

Queenswood



Crutch Policy

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Crutch Policy

Policy Statement

Queenswood School is set over a large site and lessons take place across many areas of the school. We endeavour to ensure every student has access to a full curriculum. However, if a student needs to use crutches during the school day, even if only for a short period of time, procedures must first be put in place. This is to ensure the safety and wellbeing of the student while at school.

Objective

- To enable the student to safely mobilise around school, engaging in their academic studies
- To meet the student's needs regarding rest room breaks and mealtimes
- To ensure the safety of other users of the school are not harmed due to the student's crutch use
- To ensure that in the event of an emergency, the student can be evacuated safely and timely

Management

The following arrangements must be in place before an agreed return to school date:

1. Queenswood School requires a letter from a medical professional (GP, hospital etc.) detailing exactly what injury has been sustained before accepting responsibility for a student on crutches.

This letter/discharge summary should include details of the injury/operation, whether the student is required to use crutches in school and approximately for how long. Further information to be detailed, if possible, including, confirmation that they are able to use stairways, when weight bearing should begin and any follow up appointments (fracture clinics, physiotherapy etc.)

We are unable to accept students returning to school on crutches that have not been obtained from a medical professional (GP, A&E etc). Students with crutches obtained from elsewhere are a potential danger to both themselves and other students as they have not been formally assessed/issued with crutches.

2. The students will have been seen by a health professional who has given assurance that the student is fit to attend school and they are competent in the use of the crutches. The student will have received instruction on how to use crutches safely, in particular in walking up and down steps.
3. Parents / Guardian must speak with the school, prior to the student's arrival, so that adjustments and provisions are put in place. The Tutor, House Staff (if a boarder) Head of Year and Nursing team must all be informed.

A meeting will be arranged with the Head of Year to enable the following to be discussed/explained:

- Movement between lessons
- Leaving lessons early

- Pain management/medication
- Break times/rest
- Arrival at / leaving school arrangements can be discussed
- Any emergency contact details can be checked
- Follow-up appointments noted
- Timetable and location of lessons assessed

4. A risk assessment will be completed by the Head of Year and/or Boarding Mistress/Parent (if a Boarder) assessing how the student can move around the school and the Boarding house and evacuate the premises safely in an emergency. Within higher risk classrooms such as, Science, Art, Design and Technology etc. we may have to make the decision as to whether a student on crutches is able to join in with a practical activity, consideration will also be given, regarding access to classrooms via stairways.

An alternative provision may be made during the lesson for a student to join another class if it is felt too dangerous for them to join in, however we do endeavour to promote inclusion at all times.

5. Parents will accept the risks of attendance. Below is a link to a Microsoft Form for you to give consent for your child to access classrooms using stairways if you do not wish for them to miss lessons that are undertaken in places other than the ground floor.

<https://forms.gle/DZw2m62cAGSY1Bik7>

This form must be completed before a student returns to school

- 6. A rotating buddy system will be allocated by their Tutor.
- 7. A generic risk assessment detailing the health and safety issues for students using crutches can be found overleaf

Queenswood School: USE OF CRUTCHES BY STUDENTS AT SCHOOL/BOARDING RISK ASSESSMENT FORM

Name and year of student		Name of staff completing risk assessment:	
Date of meeting with parent/guardian:		Date communicated with staff:	
Risk assessment review date:			
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 the student is required that they are checked regularly, and locators are functioning as designed • If the individual is not competent on crutches then the student should remain at home • 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(s) that they may find challenging so, if possible, additional measures can be put into place. • A companion student “buddy” will accompany the student to help with doors, bags, etc. • The student will be released five minutes earlier than normal to avoid change-over periods • Suitable footwear, with a good grip are advised. • Lift usage is advised instead of the staircase where at all possible.

<p>Fitness to be at boarding (there are no ground floor boarding rooms)</p>	<p>Person with crutches</p>	<p>Fall leading to bruising or bump to head or break or further damage to injury</p>	<ul style="list-style-type: none"> • House Mistress will assess mobility on stairs. If a student is unable to leave the house quickly and safely in case of an emergency they will not be safe to board.
<p>Access / Egress</p>	<p>Person with crutches, staff, students</p>	<p>Slips / Trips / Sprains / Breaks</p>	<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 <ul style="list-style-type: none"> a) Changes of arrival and departure times b) Check travel distance to fire exit and ensure that individual can leave within allocated time travelling at normal speed. • Student is to take into account weather conditions (e.g., wet or slippery surfaces) when entering and leaving school. Assistance should be provided if necessary. • Person should refrain from carrying any bags etc whilst on their crutch to assist with their balance. • The student may need assistance in the dining room with their meal tray. Buddy or staff member to be allocated to support. • If possible the student should leave after the main flow of people exiting school. • Early lunch pass can be arranged • HOY will issue lift pass if appropriate

Fire Alarm	Person with crutches, staff, students	Slips / Trips / Sprains / Breaks / Delay in evacuation	<ul style="list-style-type: none"> • Allocate a responsible person to accompany the student during an evacuation. The student should know who this person is. • If the fire alarm does occurs the student will move to Trew Lawn in a timely manner, the student may need assistance. • HOY and/or House Mistress to complete a Personal emergency evacuation plan (PEEP) if required.
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 staff, students etc 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 person with crutches is observed on their ability to travel up and down stairs before allowed doing so alone. • If not able, to travel up/down stairs the student will not be able to board as there is no other access. • For day students, if a lift is not available to access lessons, arrangements will be made for the person to work downstairs where possible • 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.

I certify that the risk assessment above fully applies to the use of crutches at Queenswood School for the named student