

Staff Procedures for Use of Temporary Assistive Devices on School Property

Lodi Unified School District recognizes that occasionally students may need the use of assistive devices such as crutches, wheelchairs, casts, walking boot, etc. in order to attend school. There is potential risk, not only to the student but to others if this equipment is not used properly or if steps are not taken to ensure safe use while on campus.

RETURNING TO SCHOOL WITH A DOCTOR'S NOTE:

Parent/Guardian will submit a completed: "Temporary Assistive Device Form Due to Injury, Illness, or Surgery" form and valid doctor's note, which will:

- Identify the limitations and duration of use before the student will be allowed to use either crutches, wheelchair, cast or other assistive devices.
- Include the anticipated length of time excused from P.E., recess, or other physical activities (if applicable).
- Indicate the student received instructions on how to safely use these devices.

Parent/Guardian will:

- Supply physician approved equipment appropriate in size for the student. Wheelchairs should have seatbelts & tip bars.
- Notify the school office staff promptly when the student's condition changes.

Only students who have submitted a doctor's note as described will be permitted into class. Otherwise, the student will be provided a work packet to complete in the school office or at home temporarily.

When the school office staff has received notification indicating a student must use either crutches, wheelchair, or other assistive devices, the following step will be taken:

- Office staff will notify the school nurse when a student requires assistive devices due to an injury, illness, or surgery. The school nurse will be called to assess the situation if there are questions.

School staff will ensure student safety is maintained by:

- Designating predetermined routes, the student will use to minimize risk from staircase, classroom, or campus obstructions.
- Designating which restroom facilities will be used to ensure the location does not pose a risk to the student.
- Assigning another student to assist, if needed, by carrying the student's books and lunch tray, or for emergency purposes. At the end of the school day, both students will be dismissed five minutes early to facilitate getting to the bus on time and avoiding crowds.
- **Remember: Only staff members may propel an injured student in a wheelchair.**

RETURNING TO SCHOOL WITHOUT A DOCTOR'S NOTE:

There may be some circumstances where a doctor's note cannot be obtained immediately. When a student returns to school with crutches, cast, sling, brace, orthopedic boot, wheelchair, knee scooter or other device without the required documentation:

1. Attempt to obtain a doctor's note by calling the parent and requesting a note while the student remains in the Main Office.
2. If a doctor's note cannot be obtained within a reasonable period of time, notify the Site Administrator.
3. The school district reserves the right to restrict a child's physical activities within the school based on safety.

WHAT IF THE PARENT REFUSES TO SIGN THE FORM?

- If the school is provided with a doctor's note that satisfies all the items noted and the doctor releases them to return to school, the district should consider the principal or nurse review the disclosure with the parent and make a note on the form in lieu of the parent signature.