

EASTERN HANCOCK SCHOOLS
SECLUSION AND RESTRAINT INCIDENT FORM
Updated 9-18-18

Student Name: _____

Date Incident Occurred: _____

Time Incident Began: _____

What Was Utilized? Select one. Restraint ___ Seclusion ___ Both ___

Time Incident Ended: _____

Staff Member Completing This Report: _____

Description of Events Leading Up to the Incident:

Description of Specific Behavior that Resulted in Seclusion/Restraint (*include description of the danger of injury to student or others*):

Description of Efforts to De-escalate Student Prior to Use of Seclusion/Restraint:

Description of the Seclusion/Restraint Utilized (*including the manner of restraint, if applicable*):

Student Behavior During the Seclusion/Restraint:

Were There Any Injuries to the Student or Staff During the Seclusion/Restraint?

YES ___ NO ___

If Yes, Please Describe:

List of School Personnel and Other Adults Who Participated in, Monitored and/or Supervised the Seclusion/Restraint and Their Roles:

NAME:	TITLE:	ROLE:

How Restraint Ended (*check all that apply*):

Determination by administrator/staff that student was no longer a risk to him/herself or others;

Intervention by administrator/staff member to facilitate de-escalation;

Arrival of law enforcement;

Arrival of medical assistance;

Arrival of parent;

Other: _____.

Date and Time of Post-Incident Debriefing by School Administrator or Designee with Participating School Personnel:

Date: _____

Time: _____

Date and Time of Post-Incident Debriefing with Student:

Date: _____

Time: _____

Plan for Dealing with the Student's Behavior in the Future:

Date, Time and Manner of Parent Notification (*i.e., telephone, in person, etc.*) of Seclusion/Restraint:

Date: _____

Time: _____

Manner of Notification: _____

Name of Staff Member Who Notified Parent: _____

COPY OF SECLUSION AND RESTRAINT INCIDENT FORM TO BE PROVIDED TO:

(ALL) Kathy Clark, Director of Special Education Eastern Hancock Schools
(MS/HS) Lisa Truitt, Eastern Hancock Middle School/High School Assistant Principal
(ELEM) Amanda Pyle, Eastern Hancock Elementary School Principal

FORMS MUST BE SUBMITTED THE SAME DAY AS RESTRAINT OR SECLUSION