

LANDING PAGE FOR MENTAL HEALTH CRISES IN SCHOOLS

PROTOCOL FOR MENTAL HEALTH CRISES (ACT PRO)

For Social Worker, Wellness Coordinator, Counselor, Nurse, School Psychologist

1. ASSESS
2. CONSULT
3. TELL TEAM, ADMINISTRATORS,
PARENTS/GUARDIANS
4. PLAN OF SAFETY AND SUPPORT
5. RECORD/DOCUMENT
6. ONGOING SUPPORT AND FOLLOW UP

TABLE OF CONTENTS

1. [Assess](#)
2. [Consult](#)
3. [Tell Team, Administrators, Parents/Guardians](#)
4. [Plan for Safety/Support](#)
5. [Record/Document](#)
6. [Ongoing Support and Follow Up](#)

ASSESS

- [SFUSD K-5 Suicide Risk Assessment Tool](#)
 - **NEW!!** [Spanish SFUSD K-5 Risk Assessment Tool](#)
 - **NEW!!** [Chinese SFUSD K-5 Risk Assessment Tool](#)
- [SFUSD MS/HS Suicide Risk Assessment Tool](#)
 - **NEW!!** [Spanish SFUSD MS/HS Risk Assessment Tool](#)
 - **NEW!!** [Chinese SFUSD MS/HS Risk Assessment Tool](#)
- [SFUSD Assessment Guide for Self Harm](#)

CONSULT

- Who to Contact for Consultation
 - Your Mentor - Check out the Cohort List if you're unsure
 - Student Family School Resource Link Line: **415-340-1716, Press #7 for Consultation**
 - Your Administrator
- Comprehensive Crisis Services 24/7 hotline: **(415) 970-3800**

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TELL TEAM, ADMINISTRATORS, PARENTS/GUARDIANS

- Team
 - Consult with at least one other team member, use team to ensure that students are not left alone or to assist with parts of the process
- Administrators
 - Share what steps you are taking and what resources you need from them
- Parents/Guardians
 - PK-8: caregiver/guardian always contacted
 - HS: caregiver/guardians usually contacted when there is medium/high risk

PLAN for SAFETY/SUPPORT

- [Elementary Level Safety Plan](#)
- [MS/HS Level Safety Plan/ English](#)
 - **NEW!!** [MS_HS Safety Plan/Spanish](#)
 - **NEW!!** [MS_HS Safety Plan/ Chinese](#)
 - **NEW!!** [MS_HS Safety Plan/ Vietnamese](#)
 - **NEW!!** [MS_HS Safety Plan/ Arabic](#)
 - **NEW!!** [MS_HS Safety Plan/ Tagalog](#)
- [DIY Safety Plan from SF Suicide Prevention](#)
- If developing your own safety plan or creating one "on the fly" on a piece of paper be sure to capture all the components listed here on the [Safety Plan Guide for Clinicians](#)
 - Warning Signs
 - Internal Coping Strategies
 - Social Contacts Who May Distract From Crisis
 - Family Members or Friends Who May Help in a Crisis
 - Professionals and Agencies to Contact in a Crisis
 - Making the Environment Safe
- [Edgewood Crisis Stabilization Unit \(CSU\)](#) 24/7 hotline: (415) 682-3278
 - Info sheet in [English](#) and [Spanish](#)
- [Seneca San Francisco Mobile Response Team \(SF MRT\) Referral Protocol](#)
 - [Informational Flyer](#)
 - [Referral Form](#)

RECORD/DOCUMENT

- Where does the documentation go?
 - Documentation in [Paradigm](#) (for SSWs and Nurses)
 - Risk Assessment
 - Parent Contacts
 - Case Management with CBOs (incl. Comprehensive Child Crisis, etc.)
 - **Do not document in Synergy**
 - SFUSD Risk Assessment Tools

LANDING PAGE FOR MENTAL HEALTH CRISES IN SCHOOLS

- K-5 & MS: copy goes into "Mental Health Assessment" File in Main Office
- High School: copy goes into "Mental Health Assessment" File in Wellness
- Safety Plans
 - Ensure student has a copy (physical, electronic, both)
 - Give a copy to parent/guardian when they are notified
 - Give a copy to other supportive adults if student consents/requests that
 - Place a copy in the "Mental Health Assessment" File either in Main Office (K-8) or Wellness Center (HS)
- Contacts with Child Crisis, Edgewood, and Seneca
- Personal Notes
 - Examples of Personal Progress Notes
 - [Progress Notes Exercise](#)
 - Things to Document
 - Agencies consulted with including the names of employees
 - Directive or instructions given

ONGOING SUPPORT and FOLLOW UP

- Frequent Check Ins with Students (daily, couple times a week, weekly)
 - [K-5 How Are You Feeling with Pictures](#)
 - [MS/HS How Are You Feeling Check In/Check Out](#)
- **DRAFT** [SFUSD Crisis Resources: For Ongoing Support](#)
- [Sample Reentry Plan #1](#)
- [Sample Reentry Plan #2](#)
- School Psychologist
 - Connect with your School Psychologist and inform them about the student when
 - The student has been hospitalized for their mental health
 - You have completed a suicide assessment three times