



# Use of Physical Restraint Reporting Form

2019-2020  
Medicine Hat Public School Division

The following report is to be completed as soon as possible following the physical restraint of a student, on the same day, by the person(s) using the restraint procedures, and provided to the school administrator immediately following the event. A copy of the completed form must be placed in the student record file for the remainder of the school year.

|                                                                                           |  |
|-------------------------------------------------------------------------------------------|--|
| Date:                                                                                     |  |
| School:                                                                                   |  |
| Student's Name:                                                                           |  |
| Grade:                                                                                    |  |
| <b>Documentation</b>                                                                      |  |
| What occurred? Include time, location, and order of events.                               |  |
| Interventions used prior to physical restraint and attempts to de-escalate the situation: |  |
| Physical restraint techniques used and duration of physical restraint:                    |  |
| Student report:                                                                           |  |
| Staff directly involved:                                                                  |  |
| Witnesses to event:                                                                       |  |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Injuries to self, others or damage to property, if applicable:                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                  |
| Student's behaviour while being physically restrained:                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                  |
| Additional Information:<br><i>contextual information that is relevant to the event</i>                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                  |
| School Administrator notified:<br><i>Indicate time and who reported it (Note: this must happen on the same day as the incident occurred.)</i>                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                  |
| Parent(s)/Guardian(s) notified:<br><i>Indicate time and by whom (Note: reasonable efforts to reach parents are expected to be made and documented on the same day as the incident occurred.)</i>                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                  |
| Is it likely that physical restraint will be utilized again with this student?                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <input type="checkbox"/> No – Use of Physical Restraint Reporting Form stored in student record file for the remainder of the school year.<br><input type="checkbox"/> Yes – Referral made to the Behaviour Emotional Support Team (BEST) for planning purposes. |
| <b>Debriefing</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                  |
| After each incident where there is use of physical restraint it is expected that a debriefing session with all involved staff and appropriate expertise occur within three days of the incident. When the student already has a Behaviour Support Plan (BSP) that includes the use of physical restraint procedures, staff members will follow the reporting guidelines as stated in the BSP. <i>Note: if appropriate, a follow up meeting with parent(s)/guardian(s) should also occur as soon as possible after the incident.</i> |                                                                                                                                                                                                                                                                  |
| Debriefing summary and recommendations:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                  |
| A signed and completed copy of this form is to be submitted to the associate superintendent for purposes of reviewing frequency of use, planning, oversight and identifying issues and/or practices that require further attention.                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                  |
| <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 30%; text-align: center;"> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Signature </div> <div style="width: 30%; text-align: center;"> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Name <i>(please print)</i> </div> <div style="width: 30%; text-align: center;"> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Date </div> </div>        |                                                                                                                                                                                                                                                                  |