

POLICIES AND PROCEDURES MANUAL

KEYSTONE COMMUNITY RESOURCES, INC.

KEYSTONE INDEPENDENT LIVING, INC.



Policy Title:
Staff training

Chapter:
10

Effective Date:
10/25/1999

Revision Date:

Policy Number:
10-104-005

Executive Director

SCOPE:

- Chapter 3800 – Child Residential and Day Treatment Facilities

INTRODUCTION:

1. If restrictive procedures are used, each staff person who administers a restrictive procedure shall have completed training within the past year in the use of restrictive procedures.
2. Training shall include:
 - Using de-escalation techniques and alternative nonrestrictive strategies and addressing the child's feelings after use of a restrictive procedure.
 - Child development principles appropriate for the age of the children served, to understand normal behavior reactions to stress at various ages.
 - The proper use of the specific techniques or procedures that may be used.
 - Techniques and procedures appropriate for the age and weight of the children served.
 - Experience of use of the specific procedures directly on each staff person and demonstration of use of the procedure by each staff person.
 - Health risk for the child associated with use of specific procedures.
 - A testing process to demonstrate understanding of and ability to apply specific procedures.
3. A record of the training including the person trained, the date, source, name of trainer and length of training shall be kept.

DISCUSSION: