

## **Walsh Academy Physical Management Policy and Procedures**

Walsh Academy's policy is to manage student behavior through a variety of proactive and positive measures; our approach is to focus on what happened versus what is wrong with a student. Walsh Academy does not utilize time-out or isolated time-out procedures or mechanical or chemical restraints. Instead, Walsh Academy utilizes the Nonviolent Crisis Intervention (NCI-CPI) model on the rare occasion that staff needs to restrain a student physically. The emphasis is on the de-escalation techniques of the NCI-CPI model. We are working with the student to de-escalate the behavior before it gets to the crisis stage.

At times, it may be necessary to use physical management with students who are behaving in an unsafe manner. It is the philosophy of Jen School that physical restraint is always used as a last resort and used only in the following situations:

- 1) The student is a danger to themselves, exhibiting behavior that poses an imminent danger to the safety and well-being of himself/herself.
- 2) The student is a danger to others (students, staff, etc.); exhibiting behavior that poses an imminent danger to the safety and well-being of another person and is likely to cause physical harm.
- 3) There is no medical contraindication to its use, and
- 4) The staff applying the restraint have been trained in its safe application.

The use of profanity or other verbal displays of disrespect for themselves or others is not a basis for the use of physical restraint. Walsh Academy addresses positive behavioral strategies and supports within the individual student's IEP under the Behavior Intervention Plan (BIP), Present Levels of Academic Achievement, and Functional Performance sections of the IEP. The Functional Behavior Analysis and BIP describe the positive interventions that have been attempted and their effectiveness so the IEP team can evaluate and determine appropriate positive behavioral strategies and supports for the students at Jen School.

When an incident occurs, the supervising staff will consider the potential of injury to the student, the student's need for privacy, and other students' educational and emotional well-being in the surrounding area before physical restraint is initiated. When physical management techniques are necessary, faculty/staff will implement the following procedures to ensure the student's safety. There should be at least three staff members present, two staff members to conduct the hold properly and one staff member to continually assess the safety of all involved and to assist. When the student is no longer in danger of causing physical harm to himself, herself, or others, the staff member administering the restraint should immediately release the student from the physical restraint.

### **Documentation:**

- 1) A formal incident report will be written for each incident. Incident reports are found in the Embrace IEP system, and this report will be entered in the student's temporary record for each incidence of physical restraint. In addition, the Principal/designee will be notified no later than the end of the school day on which the physical restraint occurred and will be responsible for reviewing and maintaining all records pertaining to physical restraints as well. Physical Restraint documentation must be completed by the beginning of the school day following the episode of the physical restraint.

Incident Reports will include:

- the student's name;
- the date of the incident;
- the beginning and end times of the incident;
- a description of any relevant events leading up to the incident;
- a description of any interventions used prior to the implementation of physical restraint;
- a log of the student's behavior during physical restraint, including a description of the restraint techniques used and any other interaction between the student and staff;
- a description of any injuries (whether to students, staff, or others) or property damage;
- a description of any planned approach to dealing with the student's behavior in the future;

- a list of the school personnel by name and position title who participated in the implementation, monitoring, and supervision of the physical restraint;
  - the date on which parental notification took place as required.
- 2) The Incident Report will be completed by the beginning of the school day following the use of physical restraint.
  - 3) Single incidents of physical management/restraint should never go longer than 15 minutes. When a student experiences three instances of physical restraint, the school personnel who initiated, monitored, and supervised the incidents will initiate a review of the effectiveness of the procedures used. The student's parents/guardians will be invited and provided ten days' notice of its date, time, and location. An individual behavior plan for the student will be written or revised that provides either for the continued use of these interventions or for the use of other, specified interventions. If a physical restraint is extended or repeated within a three-hour period, a licensed staff member knowledgeable about the use of physical restraint and trained in the use of physical restraint must evaluate the situation. They must "consider the appropriateness of continuing the procedure in use, including the student's potential need for medication, nourishment, or use of a restroom, and the need for alternate strategies (e.g., assessment by a mental health crisis team, assistance from police, or transportation by ambulance)." The evaluator will document the evaluation results in writing and place copies into the student's temporary record as well as the Embrace IEP system, per 23 IAC 1.285 (f)(4)(B-C).
  - 4) A member of the Jen School administrative team will notify the school district representative. If the partner school district representative cannot be reached, an e-mail will be sent with a follow-up telephone call. The incident report will be mailed within 24 hours of the incident.
  - 5) Parents will be notified on the day of the physical management via telephone or within 24 hours after the use of physical restraint. If a parent cannot be reached via telephone on the day of the physical management/restraint, an e-mail will be sent, and the incident report will be mailed. Continued attempts by the classroom counselor will be made to reach the parent. Documentation of contact will be maintained in the Embrace contact log.
  - 6) Parents, partner school districts, and the Illinois State Board of Education will be notified within 24 hours of the incident. A copy of the Incident Report will be provided to the Illinois State Board of Education no later than 48 hours.
  - 7) Copies of Walsh Academy Physical Management Policy and Procedures will be provided to parents via the Student Handbook at the beginning of each year, be available on the website, and be available for review during IEP meetings or upon enrollment to Walsh Academy.
  - 8) A nurse evaluation will be conducted when the student, parent/guardian, or staff member reports an injury to staff or the student. If a nurse is not available to conduct the evaluation, it may be conducted by the School Principal.

#### **Physical Restraint:**

- The faculty will use NCI/CPI procedures to implement a physical restraint of a student who demonstrates unsafe behaviors and is in imminent danger.
- Faculty will only exert as much force as necessary to maintain the safety of the student and others. There will be no element of pain.
- There should be one person (team leader) talking with the student/assessing and developing a therapeutic rapport.
- The person assessing should notify the nurse and school administration as soon as possible.
- Faculty should be assessing the student at all times, looking for signs of tension reduction in the student, and building a therapeutic rapport with the student.
- When the student is no longer in imminent danger, the physical management/restraint will be stopped.
- If a student drops to the floor, faculty are to release and step safely away from the student. Walsh Academy faculty will not conduct a supine or prone position restraint.
- The student's classroom counselor will process with the student as soon as appropriate, as soon as the student is emotionally able to.

#### **Follow-up**

Recognizing any physical management incident is traumatizing to the student and the faculty involved. Therefore, the following steps will be taken following a physical management/restraint incident.

- Student mediation meeting
  - The process with student situation, develop a plan for future
- Debriefing meetings with faculty involved with the incident.
  - Review incident
  - Discuss what could have been done differently to prevent physical management/restraint
  - Conduct/Schedule refresher training
- Follow up with the Parents/Guardians and sending School Districts
  - Schedule possible conference
  - Provide referrals for community resources
  - Determine if an IEP meeting should be held to review/update Behavior Intervention Plan

### **Training**

- (1) Jen School faculty and staff are recertified in NCI/CPI yearly at the beginning of every school year.
- (2) New faculty and staff are required to complete a five-day orientation and training, which includes certification in NCI/CPI prior to them using physical restraint. New faculty and staff may use momentary physical restrictions to prevent the student from harming themselves or preventing the student from serious self-injury.
- (3) Jen School faculty and staff participate in refresher training throughout the school year per our professional development plan.
- (4) Jen School faculty and staff are trained in and implement a school-wide Trauma-Informed approach with students.
- (5) Jen School faculty and staff received ongoing training in the Trauma-informed method.
- (6) Jen School has an NCI/CPI certified trainer on staff. This staff member is recertified yearly by NCI/CPI and provides training to faculty and staff. This staff member is also available to assist in a crisis and during debriefings.
- (7) NCI/CPI training modules provide content that is specific to 23 IAC 1.285(i)(3)(B)(i-vi) and meets these requirements.
- (8) Jen School faculty and staff are allotted professional growth funds and professional growth days to attend conferences, workshops, and training to enhance their professional skills.

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