



Suicide Risk Assessment Steps and Procedure

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

- Start with [Procedure 2145P, Suicide Prevention](#) - specifically, section B.
- Meet with the student and complete [asQ Screening Tool](#)
 - To inform next steps, after completing asQ, inquire about possible suicide plan, means, and intent. For example:
 - Ask the student: "Do you have a plan to kill yourself?"
 - If yes, ask: "What is your plan?"
 - Then ask: "Do you have access to ... (identified in plan)?"
 - Then ask: "Do you intend to carry out this plan?"
 - **Note: Professional judgment can override a negative asQ screen**
- Determine level of risk based on level of risk chart:

Level of Risk	Low	Moderate			High	Imminent
Ideation	✓	✓	✓	✓	✓	✓
Plan		✓	✓	✓	✓	✓
Intent			✓		✓	✓
Access to Means				✓	✓	✓
Recent or In-Progress Attempt						✓

imminent risk?
Call 911

- After determining level of risk, follow steps on page 2-3 of this document.
- During follow up with parent/guardian, schedule re-entry meeting.
 - At a minimum, this should include student, parent/guardian and at least two school/district staff members (i.e., admin, counselor, nurse, psychologist, social worker)
 - It's important to consider inviting staff members who are familiar with the student
 - Complete [Authorization for Release Exchange of Information](#) for outside providers as needed
 - During re-entry meeting, fill out [Student Re-Entry Process, Checklist and Safety Plans](#)
 - If student is not connected to outpatient mental health, provide parent/guardian with [resource list](#) and offer care solace referral
 - Once completed, provide copy to working counseling file (not cum file) and to principal/ designee

Imminent Risk (Extreme) - meaning they have made a suicide attempt and/or are in progress of an attempt

- Bring student to a safe/confidential place where there is limited foot traffic and can be under constant supervision until a healthcare professional has arrived
- Have principal or designee call 911 and notify relevant staff of crisis
- 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 and figure out next steps and create a safety plan for student
- Once it is deemed that the student is safe (i.e., they have been transported to the hospital, they have been evaluated by a health care professional and have been determined to no longer be at high risk, and/or the student has been released from the school to their parent/guardian) school counselor will fill out and complete steps identified in [Student Risk of Suicide or Self-Harm Documentation Form](#)
 - Once completed, provide copy of all district documentation to working counseling file (not cum file) and to principal/designee

High Risk (Severe) - meaning they have indicated that they have a plan AND access to means to carry out the plan, AND indicate that they intend to carry out their plan

In **all cases** follow the information below:

- Bring student to a safe/ confidential place where there is limited foot traffic and can be under constant supervision
- Have principal or designee call 911 if necessary
- Have administrator or designee contact student's parent/guardian as soon as possible

If Over 13

- Principal or designee will call the mobile crisis hotline to come and evaluate the student
 - Snohomish County Crisis Line: (800) 584-3578
- If the parent/guardian arrives before the mobile crisis hotline staff, inform the parent/guardian of the situation and allow them to wait for the mobile crisis hotline staff or take the student to the local emergency room for evaluation.
- Follow up with the student and their family within **24 hours** to check in with them and figure out next steps (i.e., follow-up care and supports the school can offer).
- Once it is deemed that the student is safe (i.e., they have been transported to the hospital, they have been evaluated by a health care professional and have been determined to no longer be at high risk, and/or the student has been released from the school to their parent/guardian) school counselor will fill out and complete steps identified in [Student Risk of Suicide or Self-Harm Documentation Form](#)
- Once completed, provide copy of all district documentation to working counseling file (not cum file) and to principal/designee
- Parent or guardian will be required to come and pick up the student, If the student's parent/guardian is unable to be reached in a reasonable amount of time, emergency services will be called. Note: ideally, crisis services/911 should only be used as a last resort for

behavioral health emergencies (to preserve confidentiality and reduce stigma).

- Once parent/guardian has arrived, the school counselor will recommend that the student be evaluated immediately by a mental health professional (i.e., local emergency department)
- Follow up with the student and their family within **24 hours** to check in with them and figure out next steps (i.e., follow up care and supports the school can offer).
- Once it is deemed that the student is safe (i.e., they have been transported to the hospital, they have been evaluated by a health care professional and have been determined to no longer be at high risk, and/or the student has been released from the school to their parent/guardian), school counselor will fill out and complete steps identified in [Student Risk of Suicide or Self-Harm Documentation Form](#)
 - Once completed, provide copy of all district documentation to working counseling file (not cum file) and to principal/designee

Moderate Risk - meaning the student has communicated that they are experiencing suicidal ideation, AND have a plan, but do not intend to follow through on it and/or do not have the ability to follow through on a plan (no access to means).

- Bring the student to a safe confidential place where they can be monitored until their parent/guardian can come or until the student is evaluated by a mobile crisis unit.
- Call parent or guardian to come pick up the student.
- Once the parent or guardian has arrived explain the suicide risk to the parent/guardian and the need for an evaluation by a mental health professional (i.e., local emergency room)
- **If student is over 13 years of age, the mobile crisis line may be called without parent/guardian permission**
- Follow up with the student and their family within **24-48 hours** to check in with them and figure out next steps (i.e., follow up care and supports the school can offer).
- Once it is deemed that the student is safe (i.e., they have been transported to the hospital, they have been evaluated by a health care professional and have been determined to no longer be at high risk, and/or the student has been released from the school to their parent/guardian), school counselor will fill out and complete steps identified in [Student Risk of Suicide or Self-Harm Documentation Form](#)
 - Once completed, provide copy of all district documentation to working counseling file (not cum file) and to principal/designee

Low Risk - meaning they have expressed thoughts of dying and are experiencing 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
- Talk with the student to further identify what supports and resources the student might need.
- Work with student and parent/guardian to make an appropriate mental health referral

- Provide appropriate resources to access mental health assessment and crisis counseling when appropriate.
- If appropriate have the parent/guardian come to the school to meet with you and support the student.
- The school counselor, student support advocate, intervention specialist, or school nurse will regularly stay in touch with the student and their parent/guardian (when appropriate) to ensure the student was successfully referred and to offer ongoing support to the student and their family.
- School staff will fill out and complete steps identified in [Student Risk of Suicide or Self-Harm Documentation Form](#)
 - Once completed, provide copy of all district documentation to working counseling file (not cum file) and to principal/designee

Revised: February 23, 2023