

Eltham College is set over a large site and lessons take place across many areas of the school. We will always do our best to enable any pupil to access a full curriculum at all times. However, if a pupil 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 pupil whilst they are in school.

Parents should not bring a pupil who is on crutches to school without these prior arrangements being in place.

1. A child has been prescribed crutches following an injury and/or operation.
2. Parents **must** speak with the school, usually by telephone in the first instance, **prior** to the pupil's arrival, so that adjustments and provisions are put in place. The Form Teacher must also be informed.
3. The pupil will have been seen by a GP, Hospital Doctor, or other relevant Health Professional who has given assurance that the pupil is fit enough to attend school and they are competent in the use of the crutches they have been prescribed. The pupil will have been trained how to use crutches safely, in particular in walking up and down steps.
4. The crutches will have been issued for that particular pupil by a recognised Health Professional.
5. Parents will accept the risks of attendance.
6. The Health and Safety Coordinator will assess the means by which that pupil can move around the school and evacuate the premises safely in an emergency.
7. A rotating buddy system will be allocated by the Form Teacher so the pupil can have their bags carried, doors opened, helped with lunch and so forth.
8. Staff or Students may be allocated to that pupil to provide, for example, a steadying hand if necessary, but no untrained person should be allowed to lift or carry the pupil. If lifting or carrying is necessary, a full assessment of the pupil's needs must be carried out with the parents before the child next attends school.
9. Movement between lessons may need to be slightly altered to avoid collision with other Students.
10. The lunch hall can be unsafe for anyone using crutches, therefore alternative places for break should be sought – with an allocated companion for younger children. Alternatively, the pupil may need to be collected and taken home over the lunchtime period.
11. A risk assessment must be discussed.

#### Permanent or long-term immobility

Students with long-term or permanent impairment will require their needs to be identified, assessed and controlled to ensure their long-term well-being and that of any staff supporting them.

