

School Committee Policy

Policy # 54

PHYSICAL RESTRAINT POLICY

Introduction and Purpose

In compliance with Commonwealth of Massachusetts Regulations (603 CMR 46.00), the Medway Public Schools ensures that every student attending our schools is free from the unreasonable use of physical restraint. Physical restraint shall be used only in emergency situations, after other less intrusive alternatives have failed or been deemed inappropriate, and with extreme caution. School personnel shall use physical restraint with two goals in mind:

- to administer a physical restraint only when needed to protect a student and/or a member of the school community from imminent, serious, physical harm; and
- to prevent or minimize any harm to the student as a result of the use of physical restraint.

(1) Use of restraint - Physical restraint may be used only in the following circumstances:

- e when non-physical interventions would not be effective; and
- e when the student's behavior poses a threat of imminent, serious, physical harm to self and/or others.

(2) Limitations on use of restraint - Physical restraint in a public education program shall be limited to the use of such reasonable force as is necessary to protect a student or another member of the school community from assault or imminent, serious, physical harm.

(3) Prohibitions - Physical restraint is prohibited in the following circumstances:

- e as a means of punishment; or
- e as a response to property destruction, disruption of school order, a student's refusal to comply with a school rule or staff directive, or verbal threats that do not constitute a threat of imminent, serious, physical harm.

Definitions

As used in 603 CMR 46.00, these terms shall have the following meanings:

(1) Extended restraint is a physical restraint the duration of which is more than twenty (20) minutes. Extended restraints increase the risk of injury and, therefore, require additional written documentation as described in 603 CMR 46.06.

(2) Physical escort is the touching or holding of a student without the use of force for the purpose of directing the student.

(3) Physical restraint is the use of bodily force to limit a student's freedom of movement.

Training

Training is required for all staff. Each principal shall determine a time and method to provide all program staff with training regarding Medway's restraint policy. Such training shall occur within the first month of each school year, and for employees hired after the school year begins, within a month of their employment.

At the beginning of each school year, the principal of each public education program, or his/her designee, shall identify program staff that are authorized to serve as a school-wide resource to assist in ensuring proper administration of physical restraint. Such staff shall participate in in-depth training in the use of physical restraint. The Department of Education recommends that such training be at least sixteen (16) hours in length.

Reporting Requirements

Program staff shall report the use of physical restraint as specified in 603 CMR 46.06 (2) after administration of a physical restraint that results in any injury to a student or staff member, or any physical restraint of duration longer than five minutes.

The staff member who administered the restraint shall verbally inform the administration of the restraint as soon as possible, and by written report no later than the next school working day. The written report shall be provided to the principal or director of the program, or his/her designee, except that the principal or director shall prepare the report if the principal or director has administered the restraint. The principal or director, or his/her designee, shall maintain an on-going record of all reported instances of physical restraint, which shall be made available for review by the Department of Education, upon request.

The principal or director of the program, or his/her designee, shall verbally inform the student's parents or guardians of the restraint as soon as possible, and by written report postmarked no later than three school working days following the use of restraint. If the school customarily provides a parent or guardian of a student with report cards and other necessary school-related information in language other than English, the written restraint report shall be provided to the parent or guardian in that language.

Contents of the report shall include the information on the attached *"Incident Report Form Checklist"*.

First Reading: September 20, 2001

Adopted: October 4, 2001



INCIDENT REPORT FORM CHECKLIST

- q Name of student
- q Date of Submission
- q Date/Time of Incident
- q Name and title of person writing report
- q Exact location of incident (e.g. address, floor of building, room number, hallway)
- q Conditions (e.g. weather, lighting, slippery floor)
- q List of key participants and their relationship to one another
 - Names/title of staff involved
 - Names/address/telephone numbers of witnesses
 - Names/address/telephone numbers of injured or acting-out person
 - Identify persons as staff, clients, students, patients, visitors, etc.
- q Complete description of incident in chronological order
 - What led up to the incident?
 - At what point were you alerted to the incident?
 - What verbal and/or physical interventions were attempted?
 - How was the incident resolved?
- q Emergency action taken (e.g. did you summon police, security and/or medical help?)
- q Consequences (e.g. injuries, property damage)
- q Persons verbally notified of incident (include name/title/date/time)
- q Persons receiving copy of this report (include name/title)

q Signature of author/date of report