

STUDENT RESTRAINT AND/OR ISOLATION INCIDENT REPORT

This form is to be used to document an incident when restraint or isolation was required to prevent or minimize **imminent bodily harm** to self or others. The principal or principal's designee must make a reasonable effort to verbally inform the student's parent or guardian within twenty-four hours of the incident and must send written notification as soon as practical but postmarked no later than five business days after the restraint or isolation occurred. If the school or school district customarily provides the parent or guardian with school-related information in a language other than English, the written report under this section must be provided to the parent or guardian in that language. (RCW 28A.600.485)

Student Name		IEP/504/Gen Ed	
Date and time		Teacher	
School		Incident location	
Grade			

Behavior – What did the student do that required physically intervening or isolating?

- ☐ Physical aggression toward self
 ☐ Destruction of property resulting in imminent bodily harm
☐ Physical aggression toward peers
 ☐ Elopement resulting in imminent bodily harm
☐ Physical aggression toward staff
 Other:

Interventions– What was attempted prior to physically intervening or isolating?

- ☐ Positive re-direction
 ☐ Active listening
 ☐ Planned ignoring/silence
☐ Verbal de-escalation
 ☐ Choices
 ☐ Avoidance/repelling
☐ Wait time and space
 ☐ Problem solving
 ☐ BIP interventions
☐ Other:

Restraint

Physical intervention or force used to control student (RCW 28A.600.485). Physical restraint does not include temporarily touching or holding of the hand, wrist, arm, shoulder or back for the purpose of inducing a student to walk to a safe location, provided the physical contact does not substantially immobilize or reduce free movement of the student.

- ☐ 1-person hold or disengagement – circle one: High / Medium / Low Restriction
☐ 2-person standing hold – circle one: High / Medium / Low Restriction
☐ 2-person seated hold – circle one: High / Medium / Low Restriction
☐ Other restraint – describe:

Time began		Supervised by	
Time ended		Job title	
Duration (in 30 second intervals)			

Isolation / Separation - check one:

- ☐ **Isolation:** Excluding a student from their regular instructional area and restricting the student alone within a room or any other form of enclosure, from which the student may not leave (RCW 28A.600.485)
☐ **Separation:** Using a non-permanent, removable material or barrier within an instructional setting for the purpose of temporarily separating a student from the rest of the instructional setting for a short period of time to address privacy concerns.

Time began		Supervised by	
Time ended		Job title	
Duration (in 30 second intervals)		Location	

Injuries/Medical Care

Note any injuries to student(s) or staff and whether medical care was provided.

If a staff sustained injury, complete the  [Employee Injury Report.pdf](#).

If a student sustained injury, work with building office staff and/or school nurse to document appropriately.

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Required Procedures for Documentation and Notification

	Date/Time	Initials
Involved staff notify administrator – verbal ASAP/written within 24 hrs.		
Admin or designee notifies family verbally – within 24 hours		
Incident report submitted to building admin and sent to Special Ed Director– within 48 hours		
Admin provide written notice to family – no later than 5 school days		
Admin reviews with staff involved – ASAP/no later than 5 school days		
Principal/designee reviews with student and parent/guardian to address precipitating behaviors (Not necessarily at the same time)		
Building administrative assistant enters information into Skyward		

Next Steps (Check all that apply)

- ☐ No changes
 ☐ Initiate or modify Behavior Intervention Plan (BIP)
- ☐ If student has an IEP/504, call IEP/504 meeting
 ☐ Other:
- ☐ Initiate or modify Functional Behavioral Assessment (FBA)

Staff involved in or witnessing the incident		
Name	Job Title	Signature

Principal	Signature