

Procedure for a pupil pushing a young person in a wheelchair

- A member of SMT is responsible for carrying out, or overseeing a **risk assessment**, including specialist and medical advice where necessary.

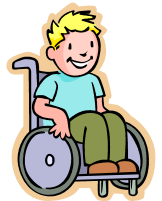
This should include;



- Risks to the pupil being pushed
- Risks to the pupil pushing the wheelchair
- Environmental hazards
- To only use wheelchair accessible areas of the school
- Whether another pupil accompanies them to open doors
- Whether the pupil will need adult support for personal care



- The school should select and name the pupils to push the wheelchair based on their professional judgement, health needs and with the consent of the child using the wheelchair.
- Agreement must be sought in writing from all sets of parents
- The named pupils need to have established guidelines to follow and have received training in how to push the chair in the school environment



- There must be an emergency procedure agreed and communicated to the pupils in the event of an emergency evacuation.
- All school staff need to be notified who the pupils are with this responsibility. For example, this can be done through a briefing, a laminated card given to the pupil or a badge demonstrating the responsibility.
- The school need to regularly update the risk assessment to reflect any changes.

If there are any manual handling concerns the IDS Specialist Teachers for Physical Disability **MUST** be contacted immediately



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