

School Emergencies - Suicide (*Attempted*)

Student Attempts, By Deed, To Cause Self-Harm

Faculty/Staff Action:

1. Respond with empathetic listening and initiate information gathering.
2. Do not promise confidentiality to student.
3. Express concern. Ask student to put weapon down or remove himself from harm's way.
4. If unarmed, escort student to a Guidance Counselor or School Nurse and notify Principal. If the above is not possible, escort the student to the Principal's office.
5. If student won't disarm, continue talking to student calmly and allow him to express himself fully. Remain empathetic.
6. As soon as possible, contact additional faculty/staff for assistance.

Administrator or Designee:

1. **Call 911 and explain you have a child threatening suicide.**
2. Order lockdown.
3. Respond to location of incident.
4. Listen to child and gather information. Express concern and be empathetic.
5. Do not promise confidentiality to student.
6. Contact school Guidance Counselor, School Nurse or ADAPP (718-904-1333).
7. Contact student's Custodial Parents/Guardians – they must come to school immediately for consultation.
8. Contact Pastor/Host Pastor.
9. Contact Regional Superintendent (if unavailable, contact the Office of the Superintendent).
10. Assign point person to main entrance to immediately update and direct Emergency Personnel of the situation at hand upon arrival.
11. Allow Emergency Personnel to assume command/control of the situation upon arrival.
12. Upon resolution, Emergency Personnel are mandated to take child to local hospital. If Custodial Parents/Guardians are unavailable, school designee should accompany child to hospital until Custodial Parents/Guardians arrive.
13. Principal/Designee (in conjunction with Emergency Personnel, Guidance or ADAPP counselor) must explain the following to Custodial Parents/Guardians:
 - a. The child is being (or has been) removed to a local hospital.
 - b. The child is in need of immediate psychiatric assistance.
 - c. Physician(s) will assess the child and recommend appropriate treatment.
 - d. There will be telephone follow-up the next day by the Principal or Designee.
 - e. The child will not be re-admitted to school until Custodial Parent/Guardian consults with the Principal/ Designee and provides written evidence from a physician that the student can return to school, is not a danger to self or others and is in the process of obtaining an appointment for on-going counseling. The Principal will follow-up with Custodial Parent/Guardian that the child is receiving on-going counseling.
 - f. If necessary, explain that failure to provide child with continuing treatment will require the school, **BY LAW**, to report the incident to ACS (Administration of Children's Services).
14. **PreK For All** and **3K For All** sites should notify the Office of Early Childhood (OEC) as soon as possible if the incident involved a child in one of their programs. For all other incidents that impact the general school community, the OEC should be notified within 24-hours once the emergency is over/resolved.

**AS SOON AS POSSIBLE, DOCUMENT ENTIRE SITUATION.
REMEMBER TO HONOR THE PRIVACY OF THE STUDENT AND FAMILY.**