



## Suicide Risk Assessment Steps and Procedure | [2145P - Section B](#)

When school staff becomes aware of concern for self-harm or suicidality:

### Step 1: STABILIZE

- Under no circumstances should a suicidal youth be left alone
- Take the student to a non-threatening place away from other students, a place where there is another adult and a telephone close by
- Survey the environment for any dangerous instruments close at hand and remove as necessary

### Step 2: ASSESS RISK

- Meet with the student and complete [asQ Screening Tool](#) | [Fillable](#) | [Spanish](#)
  - a. If the student screens positive with the asQ, inquire about possible suicide **plan, means, and intent**. *For example:*
    - i. Ask the student: "Have you thought about **how** you might end your life?"
    - ii. If yes, ask: "Do you have **access** to ... (identified in plan)?"
    - iii. Then ask: "Have you thought about **when** you might do this?"
  - b. Professional judgment can override a negative asQ screen. When in doubt, ask more questions.
- Determine level of risk based on level of risk chart:

Level of Risk	Low	Moderate	High	Imminent
Ideation	✓	✓	✓	✓
Plan		✓	✓	✓
Intent			✓	✓
Recent/in-progress attempt				✓

Imminent Risk?  
Call 911

### Step 3: INTERVENE

After screening the student and determining the risk level based on ideation, plan, intent, and past/current actions, utilize the steps outlined in the following section. Each situation requires a combination of protocol and professional judgement to determine appropriate actions and follow-up.

Following a student screening – *regardless of whether the asQ screen was positive or negative* - complete a [Student Risk of Suicide or Self-Harm Documentation Form](#).

**Imminent Risk** - they have made a suicide attempt and/or are in progress of an attempt.

- Have principal or designee call 911 and notify relevant staff of crisis
- Ensure constant supervision until a healthcare professional has arrived
- Have administrator or designee contact student's parent/guardian as soon as possible
- Schedule a [follow-up meeting](#) with the student and family within **24 hours** to check in with them to determine next steps for [re-entry and safety planning](#) for the student

**High Risk** - they have indicated that they have a plan **AND** indicate that they intend to carry out their plan.

- Have principal or designee call 911 if necessary
- Have administrator or designee contact student's parent/guardian as soon as possible
- Ensure constant supervision until the parent or a healthcare professional has arrived

***If Over 13 years of age***

- Principal or designee will call the mobile crisis hotline to come and evaluate the student
  - Snohomish County Crisis Line: **(800) 584-3578**

***If Under 13 years of age***

- Parent or guardian will be required to come and pick up the student
- If the student's parent(s)/guardian(s) – and all emergency contacts – are unable to be reached within a reasonable amount of time, emergency services will be called

- Once parent/guardian has arrived, recommend that the student be evaluated immediately by a mental health professional (i.e., call 988, call child's pediatrician, call child's mental health provider, or go to the local emergency room)
- Schedule a [follow-up meeting](#) with the student and family within **24 hours** to check in with them to determine next steps for [re-entry and safety planning](#) for the student

**Moderate Risk** - the student has communicated that they are experiencing suicidal ideation, **AND** has a plan, **but does not** intend to – and/or have the ability to – follow through on it

- Have administrator or designee contact student's parent/guardian as soon as possible
- **If student is over 13 years of age**, the mobile crisis line may be called without parent/guardian permission
- School staff will provide parent/guardian appropriate resources for accessing a mental health assessment and crisis counseling
- School staff will review with parents the importance of supervision, reducing the danger, and implements and conveyance of care/concern while waiting for an appointment
- Schedule a [follow-up meeting](#) with the student and family within **24 hours** to check in with them to determine next steps for [re-entry and safety planning](#) for the student

**Low Risk** - they have expressed thoughts of dying and are experiencing intense stressors, **but do not** have a suicide plan and are not exhibiting suicidal behaviors

- School counselor will meet with the student within 48 hours of referral by student or another person.
- Notify the school administrator
- **If the student is under 13 years of age**, the school counselor will contact the student's parents regardless of whether or not the student wants them involved
- May be used depending on the situation: [Re-Entry Guide](#) | [Initial Support Plan](#) | [Safety Plan](#)

## Step 4: FOLLOW-UP

During [follow-up](#) with parent/guardian, **schedule a re-entry meeting.**

- At a minimum, this should include student, parent/guardian and at least two school/district staff members (e.g., admin, counselor, nurse, psychologist, social worker)
  - Consult with the student/family to consider inviting staff members who are familiar with the student and/or have a trusting relationship established
- Complete [Authorization for Release Exchange of Information](#) for outside providers as needed
- During re-entry meeting, fill out [re-entry and safety planning](#) forms as appropriate
- If student is not connected to outpatient mental health, provide parent/guardian with a [mental health resource list](#) and offer a free [mental health referral](#) as an option if needed
  - Follow up with the parent/guardian to ensure the student was successfully referred and to offer ongoing support to the student and their family
- Talk with the student to further identify what supports and resources the student might need
- Create [safety plan](#) with student and parent/guardian
- Provide resources to access a mental health assessment and crisis counseling when appropriate or requested (988 and/or local emergency room)

**DOCUMENTATION NOTE:** All suicide-related documentation will be stored electronically in each school's access-protected "*StudentCrisisSupport*" folder located within the shared (S:) drive. Click here for a list of [school folder links](#).

### Forms & Resources

- ▶ **asQ Screening Tool** | [Fillable](#) | [Spanish](#)
- ▶ [Student Risk of Suicide or Self Harm Documentation](#)
- ▶ **Student Re-Entry Process**
  - [Combined Forms](#)
  - Individual Forms | [Re-Entry Guide](#) | [Initial Support Plan](#) | [Safety Plan](#) | [Supervision Plan](#)
- ▶ [Follow-up Meeting Documentation](#)
- ▶ [Authorization for Release/Exchange of Information](#)
- ▶ [Mental Health Resource List](#)
- ▶ [LEARN – Steps & Resources 2023-24](#)
- ▶ **Referral for Help Card** | [Fillable PDF](#) | [Handwritten](#)
- ▶ **Student Crisis Support (Secure Documentation Storage)** | [School Folder Links](#)
- ▶ **EPS Suicide Resources & Protocols** | [DocuShare Folder](#)