

## Lifting of Children Policy

---

ST. JOSEPH ACADEMY  
(SJA)

Department:	ECEC
Number:	800.11
Effective Date:	August 5, 2016
Reviewed Date:	July 7, 2021
Revised Date:	February 27, 2020
Page:	1 of 2

---

### I. Policy:

St. Joseph Academy aims to reduce the risk of physical injury for all children and staff through safe lifting practices by:

1. Recognizing the importance of lifting children correctly to ensure the safety of both child and adult
2. Providing training to all employees on the correct methods of lifting
3. Regularly assessing the risks of injury under new circumstances

### II. Procedures:

#### Proper Child lifting procedure:

1. Stand close to the child
2. While keeping your back straight, place one foot slightly forward of the other foot and lower yourself onto one knee
3. Grasp the child with both arms (under their armpits) and hold them close to your body
4. Push with your legs and slowly return to standing position
5. Avoid twisting while lifting
6. Repeat process to place the child back onto the floor
7. Remember the following Acronym-BACK:
  1. Back Straight
  2. Avoid Twisting
  3. Close to Body
  4. Keep Smooth
8. **Never** do the following when lifting a child as it can cause physical injury to the child:
  1. **Pulling a child up by the hands.** Pulling on hands or forearms can put stress on the elbows. Never pick up a child by the hands or wrists. Lifting under the armpits is the safest way to lift a child.
  2. **Swinging a child by the arms.** Any type of swinging that involves holding the hands or wrists can put stress on the elbow joint and should be avoided.
  3. **Jerking a child's arm.** Pulling a child along while walking or quickly grabbing his or her hand can jerk the arm, causing the annular ligament to slip. Remember to be gentle when taking a child by the hand.

#### Wheeled toys, strollers and furniture

1. When pushing a child on a wheeled toy, in a wheelchair or in a stroller, stay as close as possible, allowing your back to maintain straight and your shoulders back.
2. The pushing force should come from your legs, not your arms.

**Reporting a lifting injury of a child:**

1. If a child becomes physically injured from a lifting incident please do the following:
  - a. Notify your direct supervisor immediately
  - b. Notify the parent immediately
  - c. Provide basic first aid if necessary
  - d. Document the incident on an incident report immediately
    - i. Obtain witness statements if applicable
  - e. If the child seeks medical attention-you must fill out a licensing incident report immediately after the reported incident
  - f. Early Childhood Management will submit licensing report to licensing with 24 hours of the incident
  - g. Early Childhood management will contact both CPS (if applicable) and/or NAC (National Accreditation Commission) within 24 hours of receiving the incident report
  - h. Early Childhood management will immediately notify President/CEO of any incidents related to child injury due to lifting
  - i. Log the incident in the medical log book

**Reporting a lifting injury of an employee:**

1. If an employee becomes physically injured from lifting a child please do the following:
  - a. Notify your direct supervisor immediately
  - b. Obtain basic first aid if necessary
  - c. Document the incident on the employee incident report-Workman's Compensation Form immediately
    - i. Obtain witness statements if applicable
  - d. If the employee requires medical attention, please have them take the incident report with them to their appointment
  - e. Early Childhood management will notify both Human Resources and the President/CEO immediately after learning of the employee injury
  - f. Employee will remain in contact with their direct supervisor and Human Resources on updates, return to work status and/or any requested accommodations and restrictions-which have to be approved by Human Resources

**Staff Training**

1. All staff will be trained on this policy upon hire and annually at the all staff training day in August.
2. Staff who do not follow this policy and procedure will be subject to disciplinary action up to and including termination.

---

I, \_\_\_\_\_, have read and understand this policy on properly lifting of children. I agree to follow this policy and understand that I can be subject to disciplinary action if I do not.

---

Employee Signature

---

Date

Approved by: \_\_\_\_\_

President/CEO

Date

7/8/21