Suicidal Ideation Protocol

1. Take all threats seriously.
2. DO NOT LEAVE THE STUDENT ALONE. Escort the student to the administrator’s office and/or counseling office. Place child under watch of an adult who will maintain CONSTANT supervision.
3. Involve a member of the School Crisis Response team (counselor and/or clinician) to meet with the student and conduct a brief risk assessment to determine if the student is a danger to him/herself or others. Under no circumstances should an untrained person attempt to assess the severity of the risk.
   a. If the counselor and/or clinician determine that the student is not a risk to him/herself or others, there is no need for further evaluation. However, the student’s parent/guardian should be contacted and informed of the situation.
      i. Determine who will follow up with student and monitor his/her behavior throughout the school day.
      ii. Make appropriate referrals, if necessary.
   b. If the counselor and/or clinician determine that the student is a risk to him/herself or others proceed to step 4.
4. Contact the Crisis Intervention Unit for guidance and support (773-553-1792).
5. Contact parent or guardian and make them aware of the suicidal ideation and the need for a psychological or psychiatric evaluation.
   a. If the child is SASS eligible (the SASS intake worker can determine eligibility):
      i. Alert the parent/guardian that you will be contacting SASS and ask the parent/guardian to come to the school.
      ii. CONTACT SASS (800-345-9049).
      iii. A SASS representative will come to evaluate the student and recommend next steps.
      NOTE: If the parent/guardian cannot be reached immediately, SASS can be contacted prior to having parent/guardian permission.
   b. If the child has private insurance:
      i. Assist the parent/guardian in determining where the evaluation will take place.
      ii. If the parent/guardian does not agree to take the student for an evaluation, call the DCFS Hotline (1-800-252-2873) to report medical neglect. If the parent takes the child out of school, call 311 and ask for a Well-Being Check.
      iii. If the parent/guardian agrees to take the student for an evaluation, ask him/her to sign a “Verification of Conference: Suicide Ideation” form (found in Crisis Manual).
      iv. The next school day, follow up with the parent/guardian to ensure that the evaluation occurred. If it did not, call the DCFS Hotline to report medical neglect. Call 311 to ask for a Well-Being Check.
      v. In the event that a child’s parent/guardian cannot be contacted and the school has attempted to make contact through the numbers listed on the Emergency
Contact Card, after a reasonable amount of time has expired, call 911. The police have authority to transport the student to an appropriate mental health facility or the nearest emergency room.

vi. If the child is transported to the hospital by the police or ambulance and the parents/guardians are not present, it is best practice for the principal or the principal’s designee to accompany the child to the emergency room or mental health facility until the parent/guardian arrives or the child is admitted to the hospital.

6. Document all steps taken.
Suicide Attempt Protocol

First Responder:

1. Assume the victim is alive.
2. Check the scene for safety. First responder should not enter an actively dangerous scene.
3. Direct another person to call 911 and notify the administrator in charge of the building (Incident Commander).
4. Direct another person to retrieve the defibrillator.
5. Administer First Aid/CPR/AED.
6. DO NOT LEAVE THE STUDENT ALONE; ensure CONSTANT adult supervision is maintained.

Incident Commander Responsibilities (Principal):

1. Limit access to immediate area until paramedics arrive. Treat the area as a crime scene.
2. Declare a LOCKDOWN, if necessary.
3. Assign someone to direct EMT responders to the scene upon arrival.
4. Notify appropriate CPS Departments:
   a. Student Safety Center (773-553-3335).
   b. Area Office.
   c. Crisis Intervention (773-553-1792).
   d. Communications (773-553-1620).
5. Notify parents/guardians about the medical incident and advise them to meet the victim and police at the hospital.

Call the parents/guardians and tell them briefly what you know about the incident. Explain that the student has been taken by ambulance to the hospital. Do not tell the parents/guardians that the student is deceased unless a physician has confirmed this. Encourage them to get to the hospital safely, asking someone else to drive, if possible. If siblings also attend the school, ask the parent what arrangements should be made for them.

*Sample Script: Hello, (insert name of parent/guardian) this is (insert your name and position at the school). I am calling to let you know that (insert name of student) attempted suicide and is being taken by ambulance to (insert name and address of hospital). Do you have someone who can drive you to the hospital? If not, please drive there carefully or I can ask the police to transport you. The doctors will be able to give you more information.

You have two other children at the school. What do you want us to tell them?

6. Activate the school CRISIS PLAN* and have the school crisis team meet. Team should:
   a. If necessary, determine an appropriate way to disseminate information to staff, students, parents, and community.
   b. Develop interventions.
c. Determine which students, if any, were witnesses to the incident.

d. Identify friends, family members, and associates of the victim.

e. Arrange for counselors and clinicians to meet with students, staff, and parents as needed in the previously identified overflow room.

f. If the student has siblings in the school, bring them to a secure area. Tell the siblings that their brother/sister has been hurt and explain the arrangements their parents have made for them. If the parent/guardian has not been reached, explain that their brother/sister has been seriously hurt and has been taken by ambulance to the hospital. Ask if they know how to reach their parents. Explain that they will remain at the school until their parents/guardians can be contacted.

 g. The School Crisis Intervention Team should continue meeting with students as necessary in small groups and individual counseling sessions.

7. Do not interact with the media. Refer all media requests to the Communications Department for directions (773-553-1620).

8. Complete an Incident Report in Oracle. If the police were called, note the RD number.

9. Direct that the personal property of the victim be secured. This includes items in classroom and locker.

10. Hold an emergency staff meeting at the close of school to brief staff, if necessary, and inform them of what physical and psychological supports will be available for students and staff.

11. The School Crisis Team should meet again to determine what level of supports will be needed for the following day.

12. Document all steps taken.

*Each school is required to create a plan to address the psychological and physical safety of students and staff during a traumatic situation.
Suicide Completion Protocol

First Responder:

1. Assume the victim is alive.
2. Check the scene for safety. First responder should not enter an actively dangerous scene.
3. Direct another person to call 911 and notify administrator in charge of the building (Incident Commander).
4. Direct another person to retrieve the defibrillator.
5. Administer First Aid/CPR/AED.
6. DO NOT LEAVE THE STUDENT ALONE; ensure CONSTANT adult supervision is maintained.

Incident Commander Responsibilities (Principal):

1. Limit access to immediate area until paramedics arrive. Treat the area as a crime scene.
2. Declare a LOCKDOWN, if necessary.
3. Assign someone to direct EMT responders to the scene upon arrival.
4. Notify appropriate CPS Departments:
   a. Student Safety Center (773-553-3335).
   b. Area Office.
   c. Crisis Intervention (773-553-1792).
   d. Communications (773-553-1620).
5. Notify parents/guardians and advise them to meet the student and police at the hospital.

Call the parents/guardians and tell them briefly what you know about the incident. Explain that the student has been taken by ambulance to the hospital. Do not tell the parents/guardians that the student is deceased unless a physician has confirmed this. Encourage them to get to the hospital safely, asking someone else to drive, if possible. If siblings also attend the school, ask the parent what arrangements should be made for them.

Sample Script: Hello, (insert name of parent/guardian) This is (insert your name and position at the school). I am calling to let you know that (insert name of student) attempted suicide at school and is being taken by ambulance to (insert name and address of hospital). Do you have someone who can drive you to the hospital? If not, please drive there carefully or I can ask the police to transport you. The doctors will be able to give you more information.

You have two other children at the school. What do you want us to tell them?

6. Activate the school CRISIS PLAN* and have the school crisis team meet. Team should:
a. Determine an appropriate way to disseminate information to staff, students, parents, and community.
b. Develop interventions.
c. Determine which students, if any, were witnesses to the incident.
d. Identify friends, family members, and associates of the victim.
e. Arrange for counselors and clinicians to meet with students, staff, and parents as needed in the previously identified overflow room.
f. If the student has siblings in the school, bring them to a secure area. Tell the siblings that their brother/sister has been hurt and explain the arrangements their parents have made for them. If the parent/guardian has not been reached, explain that their brother/sister has been seriously hurt and has been taken by ambulance to the hospital. Ask if they know how to reach their parents. Explain that they will remain at the school until their parents/guardians can be contacted.
g. The School Crisis Intervention Team should continue meeting with students as necessary in small groups and individual counseling sessions.

7. Do not interact with the media. Refer all media requests to the Communications Department for directions (773-553-1620).
8. Declare an ALL CLEAR code when appropriate.
9. Complete an Incident Report in Oracle. If the police were called, note the RD number.
10. Direct that the personal property of the victim be secured. This includes items in classroom and locker.
11. Hold an emergency staff meeting at the close of school to brief staff on facts of the situation and what resources will be available to deal with physical and emotional needs of the students and staff.
12. The School Crisis Team should convene again to determine what level of supports will be needed for the following day. Create a letter to be sent home with the students giving a brief description of what occurred and what supports were made available at the school.

*Each school is required to create a plan to address the psychological and physical safety of students and staff during a traumatic situation.