

HEALTH CARE PROCEDURES

- AUTHORITY:** Administrative Directive California Code of Regulations, Title 15, Section 1400-1436
- RESCINDS:** Procedure Manual Item 3-1-401, dated 02/25/16
- FORMS:**
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|--------------------------------|---------------|
| Unit/Treatment Sheet | (F042-202309) |
| Referral for Health Services | (F272-14) |
| Sick Call Request | (F042-20) |
| Medical Property Receipt | (F042-20) |
| Special Incident Report | (F057-7018) |
| Authorization for Medical Care | (F057-7001) |
- PURPOSE:** To ensure proper consent, access, and documentation of health care for youth in custody.

I. GENERAL INFORMATION

- A. No youth is to be denied medical attention. Any injury, regardless of its extent, and any youth's complaint, regardless of its credibility, must be reported to the Medical Unit.
- B. If any youth complains of serious pain, sustains a painful injury, or shows behavior that staff feels warrants medical attention, the staff member will notify the Medical Unit and the Duty Officer or the Supervising Juvenile Correction Officer.
- C. **When a youth arrives in the Intake Release Center (IRC) a nurse from the medical unit will complete an initial assessment of the youth to be cleared or rejected for booking.**
- D. **If during the intake process a DJCO becomes aware of issues relating to the physical condition, health care or general well-being of any youth, they must immediately inform the nurse performing the assessments of the information.**
- E. **If during the intake process, a DJCO has concerns about the admittance of a youth, they can contact the Duty Officer to request a second opinion from a supervising nurse.**
- F. Staff are responsible to follow first aid procedures to save a life or deter further injury until medical staff can assume responsibility.
- G. Medical personnel are on duty 24 hours a day, 7 days a week, to provide intake, routine and emergency medical care to youth in custody. Probation staff may request consultation, via telephone, with the Medical Unit at any time and in any manner necessary as dictated by the medical needs of the youth.

- H. The Medical Unit maintains medical records; stores medical supplies and provides several on-site examination rooms for youth in need of medical attention.
- I. All youth detained will be medically screened for **booking** by qualified medical personnel. All youth remaining in custody for more than 72 hours will receive a physical examination by a medical clinician. Retention and removal of any prosthesis or medical/dental assisting device shall be determined by medical staff.
- J. Youth requiring special diagnostic evaluation or treatment for serious injuries, illness or other related conditions are referred to Anaheim Global Medical Center (AGMC) or other approved health care providers.
- K. A medical/treatment record form is kept and maintained for each youth in the location where the youth is housed.
- L. Medical restrictions may be imposed on youth by qualified medical personnel for the evaluation and treatment of known or suspected injuries or illnesses. Each restriction will be ordered for a specific period of time and will be recorded on unit treatment record.
- M. Parents' consent must be obtained for basic medical care, immunizations and surgeries. Only when attempts to locate parents to obtain signed consent have failed the standing court order from the Presiding Judge is sufficient.
- N. Standard precautions are to be taken for all persons with known or unknown conditions. Staff must wear gloves when providing first aid. When searching or other physical contact with youth gloves should also be worn. Gloves are available in all living units and should be carried in pouches on staff's utility belts.
- O. Only the Medical Unit staff is to diagnose and prescribe treatment.
- P. Parents requesting information regarding medical treatment or medical status of a youth will be referred to the medical unit.
- Q. In the event of hospitalization of a youth, **a nurse from the medical unit will notify** the youth's parents and answer their questions. Probation staff should make notification **to the booking clerk** of the change in housing.
- R. A "**special visit**" visiting pass is required by parents before they can visit their son or daughter at the hospital.
- S. Unit Supervising Juvenile Correctional Officers are responsible for enforcement of Medical Unit orders and administrative procedures in a manner that reflects good judgment, sanitation, and security precautions.
- T. When an injury occurs (no matter how slight) or in **unique** complaint cases (i.e., youth has complained continually about pain in his side, etc.), an SIR detailing all information about the incident will be prepared by unit staff and reviewed by **facility administration**.

II. PROCEDURE

A. Medical Consents

1. **When a parent or guardian visits a youth, reception staff will confirm a signed consent form is on file. If a consent form has not been completed, staff will provide one to the parent or guardian to fill out. The form is then given to the medical unit.**
2. **If a parent or guardian has questions about medical care, facility staff will call the medical unit to meet or speak to the parent or guardian.**
3. If a consent form has not been signed by the parent and a medical emergency exists, the blanket order from the Presiding Judge will suffice.

B. Youth's Unit Treatment Sheet

1. A Unit Treatment Sheet is started by the nurse during the initial intake examination for each youth detained in a juvenile facility.
2. The form then goes to the living unit and remains in a binder.
3. The youth takes the form to sick call or for any treatment by the medical staff.
4. Remember, these are legal documents.
5. When a form has less than one day's charting space (the form is usable on both sides) or recopying is necessary for clarification of orders, the Deputy Juvenile Correctional Officer will return it to the Medical Unit for the nurse to accomplish.
6. The youth takes the Unit Treatment sheet to the Medical Unit at the time of the release process.
7. If any medical orders have been written or treatment given, this form becomes a permanent part of the medical record.
8. Abbreviations with Explanations by Medical Staff:
 - a. NCS – No Contact Sports. The youth is allowed to participate in physical activity and LME as long as it does not involve forceful physical contact. Contact sports include but are not limited to: handball, basketball, football, baseball, etc.
 - b. NPSF – No Preparation or Service of Food. The youth is not allowed to participate in any activity related to pushing food carts, setting up and or serving food.
 - c. Med Iso NR – Medical Isolation Non-Respiratory. The youth is to have minimal contact with other youth and staff. The youth may be suspected of having a diagnosis of a communicable condition or be immunocompromised. The youth should be housed in a toilet room and meals are to be served in the room. Unless otherwise noted,

no roommate, no outside activity, no food preparation or service, and youth to shower last.

- d. Med Iso RESP – Medical Isolation Respiratory. The youth is to have minimal contact with other youth and staff. The youth may be suspected of having a diagnosis of a communicable condition or be immunocompromised. The youth must wear a protective mask provided by medical staff whenever out of their room. Staff and visitors must wear a mask provided by the medical unit when entering the youth’s room or when visiting. The youth should be housed in a toilet room and meals are to be served in the room. No roommate, no outside activity, no food preparation or service, and youth to shower last.
- e. I.F. – Increase Fluids. Fluids will be served with meals, between meals, and at bedtime in 6 to 8 oz. servings. The preferred extra fluids are water or Gatorade. The nurse notifies the kitchen staff when **increased** fluids are ordered and the fluids are sent to the units on the meal cart.
- f. R.A. - Restricted Activity. The youth may go to school for academic courses only, but not participate in any hard work details, games or sports. Their pace is generally to be a “slow walk”. Staff should use discretion in what the youth is allowed to do, depending on the reason for R.A. Staff will refer to the Medical Unit for specific information on the activities in which each youth may participate.
- g. NWL/NHL – No Weightlifting or Heavy Lifting. The youth may not lift weights heavier than 10-pounds. No weightlifting during school P.E. or LME. Physical activity such as P.E. and LME are permitted.
- h. BR – Bed Rest. The youth is to remain in his/her room except for restroom and hygiene. Shower activity will be determined by medical staff on an individual basis. Meals are to be served in the youth’s room. The following activities are not permitted unless otherwise noted by medical staff: sports/LME; school; food preparation or service; unit clean up. A roommate may be permitted.
- i. UR – Unit Rest. The youth may be out of bed and out of their room in the unit dayroom area. Restroom, shower, and meals may be eaten with the group unless otherwise noted. The following activities are not permitted unless otherwise noted by medical staff: sports/LME; school; food preparation or service; unit clean up. A roommate may be permitted.
- j. S.T. - Sick Tray. **Medical Unit will inform the kitchen when a youth has a sick tray diet.** The food is sent from the kitchen and may include the following:
 - (1) Breakfast: Tea, milk, fruit juice, toast, one soft egg, cooked cereal.

- (2) Lunch: Soup, crackers, cottage cheese, fruit juice, milk, ice cream.
- (3) **Dinner:** Soup, tea, milk, fruit juice, toast with butter and jelly, Jell-O or ice cream.
- k. R.T. – Regular Tray. The youth is served the same food as everyone else. He/she may be on a medical observation status, but is allowed a regular diet.
- l. NPO – Nothing by Mouth.
- m. AC - Before meals.
- n. BID – Twice a day (morning and evening, unless otherwise specified).
- o. CAP – Capsule. If a symbol follows, it indicates number of capsules (e.g., II=2 capsules, V=5 capsules).
- p. C – With.
- q. DC – Discontinue.
- r. Gtt. – Drop. If a symbol follows, it indicates the number of drops.
- s. H – Hours.
- t. H₂O – Water.
- u. HS – Bedtime.
- v. OZ – Ounce.
- w. PC – After meals.
- x. PRN – As necessary.
- y. Q – Every Q4H means every four hours.
- z. QID – Four times a day. Usually AC or PC, plus HS, unless otherwise specified.
- aa. Tab – Tablet. If a symbol follows, it indicates a number of tablets.
- bb. Tbsp – Tablespoon.
- cc. Tsp – Teaspoon.
- dd. TID – Three times a day. The times will be specified.

- ee. **Quarantine – a process that separates and restricts the movement of youth(s) suspected of being exposed to a contagious disease. A specific youth, unit, or facility can be placed on quarantine. The MU can also order Medical Isolation (Med Iso) wherein a youth is confined to their room as an additional precaution.**

A few of these abbreviations may not apply to your particular facility.

C. Medications

1. Requisition of Medical Supplies
 - a. All medical supplies will be requisitioned by medical unit staff.
 - b. The nurse will check all medications on hand and requisition stock items and refill all individual medications needed. Medical Unit staff will deliver all medication to the appropriate unit.
 - c. At any other time when refills are needed, the staff on duty will call to the Medical Unit requesting refills. Occasions necessitating an emergency order or refill should be kept to a minimum.
2. Medications allowed in living units
 - a. Stock items:
 - (1) Tylenol
 - (2) Mylanta
 - (3) Benzogel
 - (4) Lotrimin/Anti fungal Cream
 - b. Items issued for individual youth by the Medical staff.
 - c. Items brought by parents that have been approved by the Medical Unit. (Whenever a parent brings medication for a youth, staff must refer them to the Medical Unit.)
3. Storing Medications
 - a. All medication must be kept out of the reach of youth.
 - b. Medication must be kept in a locked area at all times other than when it is being dispensed.
 - c. All medication must be clearly labeled.
 - d. No medications are to be kept in living units except those authorized by the Medical staff.

4. Administering

Unit staff will:

- a. Chart all medications and treatment given on the youth's treatment sheet. If a youth refused medication, chart it as refused. Notify the nurse **or** Medical Unit.
- b. If there are any questions about dispensing or a medication has been overlooked, call the nurse **or** Medical Unit.
- c. **Do not give** medication to a youth without medical orders.
- d. Be sure all medication is taken or used as prescribed. Oral medication must be observed when taken by direct staff supervision. If any doubt exists as to the swallowing of medication, the tablets or capsules should be dissolved in water, swallowed, and then followed by another cup of water.
- e. **Do not allow** youth to keep **medication** in his/her possession or permit transport of any medication.
- f. Assure all hot water bottles are wrapped in a towel to prevent skin burns. Staff should test the warmth of the water, which should be of a "comfortably warm" degree only. Staff may obtain the prescribed equipment from the Medical Unit and the ice **from unit freezer or units with an ice machine.**

D. Treatment of Youth at Anaheim Global Medical Center (AGMC) or other Contract Medical Facility

1. A nurse on duty in the Medical Unit will:

- a. Decide when treatment at AGMC or other Contract Medical Facility is necessary.
- b. Make prior arrangements with the hospital when a youth is to be taken there.
- c. Complete all necessary forms and give them to the escort staff with instructions.
- d. Check the papers when the youth is returned from the hospital and forward to the youth's living unit any medical instructions and/or medications that have been ordered for dispensing by the living unit staff.
- e. If after hours and the nurse is not on duty, any treatment must be cleared through JHMU.

2. Escorting staff will:

- a. Never leave a youth unattended. Remain with the youth at all times, including any consultation and evaluation procedures. Youth undergoing surgery are the exception. Staff should remain outside of the operating room, and then accompany the youth to the recovery room.
- b. Check the room where the youth will be to make certain there are no windows or exits through which the youth may escape. If the nature of the exam or treatment requires that you not be directly present, remain directly outside the exit door when a youth is in a room with hospital personnel.
- c. Enforce all department and facility rules while escorting youth.
- d. **If returning from the hospital, give** the nurse the green clinical sheet, and/or written reports of the doctor's evaluation card for further appointments and any prescriptions **to be** filled.
- e. If concerns exist regarding an apparent conflict between medical directions and probation security measures, a supervisor should be contacted immediately for clarification or direction.

E. Cleaning Rooms Between Occupancy

1. Staff will supervise the cleaning of all unit sleeping rooms between the use of each youth that has been sick. Wash the plastic covered mattress, bed, desk, toilet, walls, and floors with disinfectant and air dry. Place cloth mattress, pillow, and blankets outdoors for sunning and airing for 24 hours (whenever possible).
2. Clean youth's individual rooms daily. They should be swept, mopped, dusted, etc. Mattresses should be aired when the sheets are changed. Rooms should be left clean when a youth is released.
3. **In instances where a unit has had a biohazard event, an outside cleaning company will be contacted to properly sanitize the affected areas once the incident has ended.**

REFERENCES

Procedures:	3-1-030	Returning Youth to Juvenile Hall/Other Camp - Medical Holds, Courtesy Holds, Administrative Removals, Psych Holds
	3-1-034	First Aid Kits
	3-1-049	Integrated Case Management System (ICMS) Automated Logbook and Manual Logbook
	3-1-105	Medical Temporary Release
	3-2-013	Juvenile Hall Codes
	3-3-401	Youth Guidance Center Health Care Procedures for Probation Staff
	3-8-034	First Aid Kits Youth Leadership Academy

3-8-401 Health Care Procedures for Probation Staff Youth
Leadership Academy

Policies: F-10 Medical Examination and Treatment for Juveniles
G-8 Injuries and Medical Emergencies

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APPROVED BY: