

Review of Instructions Documentation for Responding To Students with Suicidal Ideation

- 1) The ***Duty To Warn Notification*** is to be completed in ALL CIRCUMSTANCES in which the student has indicated that he/she wanted to cause harm to him/her self. The parent is to receive one copy and a copy is to be placed in a manilla envelope and given to a clinic personnel to be placed in the student's medical records. ***The Duty To Warn Notification does not go into the student's Cumulative Record.*** You should keep a copy in your own personal records.
- 2) Complete the ***Parent Contact/Conference Form*** (available at your school) to indicate that the parent was notified of events. The Parent Contact/Conference form is then placed in the Yellow Folder (Pertinent Student Records in the cumulative records folder).
- 3) The ***Three Page Worksheet*** is for your purposes and needs to be kept in your personnel records.
- 4) The ***Staff Handout*** is intended to inform staff about suicidal ideation (what to look for, what to do, and what will happen next). This information/handout could be given at a faculty meeting as well as using the ***Power Point Presentation***. Also, you should identify yourself as an individual(s) who will be responding to students with suicidal ideation (Gatekeeper).
- 5) A copy of a ***No-Harm Contract*** is included and you may choose to use it/modify as you like. I recommend that if you use the No-Harm contract it should be used with middle or high school students.
- 6) The ***one page summary of Responding To Students with Suicidal Ideation*** is included for your own purposes or to share with others/staff.

If you have any questions/concerns about the procedures please contact me.

As in the previous academic year, if you are in a crisis situation and would like to consult you can call the Landings at 927-4036 to have me paged. I will respond ASAP.

If you need any assistance in presenting information at a faculty meeting...let me know. I will try to accommodate as needed.

Harvey Dorey
School Psychologist
Sarasota County Schools.