



Accepting Students back into school whilst on crutches

St Vincent's 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 should include:

- details of whether the student is required to use crutches in school and approximately for how long.
- If and when weight bearing should begin and any follow-up appointments (fracture clinics, physiotherapy etc).

The school requires clear medical information to minimise the risk of the student injuring him/herself further.

Students will not be allowed to return to school on crutches that they have obtained from means other than a professional/medical establishment i.e. friends, football coaches etc.

Parents are to contact the school before the student returns to school on crutches to enable a meeting between the parent, student, teacher and member of the Leadership Team. This will enable the following to be discussed/explained:

- Procedures for drop off, break times and collecting from school arrangements can be discussed
- Medication (particularly analgesia) – authorisation form can be signed and details of storage and delivery of medication explained
- Emergency contact details will be checked
- Protective footwear - students returning to school on crutches who cannot wear their usual footwear need to obtain a protective Velcro foot covering. Parents with students without protective footwear will need to make alternative arrangements with the Principal.
- PE and Camps - a risk assessment will be completed to determine if participation in PE and camps can occur. Provisions can be made during PE lessons for the student to “sit-out” if it is felt too dangerous for them to join in, and they complete other work.

ST VINCENT'S GENERAL RISK ASSESSMENT FORM

PART A. ASSESSMENT DETAILS:

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

Name of Person(s) undertaking Assessment:

Contact details:

Signature(s):

AP / WHSO Name:

Date of Assessment:

Signature:

Planned Review Date:

How communicated to staff: via staff meeting / e-mail / other

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 work / 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 person to be at work / school • Initial training should be given by provider – hospital, doctors surgery – on safe use of crutches • 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.
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 and colleagues to arrange possible – <ul style="list-style-type: none"> ○ Changes of arrival and departure times / is working from home a possibility ○ 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
Stairs	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 tested on their ability to travel up 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.
Offices and 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
Job Role or lessons to be attended (student)	person with crutches, staff, students	To avoid the above injuries	<ul style="list-style-type: none"> • Any changes to job role may require new safe system of work to be agreed • Students/parents must inform school if problems are encountered. • Student - Alternative arrangements are made for breaks and PE & other lessons if necessary.