

Restraint Documentation Form

Initial or Isolated Restraint

Purpose

This explains what must be documented and reported after a child has been restrained.

Guidance

Restraint will only be used as a last resort to prevent serious injury to persons, serious property damage, or to obtain possession of a dangerous object. A child will not be restrained longer than it takes to achieve the safety goal. Site teams will not use restraint as a punishment or to force a child to comply.

Procedure

When a restraint occurs, you must do the following:

- Inform your Center Director immediately. Fill out the form completely and write in an objective manner.
- Notify parents/guardians in person or by phone call. Restraint of a child is serious and requires a verbal conversation. Document the conversation including the date and time and your signature.
- Keep documentation in the family file. **All restraint documentation must be kept for five years after the child exits preschool.**
- Submit this form to Decca Calloway (dcalloway@psepd.org).

Date:	Child ID:	Time Restraint Occurred:
Center/Site:	Class ID:	Program: <input type="checkbox"/> ECEAP <input type="checkbox"/> HS <input type="checkbox"/> EHS
Completed By:		Title:
Describe the child's behaviors and the safety issue:		
Describe what the adult did, including the limited restraint strategies used (include length of time restrained):		
Describe the follow up that took place after the restraint strategy was used:		
Parent/Guardian was notified on (date and time): _____ <input type="checkbox"/> Phone call <input type="checkbox"/> In Person		
Brief description of discussion:		

Staff Signature: _____

Date: _____