

**517 LIFT/ TRANSFER OF STUDENTS WITH PHYSICAL DISABILITIES
POLICY**

I. PURPOSE

The purpose of this policy is to establish the provisions that must be followed when transferring and lifting students with physical disabilities.

II. GENERAL STATEMENT OF POLICY

The school district acknowledges that some students may require assistance with transferring. Employees of the district whose assignment requires transferring and lifting students with physical disabilities will follow the requirements of this policy to ensure the safety of the student and the employee.

III. REQUIREMENTS

- a. All employees involved in lifting and transfer of students will be properly trained by the physical therapist and/or occupational therapist prior to assisting with student transfers.
- b. The weight of a student involved in a one person transfer or lift cannot exceed thirty-five pounds.
- c. Any student with a weight greater than thirty-five pounds; requires a two person transfer or the use of a mechanical lift.
- d. All lift and transfer procedures will be specified in the student's Health Plan which accompanies the Individual Educational Plan, following the evaluation of the student by the physical therapist and/or the occupational therapist.

IV. PROCEDURES

- a. Employees will be trained according to the policy of lifting and transfer of students with physical disabilities.
- b. Documentation of the training will be completed and kept on file by the employee and employer
- c. Individual staff will also be trained on the student specific needs as outlined on the Health Plan and the Individual Education Plan.
- d. Training will be provided annually.