

1. A priority 1 student will be brought down to E112 by our runners.
2. You will be given a RED folder with documents, including the screener completed by the student. While you wait for the student to be brought down, please review the screener and student summary page. **Our goal is to pair you up with another staff member, when possible.**
3. Wait at the entrance to E112 for the runner and student to return.
4. Introductions will be made between you and the student.
5. Walk the student back to your office to begin risk assessment. Psychs/POD Staff - feel free to use E125 interns offices, if you prefer. You may also use the conference rooms.
6. Build rapport.
  - a. Rapport-building strategies that can be used in the first few minutes of an interview or assessment to reassure and engage the student include the following:
    - i. explaining your role and the purpose of the interview/assessment; asking the student their preference for how you address them; tell them you are following up from PE class because we care
    - ii. use a calm, reassuring tone of voice;
    - iii. Explain limits of confidentiality:
      1. harm to self
      2. harm to others
      3. Someone is harming them
7. Begin [Risk Assessment](#)
  - a. Fill out the top portion of the screener.
  - b. Directly ask about question #4 and #5 in screener. Write down notes in the section.
    - i. If student states no thoughts or suicidal behaviors go to>> BSAD section.
  - c. Take time to listen to the student's responses
  - d. Avoid providing 'quick' solutions which may leave the student feeling misunderstood or dismissed.
8. Determine level of risk.
  - a. Read description in risk assessment form.
  - b. Seek consultation, if needed.
9. Take action based on level of risk. **DO NOT LEAVE STUDENT ALONE.** Ask for a staff member to sit with student, if you need to go to the bathroom. If a student needs to go to the bathroom, leave bookbag in your office and walk them to the bathroom.

<b>LOW</b>	<ul style="list-style-type: none"> <li>● Call and inform parent/guardian of assessment and level of risk.</li> <li>● Share resources with parent.</li> <li>● If student desires and parent agrees, send student back to class.</li> <li>● Some students chose to go home and some parents may ask to pick up their student- this is okay.               <ul style="list-style-type: none"> <li>○ "B" code them.</li> </ul> </li> </ul>
<b>MODERATE</b>	<ul style="list-style-type: none"> <li>● Call and inform parent/guardian of assessment and level of risk.</li> </ul>

<b>Consult, if unsure.</b>	<ul style="list-style-type: none"> <li>● Create a plan for safety with student and parent.</li> <li>● Ask parent/guardian to pick up student. <ul style="list-style-type: none"> <li>○ Share resources with parent, if requested.</li> <li>○ “B” code them.</li> </ul> </li> <li>● If student desires and parent agrees, send student back to class.</li> </ul>
<b>HIGH</b>	<ul style="list-style-type: none"> <li>● Call and inform parent/guardian of assessment and level of risk.</li> <li>● Ask parent/guardian to pick up student and transport them to ER for further evaluation. Ask parent/guardian which hospital they will be going to. Parent/guardian may choose to take student to their outside therapist, psychiatrist, etc. <ul style="list-style-type: none"> <li>○ Collect belongings from locker.</li> </ul> </li> <li>● While waiting for the parent/guardian, make 2 copies of the risk assessment for parent/guardian and ER/therapist/doctor. Keep original.</li> <li>● Upon parent/guardian arrival, greet them, introduce yourself, and thank them for coming. Ask them if they have any questions.</li> <li>● Ask them to sign the verification letter in the red folder.</li> </ul> <div data-bbox="324 714 1510 1102" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><b>If parent/guardian/emergency contact does not answer after attempting contact for 1 hr or more:</b></p> <ol style="list-style-type: none"> <li>1) Call the nurses office and request an ambulance at door 6 or door 2 and indicate which hospital the family has requested</li> <li>2) Inform administrator via text or call 7008, who will then go to support you.</li> <li>3) Paramedics may come into your office to meet with student, or you may walk student to Door 6 or Door 2. <ol style="list-style-type: none"> <li>a) In extreme circumstances, we may ask that you meet the ambulance at the hospital. Take student summary page with student information.</li> </ol> </li> <li>4) “B” code them.</li> </ol> </div> <div data-bbox="324 1102 1510 1207" style="border: 1px solid black; padding: 5px; margin-top: 5px;"> <p>For students who are SASS eligible, we will follow the above protocol and have hospitals call SASS Cares line.</p> </div>

#### 10. Debrief and File

- a. Inform administrator (assistant principal, student services, etc.) regarding the steps taken.
- b. Write the name of the student on the red folder and return to E112.