

**CRANFORD PUBLIC SCHOOLS
CRANFORD, NEW JERSEY**

ADMINISTRATIVE REGULATION

RESTRAINT PROCEDURAL GUIDELINES

Personal Restraint Guidelines:

Personal restraint may be used when non-physical interventions have been attempted without success or when it is apparent that they would not be effective. It may only be used when a student's behavior poses a threat of imminent, serious physical harm to self and/or others or when otherwise outlined in a behavior intervention plan.

Personal restraint is limited to the use of such reasonable force as may be necessary to protect a student or other person from assault or imminent, serious physical harm.

Unless specifically indicated in an agreed-upon behavior intervention plan, personal restraint may not be used for refusal to comply with a school rule or staff directive, or verbal threats which do not constitute a threat of imminent, serious physical harm.

A school staff member who uses personal restraint on a student must use the safest method available which is most appropriate to the situation at hand, and the method for which that staff member has been trained. Staff shall review and consider any known medical or psychological limitations and/or behavior intervention plans regarding the use of personal restraint upon an individual student.

An attempt must be made by person administering restraint to obtain a witness to the incident/restraint for the safety of the student and staff. The witness should be separate from the restraint and will assist in documentation of the restraint.

No personal restraint may be used which prevents a student from speaking or breathing, and the personal restraint must be used in such a way as to prevent or minimize physical harm. If at any time during the restraint, the student demonstrates significant physical distress, the restraint shall be removed immediately.

A personal restraint must be discontinued as soon as possible when it has been determined that a student no longer poses a risk of harm to self or others, and is capable of returning to the normal routine. In the event of an extended restraint, multiple attempts should be made to discontinue the restraint.

Staff Training

All administrators, faculty and other program staff will receive annual training regarding this policy, which will include an overview of the use of interventions to de-escalate problem behavior in order to avoid the use of restraints; the types of restraints and related safety issues for each; employing physical restraint in accordance with known medical or psychological limitations and/or behavioral intervention plans for individual students; and the staff member(s) who have received in-depth training by the trainer with whom they may consult as needed.

Additional in-depth training for designated staff members will include:

- A. Appropriate procedures for preventing the need for personal restraint, de-escalation of problem behaviors, relationship building, the use of alternatives to restraint;
- B. Description and identification of dangerous behaviors by a student, which may indicate the need for personal restraint and methods for evaluating the risk of harm in individual situations to determine whether restraint is warranted;
- C. Simulated experiences in administering and receiving personal restraint, instruction regarding the effects upon the person restrained, including the monitoring of physical signs of distress, and obtaining medical assistance;
- D. Instruction regarding documentation and requirements and the investigation of injuries and of complaints; and
- E. Demonstrations by participants showing that they are proficient in administering physical restraint.

In the event that personnel are called upon to use restraint in an emergency and who have not received prior training, the individual(s) must follow the direction of a certificated staff member who has been trained in restraint techniques. The newly hired staff member must receive training within thirty (30) calendar days following the use of restraint.

Documentation and notification on use of restraint

In a case in which restraint is used, school employees, volunteers, or independent contractors shall implement the following documentation requirements:

- A. On the day restraint was utilized, the administrator or designee must be notified verbally or in writing regarding the use of restraint.
- B. On the day restraint was utilized, the school nurse must be informed and the student seen by the nurse.
- C. On the day restraint was utilized, the student's case manager should be notified.
- D. On the day restraint was utilized, a good faith effort shall be made to verbally notify the parent/guardian regarding the use of restraint.
- E. Written documentation of the use of restraint (The Student Incident Report Form) must be placed in the mail or otherwise provided to the parent/guardian within two school days of the use of restraint.
- F. Written documentation regarding the use of restraint (The Student Incident Report Form) must be placed in the student's special education folder.
- G. Written documentation shall include:
 - 1. Name of the student.
 - 2. Name and job title of the staff member(s) administering the restraint and the witness to the restraint.
 - 3. Name of administrator informed.
 - 4. Date of the restraint and the time the restraint began and ended.
 - 5. Location of the restraint.
 - 6. Type of restraint(s) used.

7. A description of the activity in which the student was engaged immediately preceding the use of restraint.
8. The behavior that prompted the restraint.
9. Student's behavior during restraint.
10. The efforts made to de-escalate the situation and alternatives to restraint that were attempted, and the number of attempts to release the student from the restraint.
11. Information documenting parent contact and notification, including the method and date of contact attempt(s), and outcome of attempt(s).
12. Medical examination of student following restraint to be completed and signed by the school nurse.
13. Date report completed.
14. Signatures of staff member who conducted the restraint, the witness to the restraint, and the administrator who was informed of the restraint.

Alternate Methods of Documentation for Students with Behavior Plan:

If personal restraint will be used as part of a Behavior Intervention Plan, alternate forms for documentation of restraints for students may be used and will be specified in the plan.

Debriefing:

Following the use of a personal restraint, the building principal or a designated program staff member will:

- A. Meet with the student to address the behavior which prompted the restraint,
- B. Review the incident with the staff members who were involved,
- C. Determine whether follow-up is needed for students who may have witnessed the incident, and
- D. Determine whether additional training is needed for staff.

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Draft Restraint Procedural Guidelines

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ADMINISTRATIVE REGULATION

Behavior Incident Report

Use of a Personal Control Technique (PCT)

Name of individual: _____ Date: _____

Staff reporting incident: _____ Time: _____

Name of staff involved: _____ Location: _____

Describe the incident in detail (what happened before, during, & after the incident):

Duration of PCT: _____

Name of staff administering PCT: _____

Type of PCT (check all that apply):

Bear hug__ Basket hold__ Take down__
Punch block__ Kick block__ Two-person lay down__

Release: Bite release__ Hair release__ Wrist release__ Choke release__
(check all that apply)

Other (describe): _____

Number of test releases tried: __

Was anyone injured? Yes No

Student: Yes No

Staff: Yes No

