

Suicide Response Plan

NORMANTON STATE SCHOOL



This plan outlines the essential tasks for the first 24 hours and should be used by the Emergency Response Team (ERT) to guide their roles and responsibilities.

This plan should always be used in conjunction with the **Be You Suicide Response Toolkit**.

Acknowledge

Staff	Who:
Inform staff ASAP and keep them well-informed about all available information regarding the suicide and the response plan (inclusive of staff on leave)	Principal
Inform staff of the option of not being involved if their own wellbeing is at risk	Principal
Inform staff of support they can access (Lifeworks or local support)	Principal
Inform staff that the students will be notified or supported through acknowledgement-based script	Principal

Young people	Who:
Acknowledge incident with close friends and vulnerable young people personally and provide sources of immediate and ongoing support	Principal/ HOD
Acknowledgement to young people using the agreed script in small groups, with consideration of: <ul style="list-style-type: none"> Friends closest to the young person Young people in the same year level Young people in the same class as a sibling Home groups or year level groups preferable Delivery in whole school assemblies is not recommended Resources needed: Be You Suicide Response Toolkit: Scripts and templates	Principal /HOD

Families	Who:
Check in with close friends and family of vulnerable young people with support of appropriate community agency	Principal/community agency
Parents to get immediate and accurate information about the school's response through school newsletter and Facebook as appropriate	Principal/DP
Provide families with contact information for support for them and their children Resources needed: Be You Suicide Response Toolkit: Scripts and templates	Principal/DP

Community	Who:
Check in with auxiliary adults and community who will have contact with young people in the following 24 hours.	HOSES/BM
Check in with local agencies to stay informed of other incidences of attempts or suicide	Principal
Check in with principals of schools within the area, specifically those attended by the young person's relatives or known close friends	Principal

Support

Staff	Who:
Identify and plan support for staff at risk	Principal/DP
Encourage staff to contact Employee Assistance Program if they require additional support	DP/GO
Inform staff of identified liaison person	Principal
Provide staff with the details of the information being provided to families and young people	Principal/DP/HOD
Check in with staff at the start and end of the day for wellbeing and consistent messaging	Principal

Young people	Who:
Immediately follow up all unexplained absences through usual school process (including Sorry Business)	HOD
Set up a young person support room that is staffed with appropriate personnel, linking in with known support services	HOSES/GO
Work collaboratively with Be You team and others to identify and plan support for young people at risk	HOSES/GO
Monitor and follow up on young people and, in collaboration with local agencies, begin assessments of young people identified as at risk or of concern Resources needed: Be You Suicide Response Toolkit: The first 24 hours	GO/SGO

Families	Who:
Establish a line of support with the family of the deceased young person (this could be through an agency if more appropriate)	Principal
Gather and protect young person's belongings	HOD
Encourage families in the school community to access mental health services and referral pathways if needed – this may be a timely reminder through Facebook or school newsletter	DP
Community service group or agency may run a family information and support session Resources needed: Be You Suicide Response Toolkit: The first week	Principal

Other considerations	Who:
Consider who needs information on: <ul style="list-style-type: none"> Identifying risk factors for suicide Understanding grief responses Referral pathways to support services Understanding sorry business and community protocols 	Principal

Manage

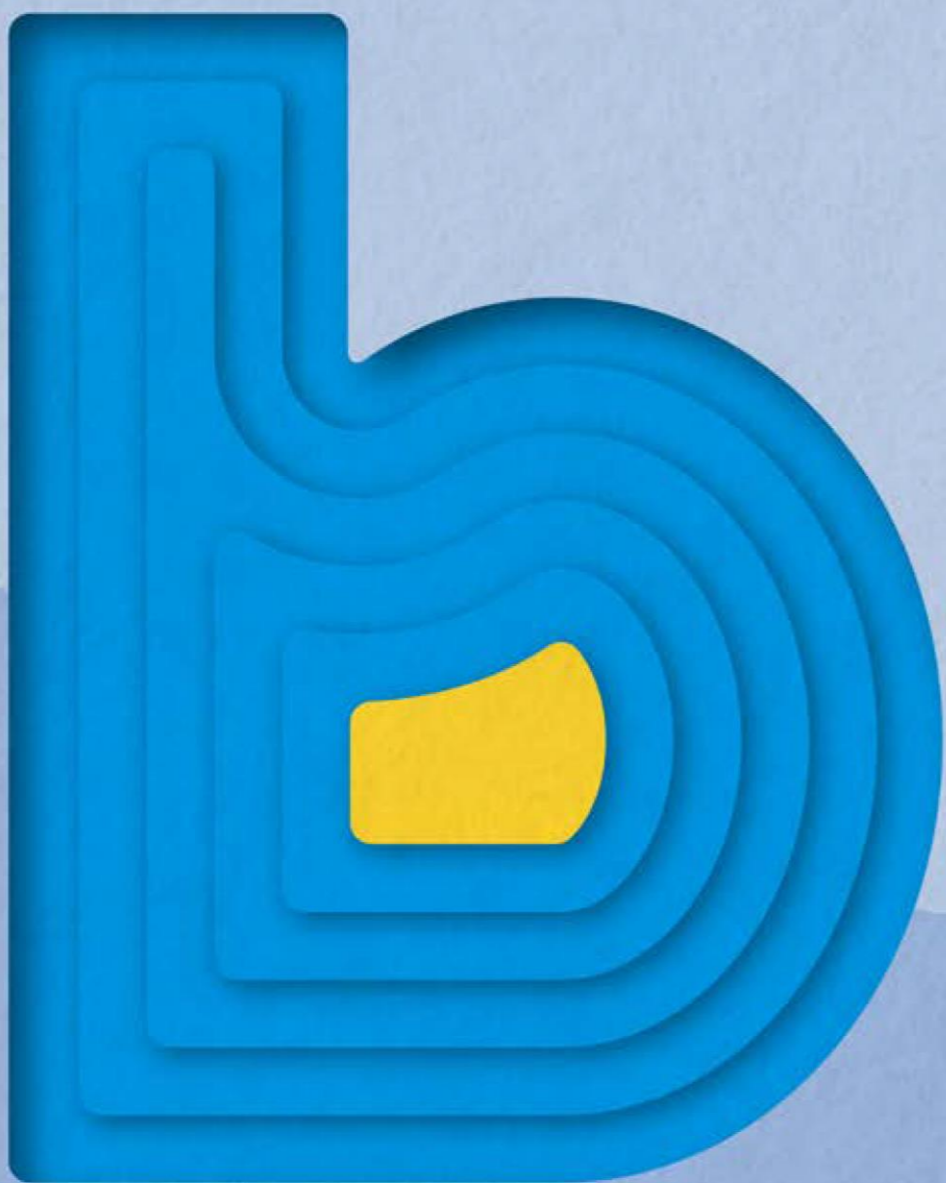
Emergency Response Team	Who:
Undertake self-care: <ul style="list-style-type: none"> Debrief everyday Identify a self-care activity for each member Discuss coping mechanisms Watch for signs of vicarious trauma Ensure that staff can take a break from the response if required	Principal (coordinating)

Social Media	Who:
Consider the impact of social media	BM
If the use of social media escalates distress, consider intervening and checking in with external agencies	Principal/DP
Use social media for consistent messaging around help seeking and information sharing	Principal/DP
Consult with Be You team for ongoing management of social media Resources needed: Be You Suicide Response fact sheet: Suicide, media and social media	Principal/DP

Media	Who:
Consider the need for an appropriate media response – following EQ policy on speaking with media	Principal
Contact School's Governing Body Media Unit or Be You team for advice	Principal

Next Steps	Who:
Document the incident and all actions undertaken	Principal
Organize a meeting with key players to develop a plan for foreseeable future Resources needed: Be You Suicide Response Toolkit: The first week	Principal

Last Reviewed 15 October 2021



Initial Response on hearing about an attempted suicide or suicide within school community:

- ✓ Confirm facts and information
- ✓ It is important not to ignore rumours — they need to be considered. Confirm facts with the family and police
- ✓ Confirm with family/community that they are naming the injury or death as suicide or attempted suicide
- ✓ If the incident takes place at school ensure the immediate safety of young people
- ✓ Ensure that those affected are not left alone.

In the first 24 hours of confirmation or an attempted suicide or suicide:

- ✓ Inform the relevant lines of management in relation to reporting critical incidents
- ✓ Gather the Emergency Response Team to decide on the school response to the incident
- ✓ Contact the relevant mental health services and the Be You team
- ✓ Identify and safety plan for young people who are possibly more vulnerable and at risk as a result of the suicide or attempted suicide

Important Contact Numbers:

Police/Ambulance/Fire
000 or 122 from mobile

Lifeline
131 144

Suicide Call Back Service
1300 659 467

Beyond Blue Support Service
1300 22 46 36

Be You – QLD team: 0455 079 803

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