrangements can be discussed
- Any emergency contact details can be checked
- Follow-up appointments noted
- Timetable and location of lessons including use of the Student Guidance Unit.

In terms of the health and safety issues each department, along with Year Leads **will make an individual decision as to whether a student on crutches can join in with the practical activities**. A generic risk assessment detailing the health & safety issues for all students on crutches is available and parents/carers will be made aware of the details.

ORCHAR PARK HIGH SCHOOLK RISK ASSESSMENT FORM

PART A. ASSESSMENT DETAILS:

Area/task/activity: Use of crutches by staff or students at school

Team/School name: _____ **Name of Person(s) undertaking Assessment:** _____

Address & Contact details: _____

Signature(s): _____

Year Lead (Name & Title): _____

Date of Assessment: _____

Signature: _____

Planned Review Date: _____

How communicated to staff: _____

Date communicated to staff: _____

PART B1. HAZARD IDENTIFICATION AND CONTROL MEASURES:

Step 1 Identify significant hazards

Step 2 Identify who might be harmed and how

Step 3 identify precautionary measures already in place

List of significant hazards (something with the potential to cause harm)	Who might be harmed?	Type of harm	Existing controls (Actions already taken to control the risk)
Fitness to be at school and Individuals ability to use correctly	person with crutches	Fall leading to bruising or bump to head or break or further damage to injury	<ul style="list-style-type: none"> • Clearance is required from medical practitioner as to the fitness of the student person to be at school • Initial training should be given by provider – hospital, doctors surgery – on safe use of crutches • If crutches are adjustable in height that they are checked regularly and locators are functioning as designed
			<ul style="list-style-type: none"> • If the individual is not competent on crutches then the student should remain at home or have all lessons in the Student Guidance Unit • Once competent, the student will be requested to move at a slow speed and not to attempt to travel faster than is safe and to report any route issue's that they may find challenging so if possible, measures can be put into place.

Use of crutches General Risk Assessment

Access/ Egress	person with crutches, staff, students	Slips /Trips /Sprains / breaks Delay in evacuation	<ul style="list-style-type: none"> • Good housekeeping is maintained to keep access and egress clear of obstructions • Defect reporting procedures are in place • Discussion takes place with the individual to arrange possible – a/ Changes of arrival and departure times (leave 5 mins early) b/ Check travel distance to fire exit and ensure that individual can leave within allocated time travelling at normal speed. If possible after the main flow of people leaving.
Storage of crutches	person with crutches, staff, students	Trip injuries, further damage to injury	<ul style="list-style-type: none"> • Crutches are required to be stowed correctly i.e. placed securely away from passageways so as not to become a risk to others, but within easy reach of individual • Passenger lifts and stair lifts are located within area's and are suitable for use with assistance
Stairs & Lifts	person with crutches, staff, students	Falls leading to bruising or breaks of other serious injury or further damage to injury	<ul style="list-style-type: none"> • The lift must always be used instead of the stairs unless it is not possible to do so. • The person with crutches is tested on their ability to travel up and down stairs before allowed doing so alone. • If not able, assistance will be arranged or arrangements made for the person to work downstairs • The person with crutches and others are told to exercise caution when using stairs/steps.
Passageways	person with crutches	Falls, trips (see injuries above)	<ul style="list-style-type: none"> • Colleagues / other students reminded not to block or restrict passageways & corridors even on a temporary basis • Checks are made to ensure floors are dry and good housekeeping is in place
Lessons to be attended	person with crutches, staff, students	To avoid the above injuries	<ul style="list-style-type: none"> • Students/parents must inform school if problems are encountered. • Student - Alternative arrangements are made for breaks and PE & other lessons if necessary. • The person with crutches must leave all lessons 5 mins early



Orchard Park
High School





This general risk assessment will apply to this area/task/activity in most teams/schools providing the control measures described are in operation and there are no further local significant hazards. If it fully applies please sign below.

I certify that the risk assessment above fully applies to the area/task/activity under assessment in Orchard Park High School

Signed Parent:

Name:

Risk Assessor:



Parental Consent Form

Student's Name.....

I understand that in the interests of Health and Safety, the school recommends that students using crutches should not use stairways in the school.

Whilst I acknowledge that for various reasons the risks to the student are greater than normal, I do not wish my son/daughter to miss lessons that are undertaken in places other than the ground floor. These risks include potential accidents on stairs and a slower evacuation in case of a live fire. I understand and accept these risks.

I understand that all staff will be made aware that my son/daughter is on crutches.

I confirm that the hospital treating my son/daughter has given permission for him/her to use stairways. (note attached)

I understand my son/daughter will be assisted on the stairs in case of an emergency.

I understand that staff will agree to release my son/daughter five minutes earlier than normal to avoid change-over periods and that a companion student will accompany my child to help with doors, bags, etc.

I am aware that the school will not accept responsibility for injury resulting from the increased risks (outlined above and accepted by parents) except in the case of negligence or breach of statutory rights by the school.

Signed.....

Date:..... Print name:

Relationship to student:.....