

			
	POLICY		
	FALL PREVENTION AND MANAGEMENT		
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Subject: Fall Prevention and Management

Scope: All staff at the Centre handling students

Definition:

Fall: A fall is defined as an event which results in a person coming to rest inadvertently on the ground or floor or other lower level.

Policy:

- All staff to be trained in the general safety practices with handling students of the Centre
- All the staff handling the students to be trained with lifting, carrying and transfer technique to ensure safety of the students
- All staff to practice safe handling of the students at the Centre

Procedure:

1. Assessment:
 - a) All new students to be assessed for the requirement of appropriate seating system for transport and classroom seating by the Physical Therapists
 - b) The transdisciplinary team to assess the students and provide necessary recommendations/ goals for training and prevent the risk of fall in students
2. Practices:
 - a) All students requiring special seating in transport to be provided with transport after the parent provides the recommended seating for transport
 - b) The classroom seating to be provided to the student the class teacher as per the inputs from the physical therapists
 - c) Other adaptation like helmets, harness etc. to be used as per the recommendation of the Physical therapists
 - d) Parents to be advised to follow up with the seating clinic assessment and encouraged follow up to procure required seating.
 - e) Physical therapy department to provide an interim seating system for students awaiting a seating assessment.
 - f) All staff to follow the Student Specific Safe Transition Protocol
 - g) All students who do not have green badge to be accompanied always during routines by the staff

			
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3. Training support
 - a) Training department to conduct annual training for all staff on safety
 - b) Training department to conduct induction training for safety and lifting, carrying and transfer techniques for all the staff handling students
 - c) Training of identified staff as first aiders
 - d) Training of helpers, teacher aides, conductors, drivers for first aid
4. Hazard reduction:
 - a) Any environmental hazard to be addressed by the facility management or by the concerned department
5. Immediate post fall actions:
 - a) Doctor/School Nurse/ licensed first aider to assess the student
 - b) Based on the assessment, the following steps can be considered for follow up
 - a. Doctor/School Nurse/ First aider to administer first aid and report to the parent
 - b. Refer to a hospital in consultation with the Director, Program Leader- Health Care, School Nurse and parent
 - c. Call for ambulance in case of emergency in consultation with the Director, Program Leader- Health Care, Doctor, School Nurse and parent
6. Documentation and review:
 - a) Each fall requiring first aid to be recorded by the School Nurse
 - b) The record of the falls addressed to be reviewed by the Program Leader- Health Care
 - c) Areas of concerns to be reported to the Director by the Program Leader- Health Care for follow up actions

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Appendix – Amendment History & Authorisation

Revision No	Description of Change	Issue Date	Authorised By
00	First Issue	24 Aug 2020	Director
01	Replace the Centre's logo in All QMS documents Except HR, Accounts and SCR Documents.	16 March 2021	Director
02	Replace the Centre's logo in All QMS documents Except HR, Accounts, SCR, FM & IT Documents.	16 September 2024	Director
03	- Addition of SSSTP - New Designation change	16 October 2025	Director