**Protocol for students who are hospitalized**

**Name of student\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. Determine who at the school will be point person (Social Worker, Counselor or Psych)

**Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. Make contact with hospital staff and family as soon as you hear about the hospitalization

**Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* 1. *Ask about releases of information so that we can exchange information*
  2. *Inquire about staffings*
  3. *Ask family how to convey message about absence with school staff*

1. Email staff regarding absence, using CONFIDENTIAL in subject line (ex: CONFIDENTIAL update - AL)

**Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* 1. *Tell attendance staff about absence*
  2. *Ask teachers for homework*
  3. *cc other student services staff, health office, admin, IEP/ELL case manager, if appropriate*

1. Attend staffing in person/by phone

**Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* 1. *Complete Hospital Staffing/Discharge Notes* [*form*](https://docs.google.com/document/d/1jtO2k1csyi3zZ2sb3tUayKimQsbfLgSeHqnltZN7J-Q/edit)
  2. *Share update with team*
  3. *Set up return meeting with student*

1. Meet with student in morning on their first day back to establish a plan

**Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* 1. *What are you telling your friends?*
  2. *What are you telling your teachers?*
  3. *Inquire about supports available at school. RJ support circle?*
  4. *Make a plan for returning to class, including opportunities for breaks, emergency pass, etc*
  5. *Review safety plan developed at hospital*
  6. *Set up a meeting with counselor OR discuss in BIT/SST to review academic needs*
     1. *With medical documentation, we can do an incomplete, if necessary*
     2. *Talk with teachers about making up only essential work*
     3. *Consider change in schedule, online classes*

1. Follow up with student after a few days

**Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* 1. *What is going well?*
  2. *What is not going well?*
  3. *What other support do you need?*