

Policy and Procedure Concerning Plans for Developing Adaptive Behaviors

Appendix D Restrictive Procedures

Restrictive procedures may be used only if they are an integral part of a program or intervention plan. The use of a restrictive procedure must be approved by the IPP Team, Due Process Committee, and the Human and Legal Rights Committee.

A restrictive procedure means any procedure which restricts any rights of the individual. Examples of restrictive procedures include, but are not limited to:

- the limitation or denial of participation in activities
- the use of over-correction
- the removal of personal property for a specific or limited period of time, unless specifically ordered by a mental health professional or physician
- the use of time-out
- the use of physical restraint
- the use of psychotropic drugs

Physical Restraint

Physical restraint is used **only** to protect a person from self-injury or prevent a person from injuring others. The maximum length of time that restraints are in force shall not exceed the length of time established by an individual's IPP team. Every use of the physical restraint must be documented, including date, time, length of restraint and initials of staff.

Each time physical restraint is used, the Support Supervisor and/or Area Director will be notified as soon as possible. The Support Supervisor and/or Area Director will immediately verbally report the restraint to Service Coordination and follow-up with a written report (i.e., incident report or data sheet), within 14 calendar days.

Time Out

A room may be used for time-out purposes under the following conditions:

- The IPP Team must specify the location, the maximum length of time, the situations leading to the use of time-out and the criterion for leaving time-out
- The individual is under the direct, constant visual supervision of designated staff
- The door to the room is held shut by staff
- Placement in the room may not exceed one hour
- Individuals placed in the room must be protected from hazardous conditions, such as sharp corners, uncovered light fixtures, unprotected electrical outlets, etc.
- A record of activities must be kept, including date, time in, time out, comments and initials of staff

Medical Restraints

Restraints or medication may be used to facilitate treatment of an individual during a necessary medical or dental procedure. The restraint/medication must be ordered by a physician or dentist. The IPP team must review the use of the medical restraint and document that the procedure could not be administered with the use of less restrictive techniques.

Restraints or medication may also be used to promote healing after medical treatment/injury or for certain on-going medical conditions. The IPP team must document the following:

- The medical condition or injury
- The use of restraint/medication is justified for the specific medical reasons
- A physician ordered the restraint/medication, which is time-limited, monitored, and re-evaluated at regular intervals.

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