



INDIVIDUAL STUDENT LIFTING/TRANSFER PLAN

Responsibility:	<i>Superintendent, Student Achievement & Well-Being (Special Education)</i>
Legal References:	<i>Freedom of Information and Protection Act, 1990; Municipal Freedom of Information and Protection of Privacy Act, 1990</i>
Related References:	<i>SES-06-L/T Lifting, Transfer</i>
Revisions:	<i>April 2016</i>
Reviewed:	<i>April 2016</i>

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.