

Brown County Schools Suicide Prevention Policy

Appendix E

STAFF DOCUMENTATION FORM

Hand deliver this form to the School Counselor, or Administrator IMMEDIATELY. Your notes will be extremely valuable when completing the student's suicide risk assessment. A teacher may send notification via email or phone call that he/she has a documentation form related to suicide that needs to be delivered but no identifying student information should be sent in the email. If immediate assistance is required, the office should be notified via a phone call.

Student: _____ School: _____
Grade: _____ Date: _____
Referring Staff: _____ Time: _____

Concern of student suicide was brought to my attention by:

- Student self-report Another student Overheard students talking
 Student's writing Online posting/Social Media Other

What other information did this student share that raised a concern about suicide risk?

What steps did you take?

What did the student share when asked about suicide?

IMPORTANT ACTIONS

- Remain Calm.
- Ask the youth directly if he or she is thinking about suicide (e.g., "Are you thinking of suicide?").
- Focus on your concern for their well-being and avoid being accusatory.
- Use your active listening skills—remember, the focus should be all on the student.
- Reassure them that there is help and they will not feel like this forever.
- Take a nonjudgmental and open stance to what the student is sharing, no matter how uncomfortable. The student has chosen you to share his/her painful story.
- Provide constant supervision. **Never leave the youth alone.**

Get help: No one should ever agree to keep a youth's suicidal thoughts a secret and instead should tell an appropriate adult, such as school counselor or mental health provider, administrator, Parents should seek help from school or community mental health resources as soon as possible. School staff should take the student to the School Counselor.