INDIVIDUAL STUDENT
LIFTING/TRANSFER PLAN

Responsibility: Superintendent, Student Achievement & Well-Being (Special Education)

Legal References: Freedom of Information and Protection Act, 1990;
Municipal Freedom of Information and Protection of Privacy Act, 1990

Related References: SES-06-L/T Lifting, Transfer

Revisions: April 2016
Reviewed: April 2016

1. Preamble

1.1 The following procedure provides guidelines and expectations regarding situations where it is required that students be lifted and/or transferred. Instructions are provided for the completion of the Individual Student Lift/Transfer Plan.

2. Purpose of Form

2.1 This form is to record an individual student lift/transfer plan and to record parent/legal guardian permission.

3. School Implementation

3.1 The expectation is that all students who require lifting and/or transfers will have a detailed plan. The plan may be completed as part of the student’s IEP at the following times:
3.1.1 Initial Entry to a Classroom: Normally involving Community Care Access Centre (CCAC) personnel and Special Education Services program staff.
3.1.2 IRPC/Annual Review/Development of Individual Education Plan:
  • when a student is placed in a new setting;
  • when the IEP is reviewed;
  • when introducing new equipment;
  • when there is a change in a student’s physical condition.

4. Personnel Responsible for Completion of Form

4.1 The Principal is responsible for the completion of the form. The Principal may involve Orthopedic Program staff, Developmental Education program staff, or Special Education Services personnel.

4.2 The plan should be placed where lifts/transfers take place and/or in teacher’s mailbox as a reference for teachers and staff (including occasional teachers and supply EAs).
4.2.1 Original to: OSR Documentation File
4.2.2 Copies to:
  • Parent/Legal Guardian;
  • Principal;
  • Teacher;
  • CCAC and/or other agency.