

## CRISIS PROCEDURES FOR SUICIDE (HOSPITAL)

St. Joseph's Hospital  
Passaic County Mobile Crisis Unit

When accessing hospitals for a crisis, complete the following:

- The family must be called and must come to school. Upon the family's arrival at school, call crisis intervention services:
  - 1) Passaic County Mobile Crisis Unit – 973-754-2230
  - 2) St. Joseph's Hospital – 973-754-2230 if ambulance is needed

Speak to the person on duty. If no one answers, keep trying.

- Provide the hospital with the following information:
  - 1) Your name, position, school and phone number
  - 2) The child's name, date of birth, age, grade, address, phone number
  - 3) Medical information on the child – medical concerns or medication(s) the child is taking
  - 4) The family name (person having custody of the child)
  - 5) The person reporting the incident must speak directly with the hospital staff
  - 6) The person reporting the incident must write exactly what happened
  - 7) Inform the hospital if the child is coming by ambulance
  - 8) Fax any supporting documents to St. Joseph's Hospital at 973-754-3721 with attention to Psychiatric Emergency Services

Direct the family to the Emergency Room Entrance (St. Joseph's Hospital) and advise the family that the wait may be long.

If the child is transported to the hospital via ambulance, check to make certain the family has medical coverage.

**THE BOARD OF EDUCATION WILL NOT REIMBURSE FOR TRANSPORTATION**

Tell the family that the wait may be long. Remind the family that in order for the child to return to school, the Paterson Public School District requires that the *Verification of Medical Intervention Form* be completed by the hospital staff and must accompany the child when he/she returns to school.

The *Crisis Intervention Manual* will allow counseling for both students and school staff when necessary. *Crisis Intervention Teams* may be accessed for crises throughout the district. Communication charts included in the procedures outline the steps necessary to follow in the time of a crisis. If an identified person in the communication chart is unavailable, continue to the next step, regardless of the absence.

All school staff shall receive a copy of the manual and should an incident arise, the chain of command must be followed.

This manual shall be reviewed with staff annually at a faculty meeting by designated school counselors with assistance from SAC's and nurses.

A *Building Crisis Team* shall consist of the following:

- Administrator
- Nurse
- School Psychologist
- School Counselor
- Social Worker
- Student Assistance Coordinator (SAC)

rev. 1/10/17

# Crisis Intervention Manual

2017  
Quick Reference



PATERSON PUBLIC SCHOOLS 

PC MOBILE CRISIS UNIT  
973-754-2230  
ST. JOSEPH'S HOSPITAL  
973-754-2230  
PATERSON POLICE  
973-321-1111

## **SUICIDE** **LEVEL I – At-Risk Behaviors**

It is important that school personnel and the population in general be aware of warning signs so that the appropriate steps can be administered when they are identified. These may include:

- Indications of depression
- Changes in “personality”
- Inability to concentrate
- Change in school performance
- Risk-taking behavior
- Quietness
- Indication that person is making final arrangements
- Withdrawn appearance
- Sense of not belonging in school
- Alienation from peers
- Low level family support
- Substance abuse
- Isolation

Should a staff member come across a student they believe to be suicidal, the following should take place:

- 1) Staff member will notify Building Administrator/Designee
- 2) Building Administrator/Designee assembles at least 2 (no more than 3 and never 1 person) members of the *Building Crisis Team*.
- 3) Student will be kept under constant adult supervision until the following are completed
  - Team Members will assess the level of risk by interviewing student and determine whether it proceeds to a **level II** or whether the student needs an additional referral (outside referrals, CST intervention, etc)
  - A member of the crisis team shall document the above incident using the *Crisis Information Form*. **These files shall be kept in a locked cabinet with the Guidance Counselor.**

All of these steps will be completed the same day notification comes about the crisis.

## **SUICIDE** **LEVEL II – Written or Verbal Intent**

A student reaches a LEVEL II crisis when they have voiced aloud or written intent to engage in a suicidal act. As in a LEVEL I crisis, the staff member shall inform the building administrator/designee who will assemble the Building Crisis Team. During this time, the student will be kept under continuous adult supervision. The following steps will be completed in the same day.

- 1) One crisis team member will assess the level of risk by interviewing student
- 2) Staff member shall contact student’s guardian and request them to come to the school.
- 3) Building Administrator contacts the Assistant Superintendent
- 4) When guardian arrives, Passaic County Mobile Crisis (973-754-2230) should be called to meet with student and guardian to determine extent of problem.
- 5) If guardian is contacted and refuses to follow recommendation for medical assistance, staff member shall contact DCP&P (800-531-1260 Passaic Central Office)
- 6) Guardian will sign *Release of Records form* to provide feedback to the school
- 7) Building Administrator/Designee shall assign a case manager to the student (as soon they are notified about the suicide ideation). The case manager shall monitor & follow through with the hospital admission or referral, student’s re-admittance to school and future referrals. Documentation will be forwarded to the Building Administrator/Designee with a copy to the guidance counselor who will file in student’s folder.

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**When interviewing a student with any issues of suicide or suicide ideation, all rules of confidentiality must be adhered to, with the exception of child sexual abuse (see pgs 30-31 In crisis manual).**

## **SUICIDE** **Level III – Attempted Suicidal Act**

A student reaches a LEVEL III crisis when they have attempted a suicidal act, which is any self-inflicted act with the intent to terminate one’s life. The Paterson School District is equipped to handle cases in which this occurs while school is in session and when school is not in session.

### **SCHOOL IN SESSION**

- 1) Staff member shall notify building admin/designee who shall notify the police and call an ambulance. The school nurse shall be called to monitor and provide first-aid until EMS teams arrive.
- 2) Guardian will be notified by building admin/designee of the incident and actions to be taken. Guardian will be advised whether to report to school or hospital.
- 3) Building admin/designee contacts their Assistant Superintendent.
- 4) **Building Admin/Designee works with the Asst. Superintendent to decide if the *District Crisis Team* needs to be present at school site.**
- 5) Should the District Crisis Team be assembled, they will meet with the building admin/designee, students and staff who witnessed the attempt and who are at risk.
- 6) Follow steps 6 and 7 from Level II.

### **SCHOOL NOT IN SESSION**

- 1) Informed person tells Building Admin/Designee
- 2) Building Admin/Designee **verifies** the information with student’s parent/guardian.
- 3) Follow step #4 from above
- 4) Follow steps #6 & #7 from Level II
- 5) The building admin/designee and District Crisis Team in consultation with each other will contact outside mental health agencies for assistance.
- 6) In the event that the parent/guardian has not addressed the suicide attempt, they will be given the opportunity to access the services of the *District Crisis Team* immediately. **If they decline, DCP&P shall be contacted.**