

SUICIDE PREVENTION

POLICIES AND PROCEDURES

**Topeka Public Schools
USD 501
624 S.W. 24th St.
Topeka, KS 66611
(785) 295-3000**

Revised 8/17/06

INTERVENTION SERVICES

Topeka Public Schools offers a wide range of experiences to enhance students' self-esteem. Each school in USD 501 maintains a crisis plan and team. In the event of a suicide, Topeka Public Schools has a District Level Crisis Team available for all school principals to access. Contact: Mr. Bob Clark, Consulting Teacher, School Psychologist, Holland Center, 232-0551; Beeper – 270-2133. For more information, contact your local building principal.

STUDENTS SHOWING SYMPTOMS ARE AT RISK

Crisis can occur in all students regardless of age. A student in crisis may attempt or commit suicide.

Some symptoms of a student in crisis may include one or more of the following.

talking about suicide	signs of depression
social isolation	giving away possessions
trouble with sleeping	loss of appetite
drug and alcohol use and abuse	self-destructiveness
high degree of self-criticism	acting out
extreme passivity	psychosomatic complaints
serious accidents	declining grades
variable school problems	promiscuity
feelings of rejection	withdrawal
lack of emotion	feeling hopeless
deteriorating school function	loss of reality
pessimism	pressure to achieve
distorted reality	sudden change in behavior
little or no communication with anyone	outburst of anger/rage

WHO IS AT RISK?

DEFINED RESPONSIBILITIES:

All School Personnel:

- ❖ Participate in the awareness training as needed in order to provide support and referral information to a student at risk of suicide
- ❖ Refer any student with symptoms to appropriate building professional immediately

The Teacher:

- ❖ Develop awareness of at-risk symptoms
- ❖ Review the Suicide Prevention Policies and Procedures Booklet
- ❖ Make the booklet available to substitute teachers and other persons as needed
- ❖ Refer students to appropriate building professional for assessment and action

The Social Worker, Counselor, Nurse, or School Psychologist:

- ❖ Maintain up-to-date knowledge of suicide prevention, intervention, assessment, and building procedures
- ❖ Provide suicide prevention information for building staff, students, and parents as needed
- ❖ Respond to referrals in an immediate and appropriate manner
- ❖ Contact parents
- ❖ Notify building administrator or designee
- ❖ Contact appropriate resources

II. Staff Should

- ❖ Remain calm and avoid panic
- ❖ Treat the concern as real, be patient and LISTEN
- ❖ Be supportive and let the student know she/he is doing the right thing in sharing the suicidal concern
- ❖ Let the student know you cannot keep their concern confidential, you need to talk with appropriate school personnel
- ❖ Refer to building counselor or social worker

III. Staff Should Not

- ❖ Dismiss the student's problems as trivial
- ❖ Judge or be critical
- ❖ Jump to overly quick or easy solutions
- ❖ Look for "causes" of the student's problem
- ❖ Be abrupt and hurried

IV. Contact

- ❖ Administrator or designee
- ❖ Parent (complete "Emergency Conference With Parents" form)
- ❖ Document contacts with student and all referral efforts

******* APPROPRIATE ACTION*******

The Building Administrator:

- ❖ Provide supervision and administration as needed to ensure a successful school-wide Suicide Prevention Policy and Plan; designate Suicide Awareness Trainers
- ❖ Ensure in-service is held yearly in the building
- ❖ Maintain current knowledge of building suicide procedures
- ❖ Refer at-risk student to counselor or social worker as needed for assessment and action
- ❖ Ensure that parents have been contacted and that the “Emergency Conference With Parent” form has been completed
- ❖ Follow up that the student at-risk has received appropriate attention from professional community and school resources
- ❖ Communicate to staff appropriate information

Suicide Prevention Awareness Trainer:

- ❖ Attend Suicide Prevention Awareness Inservice
- ❖ Review building procedures; read Suicide Prevention booklet
- ❖ Inservice new building staff and disseminate updates to all staff

PERSONNEL RESPONSIBILITIES

CONFIDENTIALITY

- ❖ Confidentiality cannot and will not be honored in the circumstances where a student's life, or that of another, is in danger.
- ❖ Topeka Public Schools employees will respect confidences between students, staff, and community members except when it is revealed that a student is a danger to herself/himself or to others.

APPROPRIATE ACTION

In the event that a student attempts, is reported to be at risk, or expresses a desire to commit suicide, the staff should:

I. Secure student's safety – DO NOT LEAVE THE STUDENT ALONE or ALLOW THE STUDENT TO LEAVE SCHOOL AND GO TO AN UNSUPERVISED SETTING

If you need assistance to ensure student's safety, depending on the situation, contact:

- ❖ **Counselor, Social Worker, Nurse, or School Psychologist**
 - Notify Parent (complete "Emergency Conference With Parents" form on following page)
 - If no response, follow building procedures
- ❖ **Building Administrator/Designee**
- ❖ **Campus Police** – daytime, 575-6678; no answer/or after hours, call 633-9374 (Cell Phone)

EMERGENCY CONFERENCE WITH PARENTS

In a meeting with school personnel today, information was shared regarding _____
_____ and his/her emotional condition and behavior. I understand that since my
child has expressed suicidal thoughts, psychiatric/mental health services should be sought immediately. I
have been provided with names and phone numbers of some community agencies that may be able to
provide immediate assistance to my child and me.

School Personnel Parent or Guardian

School Personnel Parent or Guardian

School Date of Meeting

*(For Emergency Conference with Parent Form)
Stockroom No. 8713-00 (English)
Stockroom No. 8714-00 (Spanish)*

COMMUNITY RESOURCES

Family Service & Guidance Center
24-hr. Emergency Services
232-5005
Crisis Team for Children & Adolescents

Stormont-Vail West
3707 SW 6th Ave
270-4600

Valeo Behavioral Health Center
24-hr. Emergency Services
233-1730 for Adults

Hospital Emergency Rooms for 24-hr. Medical Emergencies:
Saint Francis Hospital at 1700 SW 6th Ave, 295-8090
Stormont-Vail Hospital at 1500 SW 10th Ave, 354-6100

Stock No. 8712-00
Rev.8/17/06

PARENT FORM/RESOURCES