

### **CDH Hospitalization CHEAT SHEET\***

*\*To be used as a guide along with the Hospitalization Handbook*

*At any point call the On-Duty Dean of guidance is needed: (847) 886-9101*

ASSESSMENT	<ol style="list-style-type: none"><li>1. Talk to student in-person. If the person is in significant mental or physical distress (hysterical, unconscious) or no one from the Public Safety list is available, an ambulance will need called to bring the student to CDH.</li><li>2. Inform the Counseling Center of the situation.<ol style="list-style-type: none"><li>a. During the day: Call Counseling Center (630) 752-5321</li><li>b. After hours: Call On-duty Counselor (331) 551-88373.</li></ol></li><li>4. If the student is able to be assessed by a counselor, the counselor will talk with the student about informing their parents. They will also encourage the student to sign a Wheaton <i>Release of Information</i> (ROI) form to give permission for the college to talk with their family. (<i>ROI in hospitalization handbook</i>)</li></ol>
Conversation before HOSPITAL	<ol style="list-style-type: none"><li>5. Call 5911 and ask Public Safety to call an ambulance to a private location by your building. Tell PS that no lights are needed to keep the situation as private as possible.</li><li>6. Prep the student for what they will be experiencing at the hospital.</li><li>7. <u>Talking points before ambulance arrives:</u><ol style="list-style-type: none"><li>a. Student should bring their insurance card and a form of ID</li><li>b. After student arrives at CDH the res life staff person will not be able to visit the student unless the student gives the hospital permission</li><li>c. Let the student know they might have to wait for a few hours before being assessed depending on other pressing needs the hospital may have</li><li>d. Ask if student would like anyone else notified (athletics coach, employer, friends, RA, GRA, roommates). Does student want to call/text them right now? What would they like to have communicated? Have student sign <b>Wheaton College ROI</b> for those people.</li></ol></li><li>8. Encourage student to sign <b>CDH Release of Information</b> (available at front desk) allowing,<ol style="list-style-type: none"><li>a. For CDH to talk to parents.</li><li>b. For CDH to talk to Carrie Williams (if admitted, this is required to return to campus)</li></ol></li></ol>
AT CDH	<ol style="list-style-type: none"><li>9. Res Life staff should follow the student to the hospital in another vehicle.</li><li>10. RD/GRA can help provide social worker or doctor with information about the college's concerns.</li><li>10. <u>If student is NOT admitted</u>, ask, "What is being recommended for the student? What are the next steps student needs to take from the given recommendations?"<ol style="list-style-type: none"><li>a. If an Intensive Out-Patient (IOP) therapy program is recommended, inform student that they will need to seek approval to miss classes from Carrie Williams and that the College does not provide transportation to all program centers.</li><li>b. If the student does not have any friends with them who can drive them home, take them in your car and have them sign the "Personal Automobile Usage" document.</li></ol></li><li><u>If student IS admitted</u>, update on-duty counselor and confirm that parents were notified<ol style="list-style-type: none"><li>a. Res. Life staff should inform student and CDH staff that student cannot return to WC until Carrie Williams has been in contact with CDH about student - progress, prognosis, discharged plan etc.</li></ol></li></ol> <p>NOTE: If student does not allow staff to come back with the student do not leave the hospital without consulting with the on-duty dean about next steps.</p>
FOLLOW-UP	<ol style="list-style-type: none"><li>11. Update college staff you have been working with about the end result. Contact roommates that day and share only as much as hospitalized student allows. If a ROI has not been signed, do not tell roommates anything about the situation—simply say that the student is safe, will be gone for a few days, and has asked for privacy and that's why you can't share more at this time and that you know that's hard for them to hear.</li><li>12. <b>Update SCN before you go to bed and make sure to include RD, Toussaint, and Carrie Williams. Scan and upload the ROI under care area "Release of Information" and share with Carrie Williams.</b></li><li>13. Follow up with Carrie Williams the following day to discuss next steps</li></ol>