**Email Draft for distribution to ED staff regarding the Behavioral Health Activity Resource Packet**

**Below is a draft email that you can use to notify your staff about the new resources available. Areas highlighted in yellow are areas that you should edit depending on how you set up the binder, where it is in your ED and if your ED purchases additional activity items for your patients. We would recommend setting up the bundle first in a location in your ED, and attaching a pdf copy of the self-care guide to this email. We would also recommend sending out weekly emails for the first few weeks to remind everyone to use it and checking-in with ED staff when a pediatric patient with a behavioral health condition is in your ED.**

Great news everyone! We have an exciting new resource for pediatric patients who are boarding for behavioral health reasons. We now have a self-care guide that can be given directly to caregivers as a guide to activities that they can do with their children while they are waiting in the ED. This guide contains activities such as mindfulness activities, gratitude exercises, and easy to do yoga exercises as well as communication boards. The guide is written to be given to guardians to review with their children as activities while they are boarding in the ED and includes a script on how to present this guide to caregivers and how to use the guide. We would recommend that you show caregivers this binder after the decision has made to board in the ED so they can become familiar with the activities in the binder. [INSERT HERE HOW BINDER IS SET UP. If following recommendations from the video, you can insert here “The binder has sleeve pockets for each activity. Have the caregiver review the binder with the patient and choose which activities they would like to do. Then make a copy of those items to give the chosen activities to the family.”]

We would highly recommend that all staff become familiar with the binder prior to giving to a caregiver so staff can answer any questions about the activities. Most are self-explanatory but caregivers may have questions. The binder is currently [INSERT LOCATION IN ED HERE] and a PDF copy is attached so staff can look through it when they have time.

[IF YOU HAVE ANY ADDITIONAL ITEMS/ACTIVITIES FROM THE STAFF PURCHASING GUIDE, EDIT THE FOLLOWING statement based on what additional materials are in your ED: The second item is that we now have behavioral health care activity bundles and a list of available activities for the pediatric patients with a behavioral health condition. They can be found in [INSERT location in ED here].

We hope that you will all find this resource helpful! Please contact us with any questions!