

The first step of any psychiatric crisis or mandatory reporting situation is to call Behavioral Health to do triage on the phone.

CPS REPORT

For a CPS report, the person who receives the information is responsible for the report. The law is to notify them by phone immediately and to follow-up with a written report within 36 hours.

- Fill out the “Suspected Child Abuse Report” (SS 8572).
- Call XXX
- Fax the report to the number the CPS worker gives you
- Document in chart and file CPS report under “Confidential - Do not release”

Note: Health Educators have a different mandate during their time in the clinic (officially they are not mandatory reporters except when they are in their role of leading a group of youth at the school). They would fill out the report but a mandatory reporter (BH clinician or medical provider) would sign it.

51–50

If an assessment from BH staff indicates that a patient meets the criteria for an involuntary 51-50 hold, to ensure the safety of the patient or others, **911 SHOULD BE CALLED TO TRANSPORT PATIENT.**

1. Calling 911:

- A. Call 911 to request that police initiate a 51-50 hold and to arrange for transportation to local psychiatric emergency service facility
- B. Call Main Office of school after calling 911:
 - i. Let them know that police assistance has been requested and an ambulance or police vehicle will be coming to clinic.
 - ii. Tell the office the name of the student but DO NOT share the reason for transport.
- C. Call the parent/guardian:

After calling 911 and school office, call parents to notify them of the situation and request that they meet the student at psychiatric facility.

- i. Inform the parent/guardian about the student’s condition including his/her mental status
- ii. Give the name and address of psychiatric facility and when the student is expected to arrive.
- iii. Request that the parent call the clinic with an update after an evaluation has been completed.

2. Clear Clinic of patients and request drop-in’s to come in later. if:

- A. There is a safety risk to patient or others by having other students in the clinic; or
 - B. There is a risk to confidentiality for the student because he/she will not remain in the exam room;
 - C. Or the arrival of an ambulance or the police will pose a risk to patient confidentiality;
- Place “Clinic Closed” sign on door.

3. Keep Confidential:

Do not share information with other students or school staff members during or after the incident.
Limit the number of people involved.

4. Helpful Numbers

- A. Psychiatric Hospitals
- B. Police Non-Emergency
- C. County Child Protective Services

If Patient Seems to be in Crisis but does not meet criteria for 5150 or a 911 call:

- If Behavioral Health Clinician is in session you can knock on door to interrupt session.
- If Behavioral Health Clinician is not at clinic, contact BH Department
- If there are no clinicians on campus, and you are concerned about a patient being a danger to self or others, you should contact 911 to be safe, if all other options have been exhausted.