

Procedure #4010
Title: LIFTING AND CARRYING STUDENTS
Category: Personnel
Date of Initial Approval: 06-03-2024
Revision/Reauthorization Dates:
Reviewers: MSA Instructional Leadership Team

I. PURPOSE

The purpose of this procedure is to clarify instances when it is necessary to lift or carry a student at the Minnesota State Academies (MSA). At MSA, the safety and well-being of our students are very important. Occasionally, it may be necessary for school staff to provide physical assistance to students, including lifting or carrying them. This assistance is provided with careful consideration for the dignity, comfort, and safety of the student, as well as the safety of our staff members. This procedure covers all types of lifting/carrying, including the use of mechanical lifts.

II. EXPECTATIONS FOR STAFF

- **Training:** All staff members involved in lifting or carrying students are required to undergo training in proper lifting techniques. This includes instructions on the safe use of equipment and the importance of proper body mechanics. This is especially important for staff who work with students that need assistance with toileting, showering/bathing, and/or changing clothes.
- **Assessment of Need:** Lifting or carrying students will only occur when necessary, such as in emergency situations or when a student requires assistance due to a medical condition or disability, or when developmentally appropriate for the age of the child.
- **Safety Protocols:** Clear protocols are in place for lifting or carrying students, including the use of appropriate equipment and the involvement of multiple staff members when necessary.
- **Communication:** Staff members will communicate with each other and with the student before providing assistance to ensure that everyone is aware of the plan and any potential risks.
- **Respect for Individual Needs:** We recognize the importance of respecting the individual needs and preferences of each student when providing assistance. Staff members will strive to maintain the dignity and privacy of students at all times. Student-initiated lifting/carrying must be age and developmentally appropriate.

III. EXPECTATIONS FOR PARENTS AND GUARDIANS

- **Communication:** Parents and guardians are encouraged to communicate any concerns or special considerations regarding their child's need for assistance with lifting or carrying. Specific accommodations and instructions should be listed in the student's IEP.

- **Consent:** Parents and guardians will be informed of circumstances when lifting or carrying assistance may be provided to their child, including emergency situations where immediate action is necessary to ensure the safety of the student. Consent from parents must be documented in writing.

IV. REPORTING AND DOCUMENTATION

Any incidents involving lifting or carrying students beyond circumstances that have been communicated and approved will be documented and communicated to parents/guardians within 24 hours. Staff members are encouraged to report any concerns or incidents related to lifting or carrying to their immediate supervisor. The supervisor is responsible for providing feedback and/or corrective action as appropriate.