

## **Suicide Prevention Referral Process**

If you observe any of the warning signs that a student or a co-worker could be contemplating suicide, please take the following steps:

- If the student is assessed to be at high risk of suicide, the following steps should be taken:
  - Document the observed behavior.
  - If the student confirms that they are having suicidal thoughts, do not leave that student alone. Take that student to the counselor's or nurse's office.
  - Do not promise confidentiality. Determine if the student has accessible means and if so, request that he or she relinquish those means. Contract with the student that they will not hurt themselves.
  - Do not allow the student to leave school.
  - Report the observation directly to the school guidance counselor or school health nurse. Notify the building administrator.
  - If all of the above are unavailable, report the observation to one of the superintendents at Central Office.
  - Inform the student of the actions taken.

- If outside the regular school day, contact a parent or guardian or adult family member. Again, do not leave the student alone.
- If all of the above are unavailable, report the observation to the local police department or the suicide crisis hotline such as:
  - 1/800-784-2433 Hopeline Network or
  - 1/800-273-8255 Lifeline Network
- Maintain contact with the student and family during the crisis.
- Follow up with that student when he or she returns to school.
- If a student is assessed to be at low to moderate risk of suicide, the following steps are recommended:
  - Inform parents of the concern.
  - Assist parents in arranging for intervention for the student, including medical assistance and counseling.
  - Maintain contact with the student to monitor progress.

“A student or friend who is angry with you for reporting your concerns is one who is still alive.”

- Cathy Fuemmeler

