

**MIDDLEBOROUGH PUBLIC SCHOOLS  
HEALTH SERVICES  
CRUTCH/WHEELCHAIR/TRANSPORTATION PROTOCOL**

Any student in the Middleborough Public Schools who requires the temporary use of crutches or a wheelchair must have a safety plan in place. The safety plan is to be coordinated by the school nurse with input from the physician, the parent/guardian, the student, the staff, and the bus company. The following must be in place:

1. **Emergency Plan-** A temporary emergency evacuation plan must be initiated by the school nurse. The classroom teacher(s) and the administration will receive a copy of the plan.
2. **Classroom Accommodations-** Students will be allowed to use the elevator, if necessary, in their building. Students are required to have a pass/key for the elevator prior to use. This is coordinated by the school nurse once receiving documentation from a physician stating the diagnosis(injury) and includes the approximate time of use. For safety reasons **Students are not allowed to use the elevator without a pass from the school nurse.** Additional time to get back and forth between classes may be necessary. The school nurse will work with the staff to make any other accommodations needed. Students should not be using the stairways while on crutches, except during a fire drill when elevators are not available.
3. **Transportation Accommodations-**
  - Parents/Guardians must first meet with the school nurse and provide physician documentation stating the diagnosis(injury) and the approximate number of days/weeks the crutches will be required.
  - **Students will be allowed to ride the school bus if determined safe to do so by the school nurse.**
  - **Bus drivers will not allow students on the bus with crutches until the student presents a pass from the school nurse with a parent/guardian signature.**
  - The pass is only valid for the time specified. If additional time is required, the student must meet with the school nurse to receive an extension.
  - Students on crutches must have the ability to safely maneuver the stairs to the bus and sit in the seat directly behind the bus driver.
  - All students requiring a wheelchair will be provided alternative transportation.
  - The school nurse should contact Central Office as soon as he/she is notified that a student may need this service so that arrangements may be made.
  - A physician note specifying that the student needs alternative transportation must be provided to the school nurse. This note should include the nature of the need, as well as the expected duration. If this is not known, the physician may specify until further notice.
  - The school nurse will fax the physician note to Central Office.
  - **Parents/Guardians may also provide private transportation.**