

ADMINISTRATIVE PROCEDURES

JG

STUDENTS SUICIDAL BEHAVIOR

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Overview:

IN ALL CASES OF ATTEMPTED SUICIDE OR THREATENED SUICIDE (INCLUDING SUICIDAL THREATENING TALK, NOTES, OR BEHAVIOR) AND IN CASES OF ACTUAL INJURY, THE STUDENT'S SAFETY AND WELFARE IS OF UTMOST IMPORTANCE. THE FOLLOWING SUMMARIZES THE ADMINISTRATIVE PROCEDURES.

1. Ensure the safety of the student and secure medical assistance if injury has occurred.
2. Immediate communication by the staff member to the appropriate building administrator.
3. Contact School Social Worker or School Psychologist for assistance or assessment as appropriate.
4. A parent or guardian will be contacted as soon as possible and apprised of the suicidal behavior incident.
5. Further procedures such as an EPT, referral to Student Services, (Special Education or General Services) will be initiated as indicated.
6. The building administrator will ensure compliance with the reporting procedures found in:
 - a) The Livonia Public Schools "Reportable Incidents School Safety Response Plan" which includes notifying the district's Administrator of Public Safety (Appendices B, C.

A. IN CASES OF SUICIDE ATTEMPT RESULTING IN INJURY

1. Ensure the safety of the student and secure **Emergency Medical Service**.

Note: Be prepared to provide the following:

 - a) Name and age of student.
 - b) A description of the nature of the medical concern or injury.
 - c) Pertinent information from the emergency card to assist medical personnel.
 - d) The location of the student in the building and the location of the school in the city.
 - e) In cases of suspected drug overdose or ingested toxic substance, provide the student's level of consciousness and provide any remnants of the suspected substance ingested to parent or EMS.
2. Immediate communication by the staff member to the appropriate building administrator.

3. Designate a staff person to do the following:
 - a) Place the student in isolation from other students.
 - b) Remain with that student until arrival of EMS unit.
4. The student's parent or guardian will be called and directed to the medical facility designated by the EMS unit. A staff person should ride with, or follow, the unit.
5. The building administrator will contact the School Social Worker and/or School Psychologist, who will:
 - a) Provide immediate assistance to the staff as needed.
 - b) Provide assistance to the student and parent, which might include:
 - 1) Assist the parent/guardian in obtaining a comprehensive mental health evaluation/psychotherapy at an appropriate agency, if not secured by hospital.
 - 2) Follow-up with the student, parent/guardian upon return to school.
 - c) Provide follow-up assistance to the staff as needed.
 - d) The School Social Worker or School Psychologist may provide a mental health evaluation under the following conditions:
 - 1) If this is in the best interest of the student or
 - 2) If the parent refuses to secure an independent mental health evaluation

Note: This action must be approved by the Director of Student Services
6. The building administrator will ensure compliance with the reporting procedures found in:
 - a) The Livonia Public Schools "Reportable Incidents School Safety Response Plan" which includes notifying the district's Administrator of Public Safety. (Appendices B, C).
7. The School Social Worker or School Psychologist will complete the "Student Suicidal Behavior Assessment Report" (Appendix D).
8. The principal and appropriate staff will meet to:
 - a) Determine appropriateness of a referral to Special Education, General Services, or other agency as needed.
 - b) Plan for smooth transition back to school.
 - c) Designate an in-building staff member to provide follow-up plan with student, along with the School Social Worker or School Psychologist.
9. The School Social Worker or School Psychologist will follow-up with documentation within four (4) weeks of notification of the incident.

B. THREATENING SUICIDE (TALK, NOTES, OR BEHAVIOR)

1. Ensure the safety of the student by designating a staff member to remain with or supervise the student.
2. Immediate communication by the staff member to the appropriate building administrator.

3. Building administrator or designated staff member will contact the building School Social Worker or School Psychologist. If they cannot be reached, the building administrator or designee will contact the Department of Student Services who will contact a School Social Worker or School Psychologist to conduct the suicidal behavior risk assessment.
4. School or Social Worker or School Psychologist will immediately begin a suicidal risk assessment.
5. The School Social Worker or School Psychologist will inform the building administrator of the results of the risk assessment. This will include determining if the student's behavior was an actual suicide attempt or threat, and if it occurred at school.
6. The building administrator, School Social Worker, School Psychologist, or designee will contact the parent or guardian to inform of the suicidal behavior and results of the assessment. Based upon the assessed risk, the administrator or designee may:
 - a) Recommend parent/student discussion of the seriousness of the behavior.
 - b) Suggest that the parent pick up the student from school for the remainder of the day with parental supervision.
 - c) Assure appropriate agency referrals via School Social Worker or School Psychologist.
7. The building administrator will ensure compliance with the reporting procedures found in:
 - a) The Livonia Public Schools "Reportable Incidents School Safety Response Plan" which includes notifying the district's Administrator of Public Safety (Appendices B, C).
8. The School Social Worker or School Psychologist will complete the "Suicidal Behavior Assessment Report" (Appendix D).
9. The School Social Worker or School Psychologist will assist in a follow-up plan with the school, student, and parent/guardian. Based upon their assessment the plan may include:
 - a) Assist the parent/guardian in obtaining a comprehensive mental health evaluation at an appropriate agency.
 - b) Assist the parent/guardian in obtaining therapy at an appropriate agency.
 - c) With parent consent, contact the child's therapist to coordinate school services with treatment plan as appropriate.
 - d) Follow-up with the parent/guardian, and student, within the school setting as appropriate.
 - e) The School Social Worker or School Psychologist may provide a mental health evaluation under the following conditions:
 - 1) If this is in the best interest of the student, or
 - 2) If the parent refuses to secure an independent mental health evaluationNote: This action must be approved by the Director of Student Services.
10. Further procedures such as an EPT, referral to Student Services (Special Education or General Services) will be initiated as appropriate.
11. The School Social Worker or School Psychologist will complete follow-up documentation within four (4) weeks of notification of the incident.