

# POLICIES AND PROCEDURES MANUAL

KEYSTONE COMMUNITY RESOURCES, INC.

KEYSTONE INDEPENDENT LIVING, INC.



**Policy Title:**

Restrictive procedure records

**Chapter:**

10

**Effective Date:**

10/25/1999

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10-104-013

**Executive Director**

## SCOPE:

- Chapter 3800 – Child Residential and Day Treatment Facilities

## INTRODUCTION:

1. A record of each use of a restrictive procedure, including the emergency use of a restrictive procedure, shall be kept and shall include the following:
  - The specific behavior addressed.
  - The method of intervention used to address the behavior less intrusive than the procedure used.
  - The date and time the procedure was used.
  - The specific procedure used.
  - The staff person who used the procedure.
  - The duration of the procedure.
  - The staff person who observed the child.
  - The child's condition following the removal of the procedure.

## DISCUSSION: