

# School Emergencies - Suicide (*Suspected*)

Two different scenarios are presented below. Review and respond accordingly.

## **1 IDEATION** (*possible suicidal thoughts via drawings, poems, etc.*):

### **Faculty/Staff Action:**

*If a student submits a drawing, poem, or written story that expresses thoughts of self-harm, bring it to the attention of the Principal or Designee immediately.*

### **Administrator or Designee:**

1. Have Custodial Parents/Guardians come to school for consultation with Principal/Designee and child.
2. Contact Guidance Counselor or School Nurse to determine need for counseling and to offer referral to counseling service **AND/OR**
3. Contact ADAPP (718-904-1333) to determine need for counseling and offer referral to counseling service.
4. Provide Custodial Parents/Guardians with written notification of school requirements of child continuing (or returning) to school if it is determined that counseling is needed.
5. Explain to Custodial Parents/Guardians that they must provide written evidence of counseling service for child and that this evidence must be presented in a timely fashion. Failure to do so may result in child being suspended from school as a means of compelling Custodial Parents/Guardians into have their child counseled.
6. Contact Pastor/Host Pastor.

## **2 VERBAL EXPRESSIONS** (*child talks of wishing s/he were dead, talks of a plan to cause self-harm or threatens to cause self-harm*):

### **Faculty/Staff Action:**

1. Respond with empathetic listening and initial information gathering.
2. Do not promise confidentiality to student.
3. Escort the child to a Guidance Counselor or School Nurse and notify Principal.
4. If the above is not possible, escort the child to the Principal's office.

### **Administrator or Designee:**

1. Keep the child calm.
2. Express concern and respond with empathetic listening.
3. Listen to child and gather information.
4. Do not promise confidentiality to student.
5. Contact school Guidance Counselor, School Nurse or ADAPP (718-904-1333).
6. Contact the student's Custodial Parents/Guardians – they must come to school immediately for consultation and to assume physical custody of the child.
7. Contact Pastor/Host Pastor.
8. Contact Regional Superintendent (if unavailable, contact the Office of the Superintendent).
9. The Principal/Designee (in conjunction with guidance or ADAPP counselor) must explain the following to Custodial Parents/Guardians:
  - a. The child must receive immediate psychiatric assistance.
  - b. Custodial Parents/Guardians should take the child to the nearest hospital ER for assessment/treatment.
  - c. There will be a phone follow-up the next day by the Principal or Designee.
  - d. 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 and is not a danger to self or others. A referral to outside counseling is strongly recommended. The Principal will follow-up with Custodial Parent/Guardian regarding this referral.
  - e. Refusal to act immediately will require the school, **BY LAW**, to report the incident to ACS (Administration of Children's Services).
10. **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.**