

## CODES OF SAFE PRACTICES – SPECIAL EDUCATION

Lifting and transferring students may be easy when children are babies. Without assistive lifting devices and proper body mechanics, as their weight increases so do the risks for back injuries. The risk increases even more with children who are combative, tug, and/or drop. Most back injuries are not a result of *one bad lift*, but rather from a combination of bad body mechanics, poor posture, loss of flexibility, and a general decline in physical fitness.

### Lifting/Transferring Assistive Aid Safety Rules

- A. **Use any mechanical help that the district provides.** Mechanical help would include a Hoyer lift, hoist or other assistive lifting devices. These types of equipment eliminate the need for manually lifting or moving students. The biggest excuse for not using mechanical lifting devices is that they are time consuming. So are back injuries! Learn to use the hoists, lifts, or other assistive devices that the district provides. As you become more proficient with them, they will take less time.
- B. **Use gait/transfer belts and make sure they are securely fastened.** A gait belt provides a solid handhold on a student, which makes it easier to lift, handle and transfer them. If you are only holding onto a tee shirt and a student goes down, chances are good that the tee shirt will be in your hand and the student will be on the floor! Gait/transfer belts provide a solid handle on the student so you can guide and transfer them.

### Individual Lift/Transfer Safety Rules

Having a plan in place for the safe lifting and transferring of all students will help reduce the risk of back injuries. Being prepared and well trained to lift and transfer students properly is an important step in back injury prevention.

- A. **Develop an SOP (standard operating procedure) for the transfer of *each* student.** Just as you assess the nutritional needs of each student yearly, the lifting and transferring needs must also be evaluated annually. Has the student's weight reached a level where they are now a "two-person" lift? Can they help with a standing-pivot transfer to the commode? Are they on new medication that makes them combative? Transfer procedures must be updated regularly as each student's condition changes.
- B. **Back Belts.** Are back belts necessary? The research is still conflicted on this. A recent NIOSH study reported that back belts were not an effective measure in preventing back injuries. There are several reasons for this conclusion:
  - 1. **They are not worn properly.** Back belts should be worn *low*, on the hips. The correct placement is between the navel and tailbone, over the lumbar section of the back. Most back belts are placed here initially but tend to creep up around the waist as the day progresses (especially with women because of their smaller waistline and larger hip dimensions).
  - 2. **People wear them cinched up ALL day.** Back belts should only be cinched up when you are going to lift something or someone. If they are cinched up all day, it can lead to muscle atrophy, which decreases abdominal strength.

3. **“Superman Syndrome.”** Back belts often give us a greater sense of ability and we attempt to lift/transfer more than we should.
4. **Back belts don’t make up for poor body mechanics.** Learn how to lift and transfer students properly. Practice these techniques with all lifting; at work, home, with the back belt or without it.

### Student Lifting/Transferring Safety Rules

Employees are asked to lift and transfer students repetitively as part of their job. Preparing for safe lifts and transfers, as well as learning proper lifting and transferring techniques will help reduce the risk of injury to the back.

- A. **Prepare for the lift/transfer.** There are several actions that need to be taken prior to the lift to help ensure that a safe lift/transfer follows. They are:
  1. **Lock the wheelchair.** Don’t get stuck in the middle of the lift! Many times, an injury can result when lifting a child from the commode to the wheelchair, the wheelchair moves backwards, and the employee is pulled off balance while holding a 50-pound child. Get into a habit of always locking the wheelchair... **FIRST!** Make sure locks and brakes are working properly.
  2. **Tell the student what you are going to do.** Students can be nervous and it helps to speak to them in a calm, reassuring manner. Explain what you are going to do, let them know how they can help, keep it positive and be confident. Remember, if you are confident they will be, too.
  3. **Have the student help, if possible.** Have the student help as much as possible. Over time, as they become more independent, they may be able to help more and more. This will increase their self-confidence.
  4. **Plan, practice and communicate the lift/transfer.** Teamwork is an important step to reducing back injuries when lifting and transferring students. **Plan** the direction you will be taking the student. **Practice** the lift and transfer. **Communicate** with each other: “You take the shoulders, I’ll take the legs...” Decide how you will count out the lift. Will it be 1, 2, 3 and lift? Will it be 1, 2, and lift on 3? Injuries can occur if one lifting partner lifts sooner than the other or goes in a different direction. Have a plan, practice the plan and communicate with each other!
- B. **Lift/transfer correctly.** There are ways to lift and transfer students that can reduce the risk of injury to the back.
  1. **Lock the back into place before lifting.** Assume the “power” position before starting to lift or transfer. Remember, **squat** (bend the knees, lift with the legs), **lock** (curve the back in, shoulders back, chin up), and **lift**.
  2. **Get as close to the student as possible.** Students can be slimy, full of spit, coughing, or drooling but the farther away you are when lifting student, the higher the risk of back injury to the employee. Remember, the farther away...the higher the strain.

3. **Keep the head and shoulders up and don't twist.** The back follows what the head does. If the head is down and the chin is tucked to the chest, you will lose the "curve" and the "power" position for the lift. Keep the head, shoulders and chin **UP** in order to "lock" the back into place. Twisting is not the thing to do. Instead of twisting, turn your whole body in the direction that you want to go. Twisting when lifting/transferring puts a lot of unnecessary stress on your back.

### Safety Rules to Minimize Forward Bending

Forward bending, over time, can contribute to a back injury. When you constantly need to lock wheelchairs, raise or lower footrests, place gait/transfer belts on students, work "hand-over-hand," get "droppers" off the floor, etc., there are other options to consider. Instead of bending forward from the waist with the knees locked, try squatting down, putting one knee on the floor, sitting on a small chair, or using a "golfer's" lift.

- A. **Working "Hand-Over-Hand."** When you are required to work with students by placing your hand over their hand, the body needs to be lowered to their level. Avoid the tendency to bend from the waist. Try sitting on a small chair next to the student and straddle them with your legs. Another option would be to place one knee on the floor and work with the student at their level.
- B. **Getting "Droppers" off the floor.** Be sure that "droppers" are always wearing a gait belt, as this will make them easier to pick up from floor level. Consider sitting on a small chair and lifting them up from behind. For a larger student, get help and use a "two-person" lift.
- C. **Working with those who bite and pull hair.** Children who bite and pull hair do so when you bend forward close enough for them to reach you. It is important to identify those children early and be on guard when close to them. To reduce your risk of injury, don't bend forward from the waist to work with them but rather squat down when working near them. This gives you a broader base of support should they pull at you. Also, when holding onto them, be sure **YOU** hold onto them rather than letting them hold onto you. It keeps you in control. If you know they are biters, try not to get too close.

### General Physical Conditioning Rules

Just as you need to keep your car in good condition in order to get your body to work, it is just as important to keep your **body** in good condition in order to lift and transfer students safely. Your body is your vehicle to getting paid. If the car breaks down, you can't get to work...if your body breaks down, you don't get paid!

- A. **Be a physically active person.** Face it you have a physically demanding job. As we age, do you feel like you have more energy? Are you as physically active as you were at age 20? The problem is that the older we get, the less active we become and our bodies deteriorate with time. Performing some type of aerobic exercise, like walking, biking or swimming, will increase your energy level and give you more stamina to face the challenges of your job. Mix physical activity into all avenues of your life...take a 15 minute walk during your lunch break, walk the mall on weekends, ride your bike with your kids or grandkids. Make it a point to get out and exercise three to five times a week, for 15 to 30 minutes each session. If you are over 40 years old, be sure to get a doctor's clearance before starting any aerobic exercise program.

- B. **Stretch often throughout the day.** Stretching helps the body feel better. Be sure to stretch out before work, as well as after breaks and lunch. Being flexible can help reduce the risk of back injury. When the muscles in the back of your legs or those in your back are tight, it's harder to squat down to lift properly. When this happens, the body will lean forward from the waist, with the legs locked, and the risk of injury goes up! When you stretch, be sure to **stretch slowly** by holding the stretch 10 to 30 seconds on each body part. Remember to **never bounce** when stretching...just hold the stretch when a slight discomfort is felt. Never stretch to the point of pain! It helps to take some **deep breaths** during the stretch to help the muscles relax.
- C. **Strengthen the body.** We strive to keep our car in top condition so it is dependable and the same goes for the body. Our job demands that we keep our body strong so we are dependable for the children who count on us to be there. Lifting and transferring students is easier and safer when we have strong abdominal (stomach) muscles, back muscles and thigh muscles. Perform exercises that strengthen these body parts at least three times a week.

### **Materials Storage Safety Rules**

- A. **Store wheelchairs, toys, and bathroom/diaper changing materials in an organized way.** Do not overload shelves and drawers. Do not store materials on top of cabinets. Materials may not be stored within 36" of the ceiling.
- B. **Weight can be a safety hazard.** Heavier items should be stored on the lower shelves, at about chest height or lower.
- C. **Place wheelchairs, cabinets and shelves away from room exits.** They could fall over and block the exit.
- D. **Keep aisles and passageways free of wheelchairs and materials.** As well as being a trip and fall hazard, they could also impede a quick exit in an emergency.
- E. **Keep the classroom neat.** Everything should have its place in the classroom and keep clutter to a minimum.
- F. **Store chemicals safely.** Keep all chemicals/cleaning supplies out of reach and locked up safely. All chemical/cleaning supply containers must be properly labeled. Store chemicals according to instructions on container labels.