

ExCEL Template for Internal Injury, Referral, and Crisis Response Protocol

(updated _____)

Form	Process	Action Steps
<h2 style="text-align: center;">Injury</h2> <p>Monitor: _____</p> <p><i>Sub: _____ responds if emergency, _____ will follow up when they return</i></p> <p>If ALL OUT: _____</p>	<p>Investigate:</p> <ul style="list-style-type: none"> ● Does report document: <ul style="list-style-type: none"> ○ Context of incident that lead up to injury ○ If injury was beyond first aid, how it was addressed ○ If parent was contacted ○ If administrator was notified ○ If injury required additional medical support (e.g. urgent care, hospital, appointment) 	<p>If report is missing, email SC for missing information</p>
	<p>Triage:</p> <ul style="list-style-type: none"> ● If injury involved transmission of fluids <ul style="list-style-type: none"> ○ Reported to PM and administrator to follow up with protocol 	<ul style="list-style-type: none"> ● Check in with SC regarding status of student ● Check in regarding if family received resources on what to do after transmission of fluids
	<p>Communicate:</p> <ul style="list-style-type: none"> ● If injury was a result of referral or crisis, the appropriate corresponding form is completed ● Follow up steps 	
<h2 style="text-align: center;">Referral & Crisis</h2> <p>Review your referral records to see if there are records of prior incidents</p> <p>Monitor: _____</p> <p>Immediate response support person _____</p> <p>Sub: _____ <i>responds if emergency, _____ will continue triage when they return</i></p> <p>If ALL OUT: _____</p>	<p>Investigate:</p> <ul style="list-style-type: none"> ● Does report document: <ul style="list-style-type: none"> ○ Context of incident ○ If parent was contacted ○ If administrator was notified ○ If social worker (if needed) was notified ○ If suspension occurred ● <u>Witness statements are needed for any of the following Title IX:</u> <ul style="list-style-type: none"> ○ Physical Assault ○ Sexual Harassment ○ Inappropriate touching/contact ○ Inappropriate adult/student boundaries 	<ul style="list-style-type: none"> ● Check in with SC regarding status of student ● Contact if any missing information

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(updated _____)

<p>Reports of the below items should be sent straight to _____:</p> <ul style="list-style-type: none"> ● Threatening bodily injury to themselves or others <ul style="list-style-type: none"> ○ Suicide ○ Sexual Assault ○ Cyberbullying ○ Lock down ○ Weapons on campus ○ Student/Staff Death <p>The below items are sent straight to _____:</p> <ul style="list-style-type: none"> ● Cross school crisis incident <ul style="list-style-type: none"> ○ Fights ○ Threats of weapons ● Sexual Assault ● Lock Down ● Staff Incidents regarding students ● Weapons 	<p>Triage:</p> <ul style="list-style-type: none"> ● If this is a repeated referral or Crisis incident, refer to ExCEL progressive response <ul style="list-style-type: none"> ○ May require meeting with SAP team ○ May require informing SDC/RSP teacher ○ May require a team meeting if student has 504 or IEP 	<ul style="list-style-type: none"> ● Depending on the behavior and frequency, will contact about whether SC has been in contact with school day in SAP team or has access to 504 or IEP plan ● If there is any intervention, may ask for a copy to collaborate on how to adjust it to replicate in ASP environment ● If there are repeated referrals, scheduling a time to either speak on the phone, or in person to discuss next steps to determine root cause of issue: <ul style="list-style-type: none"> ○ What supports already exist for this student? ○ Are there staff members in the school day who would need to know these incidents are occurring? ○ Is this an isolated incident or a generalized pattern of behavior? ○ Are there predictable times when these incidents happen? ○ Who else needs to be brought into this conversation (social worker, RSP, counselor, etc.)
<p>IF immediate response is needed and PM or Director is not available, ask _____ to send to _____</p> <p>Include key summary points from email protocol below</p>	<p>Communicate:</p> <ul style="list-style-type: none"> ● If there was an injury as a result, make sure to complete injury form ● If suspension occurred, was administrator, PM and family informed? <ul style="list-style-type: none"> ○ Was a re-entry meeting scheduled? ● If it is a Crisis situation, connect with school day administrator, PM and social worker to discuss next steps <ul style="list-style-type: none"> ○ If it is a sexual harassment issue, may require a Title IX investigation led by administrator ○ If it is an incident across multiple schools, the administrator will need to connect with their direct supervisor ○ If it has to do with suicide or self-harm, the social worker needs to be contacted to do a risk assessment 	<ul style="list-style-type: none"> ● If there was a suspension, if there is a re-entry meeting ● If it is a Crisis: <ul style="list-style-type: none"> ○ Connect with Principal and Social Worker for Title IX investigation. May also need to connect with SFUSD Legal and ○ Connect with Family Voice/Ramon if situation has potential to rise to the level of parent filing a complaint ○ Connect with Kevin Gogin if there are sexual harassment, inappropriate touch or suicide/self harm concerns, Cyberbullying, Weapons on Campus, Student/Staff death ○ Connect with Paul Quesada if there are concerns about on-going safety at a site or across sites in term so fights, threats of weapons, lock down (e.g. Need SRO)

Email Protocol

Key Summary Points to Include in Any Email

1. Student Name, Grade, School
2. Quick overview/bullet-point
 - a. Context of incident
 - b. What was found in investigation
 - c. If we are waiting on any more information
 - d. What CBO did to address
 - e. What CBO will do to follow up
 - f. What school did to address
 - g. What school will do to follow up
 - h. Any on-going concerns that may require attention
 - i. **Whether you are requesting active support/follow up or if this is just to keep them in the loop in the case something comes up**
3. Attach any relevant documents compiled into a file.