

# administrative guidelines

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## SUICIDE PREVENTION AND INTERVENTION PROCEDURES

- I. These procedures have been developed to provide staff direction to help and assist students that may be at risk of harming or have attempted to harm themselves. Any questions to these procedures should be directed to the Director of Special Services.
- II. Intervention Procedures to Follow
  - A. Crisis Situation (Student exhibits warning signs or indicates a threat of suicide)
    1. The staff member who learns of the threat or attempt will locate the individual and arrange for or provide constant adult supervision.
    2. The above-mentioned staff member will immediately inform an administrator, school psychologist, or counselor.
    3. The appropriate staff or approved agency provider will determine risk and intervention needed by interviewing the student, and gathering appropriate supportive documentation from teachers or others who witnessed the threat.
    4. The administrator, school psychologist, or counselor will contact the parent/guardian, apprise them of the situation, and make recommendations. Most often it is the person conducting the interview who contacts the parent/guardian.
    5. If the student is known to currently be in counseling (and the District has a signed consent form on file), the principal, school psychologist, or counselor will attempt to inform the student's treatment provider of what occurred and the actions taken.
    6. If the parent refuses to cooperate, and there is any doubt regarding the child's safety, the school employee who directly witnessed the threat will contact Child Protective Services and the non-emergency police line to access the Ozaukee County Mental Health Crisis Team.
    7. Note: NO STUDENT with moderate or high risk should be sent home alone. They should be accompanied by an adult who was informed of the situation and provided a list of the resources.
  - B. Emergency Situation (Suicide has been attempted on school grounds)

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1. Obtain medical assistance. (Based on the immediate assessment of the crisis situation, call 911 for the local police and the school nurse.)
2. Provide immediate first aid as needed and remain with the student until medical assistance is obtained.
3. Call the building administrator or designee.
4. The building administrator or designee calls the parent(s) and informs them of the situation.
5. Assign someone to disperse any crowd that may be gathering.
6. The building administrator or designee calls the Director of Special Services (Crisis Intervention Team).

### III. Crisis Intervention Team

- A. The purpose of the Crisis Team is to obtain critical information regarding the situation and provide resources to faculty, students and families. The Crisis Team is comprised of the Director of Special Services, the building administrators, the school nurse, school psychologists, counselors, law enforcement representatives, and members of the Ozaukee County Counseling Center.
- B. The Crisis Team's primary role is to offer services and assist in maintaining equilibrium during times of significant stress. The team will determine the best method to communicate with staff, students, and parents regarding the details of the incident. The goal of the team will always be to provide a balanced approach to what information is needed as well as what is permissible.

### IV. If a building administrator is not available, The Director of Special Services should be contacted when the immediate threat of danger to the situation has been removed. If the person responsible for notifying the parents desires consultation with a mental health professional prior to parent contact, they may call:

- A. Ozaukee County Counseling Center at 284-8130
- B. If the Ozaukee County Counseling Center is closed, contact the police/sheriff to obtain the name and telephone number of the on-duty Counseling Center staff member.

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The Wisconsin legislature has recognized the importance of attempting to prevent youth suicide and has created an immunity from civil liability for certain individuals who in good faith attempt to prevent suicide by a pupil. The statute provides:  
**118.292 Suicide Intervention: Civil Liability Exemption** Any school board, private school, county handicapped children's education board, or cooperative educational service agency, and any office, employee or volunteer thereof, who in good faith attempts to prevent suicide by a pupil is immune from civil liability for his or her acts or omissions in respect to the suicide or attempted suicide. The civil liability immunity provided in this section is in addition to and not in lieu of that provided under s.895.48.

Legal References:

Section 118.292, Wis. Stats.

Cross References:

Board Policy 5350 – Suicide Prevention, Intervention, and Postvention

PWSSD Crisis Manual

PWSSD Suicide Risk Assessment

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