**Warren Township Schools**

 **Incident of Physical Restraint or Seclusion Report**

**Name of Student**​: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ​ **Birthdate:**​ \_\_\_\_\_\_\_\_\_\_\_\_\_\_ ​**Age** ​: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**School:**​\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ​**Grade:** ​\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ​**Teacher**​: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Room(s):**​\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ​**Date of Incident:**​ \_\_\_\_\_\_\_\_\_\_\_\_

**Crisis Prevention Intervention:**​ **CPI Restraint**​\_\_\_\_ ​ **Seclusion** ​\_\_\_ (See Definition prior to determining seclusion\*)

**Beginning time restraint:**​ \_\_\_\_\_\_\_\_ **Ending time of restraint**​: \_\_\_\_\_\_\_\_\_

**1**​. ​**Antecedent Events**​ **– Please check off events that occurred prior to the situation, leading up to the incident.**

 ​**Check ALL that apply:**

|  |  |
| --- | --- |
| ⬜ Work Demands | ⬜ Small Group Instruction ⬜ Transition to Work  |
| ⬜ Whole Class Instruction  | ⬜Transition from Work ⬜1:1 Instruction  |
| ⬜ Transition to Break | ⬜Transition from Break ⬜ Disruptive Behavior of Peer  |
| ⬜ Close Proximity of Peer/Adult | ⬜High Noise Level in Room ⬜No Demands  |
| ⬜ Recent Behavioral Episode | ⬜ Unexpected Event (ex, fire drill, routine change) |
| ⬜ Agitated State  | ⬜Other (Specify)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |

1. ​**Behavior demonstrated by student determined to be an emergency requiring CPI:**

Physical danger to self (describe): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Physical danger to others (describe):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other (describe): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. ​**Strategies utilized to de-escalate the situation prior to restraint**​**:**

⬜​​Provided Choices ⬜ Verbal De-escalation ⬜ Reduced Demands/Break

⬜ Reduced Verbal Interaction ⬜ Used Visual Strategies ⬜ Calming Techniques

⬜Disengagement Strategies described in section #2 above (blocks: bite, choke, body hug, grab, hair pull, clothing release, low level transport or hold)

⬜Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. ​**Check possible motivators**​**:**

|  |  |
| --- | --- |
| ⬜ Obtain peer attention ⬜ Obtain adult attention  | ⬜ Obtain items /activities ⬜ Avoid peer(s)  |
| ⬜ Avoid adult(s) ⬜ Avoid task or activity ⬜ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  | ⬜ Seeking/avoiding sensory stimulation  |

1. ​**CPI Nonviolent Physical Crisis Intervention restraint utilized**​:

⬜ Children’s Control Position ⬜ Seated Hold

⬜ Team Control Position ⬜ Higher Level Standing Hold

1. ​ **Assessment completed by Nurse:**

**Student**​ **(date):**​ \_\_\_\_\_\_\_\_ ​**(time)**​: \_\_\_\_\_\_\_ ​**(Nurse’s signature)**​: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Injury reported:**​ ⬜ yes ⬜ no \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Staff**​ **(date):**​ \_\_\_\_\_\_\_\_ ​**(time)**​: \_\_\_\_\_\_\_\_\_\_​**(Nurse’s signature)**​: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Injury reported:** ​ ⬜ yes ⬜ no \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. ​**Notification provided to:**

**Building Principal or Designee** ​(Administrator’s Name): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,​​(date)​**:**​ \_\_\_\_\_\_\_\_ (time): \_\_\_\_\_\_\_\_

**Case Manager** ​(Name of case manager): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,​​(date)​**:**​ \_\_\_\_\_\_\_\_ (time): \_\_\_\_\_\_\_\_

**Director of Special Services: (copy of report sent)** ​(date):\_\_\_\_\_\_\_\_\_\_\_

**Parent(s)/Guardian(s) Notified** ​(date)​**:**​ \_\_\_\_\_\_\_\_\_\_\_\_\_, (time): \_\_\_\_\_\_\_\_\_\_\_\_

Notified by Principal or Designee (name): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 ⬜ phone and/ or ⬜ email by (staff name): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Written Report to Parent Provided** ​(within 48 hours) ​​(date)​**:**​ \_\_\_\_\_\_\_\_, (time): \_\_\_\_\_\_\_\_ by ⬜ email, ⬜ mail, ⬜ in person

1. ​ ​**Signature of Participants**​**:**​ ​ **Print Name**  ​**Signature**

**Report Completed by:**​ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Building Principal or Designee:**​ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Participant during incident:**​ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Participant during incident:** ​ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Participant during incident:**​ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Nurse:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Other:** ​ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**9.**​ ​**Recommendation(s) as appropriate following debriefing and notification to Case Manager:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Definitions:**

**Physical** ​**restraint**​ means the restriction of a student's movement by one or more persons holding the student or applying physical pressure upon the student. "Physical ​restraint​" does not include touching or holding a student without the use of force for the purpose of directing the student or assisting the student in completing a task or activity.

**\* Seclusion-**​ State law defines seclusion as the involuntary confinement of a student *alone in a room*​ ​ or area from which the student is physically prevented from leaving, but d​*oes not include a timeout.*

# Restraint and Seclusion Incident Reporting Procedures

Physical Restraint is utilized only in the case of an emergency. Every effort shall be made to prevent the need for the use of physical restraint (or seclusion) and is reserved for situations or conditions where other less restrictive interventions would not be effective AND the student’s behavior poses a threat of imminent, serious physical harm to the student or others, including staff, in the classroom or in other non-classroom school settings OR where where a student’s behavior poses an imminent threat of causing damage to district property.

**When an situation is deemed an emergency requiring Restraint or Seclusion the district designated staff members trained Crisis Prevention Intervention (CPI) who initiated the restraint will:**

1. Immediately following the incident, inform the principal and CST case manager.
2. Escort the student (and others as necessary) to the nurse for an assessment.
3. Immediately begin completion of the ​***Warren Township School “Incident of Physical Restraint Report”***
4. **SAME DAY:**​ ​**Principal or designee:**​ ​verbally informs the parent/guardian of the restraint/seclusion incident.
5. ​**Within 24 hours**​ of the incident a​ debriefing session with all involved in the CPI restraint,​ case manager and principal should occur. Recommendations, as appropriate should be documented based on review of behavior strategies and Behavioral Intervention Plan.
6. ​**Within 48 hours**​ of the incident:
	1. Final ​written​ ​***Warren Township School Incident of Physical Restraint or Seclusion Report*** ​is reviewed and ​signed off by principal​ for accuracy prior to next step.
	2. Copy of the report is sent to Parent, Director of Special, and CST Case Manager.