

Manual Of Administration

TOPIC: Support Services	SUBJECT: Suicide Policy	Code: SS188
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Purpose: To outline the protocol in responding to and dealing with a suicide statement made by an individual Avenue II supports.

All statements of suicide are to be taken seriously.

Responsibilities:

PERSON RECEIVING THE STATEMENT REGARDING SUICIDE (COULD BE STAFF OR MANAGEMENT):

When an individual communicates that they are contemplating or going to commit suicide, staff will respond to the comment by:

A. If statement is made while you are with the person:

- i. Immediately ensure the individual=s safety. Remove any items that may be used to harm themselves such as knives or sharp objects. Remove medications to a location where the individual can not access them.
- ii. Get help for the person:
 - Call 911
 - During office hours report issue to a Manager/Director
 - After hours call an Avenue II On-call supervisor.
- iii. Stay with the individual at all times until relieved by police, ambulance or Avenue II staff.
- iv. Accompany the individual to hospital if required or requested and bring any pertinent medical information.

B. If the statement is made by telephone:

- i. If you can, keep the person on the phone while trying to contact 911 and then Avenue II.

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- ii. If you can not access another line to report the suicide statement and you know where the person is, you need to make a judgment call as to the urgency. If you feel the person is in immediate danger tell the person that you will call them right back. Hang up and call 911 and then Avenue II. Immediately call the person back and keep them on the phone unless the police advise otherwise. Let "911" as the trained personnel take the lead in the situation.
2. Never debate whether suicide is right or wrong and do not counsel the person.
3. Never promise to keep the person's intention a secret. Confidentiality is not a factor when a person has threatened suicide. You may be liable if you were aware of a potential suicide and failed to respond to it.
4. Never tell police or ambulance that everything is okay or that the person didn't really mean to make the suicide statement and that the Police or Ambulance can leave. The Police, ambulance attendant or a physician must make that decision as to the status of their mental health.

STAFF ARRIVING AT A LOCATION FROM WHICH A SUICIDE STATEMENT HAS BEEN MADE:

5. Gain access to the house if possible and ensure individual safety until emergency services arrive. Remove any items that may be used to harm themselves such as knives or sharp objects. Remove medications to a location where the individual can not access them.
6. Administer first aid if required.
7. Stay with the individual at all times until relieved by police, ambulance attendant, crisis response service, or Avenue II staff.
8. Accompany the individual to hospital if required or requested and bring any pertinent medical information.
9. Maintain contact with Manager/Director or On-call as appropriate.
10. Complete Incident Report as required.

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ON-CALL SUPERVISOR/MANAGER:

11. Upon receiving word that a suicide statement has been made by an individual ensure that 911 has been notified.
12. On-call will contact Back-up Manager to advise them of the situation.
13. Respond to the home immediately to investigate the situation and allow access to home for police or ambulance. (Obtain key to home from office or on-call).
14. Ensure individual safety and remain with them until the situation is diffused and professionals arrive.
15. Arrange for staff or backup if necessary.
16. Notify significant others, family or CSF at LCCC to advise of situation.
17. Document situation.
18. Manager is responsible for arranging debriefing or team meeting as required.

DIRECTOR OF SUPPORT SERVICES:

19. Follow up on situation to ensure policy followed.
20. Notify Executive Director

EXECUTIVE DIRECTOR

21. File serious occurrence within 24 hours
22. Notify Board of Directors of occurrence.