

Physical Restraint Incident Report

Documentation of restraint must be kept in the child's file. Staff names or initials may be used, but in order to maintain confidentiality do not use any other children's names in this report.

Child's Name:	Date:
Staff person involved:	Time:
Names of other staff present:	How long was the child restrained:
How was the child restrained:	
Describe the situation. What happened before, during and after the child was restrained:	
Other information:	
Report completed by:	

Physical Restraint Notifications

A school-age center must immediately notify the child's parent(s) of any incident when physical restraint is used:

The child's parent _____ (person's name) was notified on
____/____/____ (enter date) by Text Email or Phone call at _____ am / pm.

A school-age center must notify OCC of any incident when physical restraint is used within 24 hours or by the next business day:

The Office of Child Care was notified on ____/____/____ (enter date) by Email or
 Phone call to _____ (person's name) at _____ am / pm.

Physical Restraint in a School-age Center (414-310-0430)

Physical restraint must only be used if a child's safety or the safety of others is threatened and must be:

- (a) Limited to holding a child as gently as possible to accomplish restraint;
 - (b) Limited to the minimum amount of time necessary to control the situation;
 - (c) Developmentally appropriate; and
 - (d) Only performed by a staff member trained in the program's child restraint protocols.
- Never use bindings, ties, blankets, straps, or heavy weights (including an adult sitting on a child) to physically restrain children.
 - You must intervene if you observe another staff member using inappropriate restraint techniques.
 - After physical restraint is used, staff must:
 - Immediately notify the child's parent(s); and**
 - Assess any incident of physical restraint to determine if the decision to use physical restraint and its application were appropriate; and**
 - Complete the physical restraint report form and place in the child's file; and**
 - Notify the Office of Child Care of the restraint incident.**

Reminders:

- (1) Only staff shall provide guidance to a child.
- (2) Guidance must be fair, consistently applied, timely, and appropriate to the behavior, age, and development of the child.
- (3) None of the Prohibited Discipline and Actions (310-0420) may be used under any circumstances.**
- (4) When other methods have not been effective, staff may remove the child from an activity or group for the time necessary to regain self-control. During this time, staff must be actively responsive to the child's needs. When the child has regained self-control, the child may rejoin a group or ongoing activity.
- (5) Physical restraint must only be used as a last resort, if a child's safety or the safety of others is threatened.
- (6) If physical restraint has been used more than once on an individual child:**
 - A written plan with input from individuals who have knowledge of the child's behaviors; including, but not limited to the child's primary care provider, mental health provider, school counselor, and the parents or guardians, to address underlying issues and reduce need for further physical restraint (if a plan is not already a part of the child's individual care plan).
 - A school-age program must notify OCC when a written plan has been developed. Call the Office of Child Care (OCC) central office at 1-800-556-6616 OR contact your licensing specialist to report on the development of an individual child restraint plan.

Oregon Administrative Rules, Oregon Department of Education, Early Learning Division, Chapter 414, 310 [Certified School-age Centers](#).

You are entitled to language assistance services and other accommodations at no cost. If you need help in your language or other accommodations, please contact the Office of Child Care at 503-947-1400.