

RESTRAINT OR SECLUSION REPORTING FORM

Name of staff member completing this report:	Date of Occurrence:
Name of Student:	Time of Occurrence:
Building:	Duration of Occurrence:
Student on IEP? <input type="checkbox"/> Yes <input type="checkbox"/> No	Location of Occurrence:

1. List of staff members involved:

2. Did the student's behavior pose an immediate threat of harm or caused harm to him/herself or others?

3. Please describe the behavior, indicating specifically how it posed an immediate threat of harm to the student or others?

4. Describe the actions of the student and employees involved before the occurrence:

5. Describe prevention, redirection, and/or pre-correction strategies attempted prior to using restraint or seclusion?

6. Describe the actions of the student and employees involved during the occurrence:

7. How was the student and staff monitored during the incident:

8. Describe student and staff debriefing:

9. How was the student and staff monitored after the incident:

10. Describe any injuries to the student, employees or others, and any property damage:
11. How did the occurrence end:
- Determination by administrator or staff member that student was no longer a risk to themselves or others
 - Intervention by employee to facilitate de-escalation
 - Arrival of law enforcement
 - Arrival of medical assistance
 - Other
12. Describe future approaches to the student's behavior to address behavioral concerns:
13. Was the restraint or seclusion used as part of the students BIP, 504 or IEP?
14. When was administration contacted to determine appropriateness and proper duration of restrain or seclusion?

FOR SCHOOL ADMINISTRATION TO COMPLETE:

Name of Administrator:

Date and time received:

Student's parent or guardian contacted by:

Date:

Time:

Method:

If parent or guardian was not contacted on the same day of occurrence, describe attempts to notify the parent or guardian that day:

1. Did staff follow restraint and seclusion policy? Describe how the staff did or did not follow the restraint and seclusion policy:
2. Describe post-incident debriefings with staff (list times and dates):
3. Was the student's BIP, 504 plan, or IEP reviewed post-occurrence?
4. Describe the actions that will be taken to be preventive: