

School-based Prevention Services:

Suicidal Ideation & Self Harm Best Practices

If a student reports they are suicidal or self injuring:

- Teacher/counselor/other staff member should report this to the counselor AND principal **immediately**. It **MUST** be reported as soon as possible and **BEFORE** the student leaves campus for any reason.
- If the student needs **medical attention**, they should be referred to the nurse and/or emergency medical responders immediately.
- If the student is in **immediate danger** or possesses a weapon, 911 should be called.
- A counselor or other school official should **ask the student** if they are self harming and/or suicidal. It is very important that you **ask** the question: “*Are you thinking about killing yourself?*” If they are suicidal, ask them if they have a **plan**. Students who have a plan to kill themselves are at greater **risk**.
- A [Safety Threat Assessment Form](#) may be used to determine the imminent warning signs that exist with the student.
- **NEVER** leave a student alone who is suicidal or self injuring.
- Parents/guardians should be **contacted** as soon as possible.
- Emergency forms should always be **signed by parents/guardians**. There are few if any exceptions.
- If parents cannot be reached or if parents refuse to take the student to receive a mental health evaluation, **police should then be contacted**. Police will take the student into protective custody if they find that their safety is a concern.
- The [Emergency Notification of Student in Crisis Form](#) should be completed. The report should NEVER go into the cumulative folder, but a private file in the counselor’s office. A copy may also be kept in a secured district office.

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- If a school official is **concerned about the safety of a student during non-school hours**, they should contact the family of the child and/or the police immediately. This cannot wait until the next day. The staff member should then contact the site principal and inform them they have contacted police for a welfare check.
- A **district official** should be notified as soon as possible. If a student reports that someone he/she knows is suicidal or self injuring: A teacher/counselor/other staff member should **report this to the principal and counselor immediately**. This cannot wait until the next day, or even the next hour. The administrator/counselor should find the student who is in danger and should **supervise them immediately**.
- All forms need to be sent to a district administrator within **24 hours** of the incident.