

HEALTH CARE PROCEDURES FOR PROBATION STAFF YOUTH LEADERSHIP ACADEMY

- AUTHORITY:** California Code of Regulations, Title 15, Sections 1400-1454
Administrative Directive
- RESCINDS:** Procedure Manual Item 3-8-401, dated 01/04/18
- FORMS:** Special Incident Report (Facilities) (F057-7018)
Juvenile Health Service Sick Call Request (F042-20)
Unit Treatment Sheet (F042-20)
- PURPOSE:** To establish a daily procedure for youth requiring or requesting medical, dental or behavioral/mental health care from the Youth Leadership Academy (YLA)

I. GENERAL INFORMATION

- A. All youth are to receive reasonable and adequate medical care. Any injury, regardless of its extent, and any youth's complaint, regardless of its credibility, must be reported immediately to the Medical Unit. **Youth shall be provided the opportunity to confidentially convey either through written or verbal communications, a request for medical, dental or behavioral/mental health services.**
- B. **Youth may refuse verbally, or in writing, non-emergency medical, dental and behavioral/mental health care.**
- C. **Medical and mental health staff who work in probation facilities shall receive specialized training to detect and assess signs of sexual abuse and sexual harassment; in the preservation of evidence; performance of forensic examinations as well as in the reporting of allegations or suspicions of sexual abuse and sexual harassment.**
- D. **A youth's personal history and behavior to reduce the risk of sexual abuse will be ascertained through conversations with the youth during the intake process and medical and mental health screenings; during classification assessments; and by reviewing court records, case files, facility behavioral records, and other relevant documentation from the youth's file.**
- E. **Medical and mental health staff shall be required to report sexual abuse to designated supervisors and officials, as well as to designated State or local services agencies where required by mandatory reporting laws.**
- F. Immediate emergency care will be provided by **facility** staff pending arrival of, or delivery to, the Medical Unit and/or medical emergency teams, and/or to a hospital.
- G. A medical treatment record form is kept and maintained for each youth in the location where the youth is housed. It is a confidential document and is not to be

viewed by personnel other than Probation (deputized) and HCA (RNs, DRs and therapists).

- H. 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 the unit treatment record.
- I. Probation staff are responsible for assisting medical staff in the observation, care and treatment of youth housed at YLA.
- J. Probation staff are responsible for reviewing each youth's Medical Treatment Sheet form and documenting their review by a unit log book entry each shift.
- K. The Medical Treatment Sheet form may have special instructions regarding treatment, restrictions, diets, activity and observations. Unit staff will ensure review of the form at the beginning of each shift and when a youth returns from a Medical Unit visit.
- L. Universal precautions (UP) dictate that all persons' secretions will be considered as possibly infectious. With or without directions from the Medical Unit. Universal precautions will be observed for any person discharging bodily secretions. For example; all clothing and linen soiled with the blood from fights or any injuries will be red bagged. Gloves will be worn before contact. Hand washing will be done after contact, even when gloves are worn.
- M. All staff will cooperate with the medical staff in order to provide emergency and ongoing medical treatment.
- N. All medical, dental, and optometry appointments must be cleared by medical staff. The youth must fill out a "Sick Call Request" form to request a furlough for these purposes.
- O. Whenever possible and practical, the parents will be responsible for arranging medical, dental, and optometry care. Parents will provide transportation when approved by the unit Supervising Juvenile Correctional Officer (SJCO) or the Duty Officer (D.O.).

II. PROCEDURE

- A. Sick Call Requests
 1. Each unit will have a supply of sick call request forms which will be accessible to the youth.
 2. It is the responsibility of the youth to complete all information applicable to his request for nursing services.
 3. All forms turned in will need to be legibly written. No gang style writing will be accepted.
 4. The youth will place the request form in the unit's designated sick call box (secure) for pick-up by the Juvenile Hall Medical Unit.

5. If the request is for an urgent or emergent problem, the youth will notify unit staff and they will call the Juvenile Hall Medical Unit with the request.

B. Sick Call

1. The Juvenile Hall Medical Unit will triage the sick call requests and respond according to priority of the request.
2. The Juvenile Hall Medical Unit Nurse will complete all sections indicating "For Medical Use Only."
3. The Juvenile Hall Medical Unit will make rounds and/or telephone units to make arrangements to see sick call youth.
4. Some sick calls may be seen at different times during the day depending on the volume of youth at sick call.

C. Unit Responsibility

1. Call the JH Medical Unit with any immediate or emergent care needs and follow their orders. If necessary, a Special Incident Report will be written and submitted to administration.
2. Keep blank sick call request forms in a location accessible to youth.
3. Assist youth with completing the sick call request form as necessary.
4. Complete a sick call request form for any medical problem they (staff) identify on the behalf of the youth.
5. Ensure the youth is seen at sick call when notified by the Juvenile Hall Medical Unit.

D. Medications

1. Probation staff are to review the youth's medical treatment record prior to the distribution of any medication. Staff are to record all medications given to a youth.
2. Probation staff are authorized to deliver Tylenol for headache and Mylanta for stomach aches to youth on a one-time-per-day basis unless restricted. Note the date and time the medication is dispensed on the youth's Medication/Treatment record.
3. Probation staff will administer and document treatments ordered on the youth's Medical /Treatment record form.
4. Psychotropic medications:
 - a. Each unit is to have the Medication Indications and Side Effects document attached to the youth's unit medical sheet for review by

Probation Staff. Staff are to become knowledgeable of the possible adverse side effects.

- b. When Probation Staff observe a youth who appears to be experiencing or complaining of adverse effects from medication, the Medical Unit will be notified immediately and the matter documented in the automated or manual log book.

E. Medical Restrictions

- 1. Staff are required to enforce all medical restrictions. They are as follows:

- a. Bed Rest (BR)

- 1) The youth is to remain in his room, except for personal hygiene.
- 2) Meals are to be served in the unit (day area) and a special diet tray will be designated if indicated.

- b. Unit Rest (UR)

The youth is restricted to the unit. The following restrictions apply:

- 1) No sports activity
- 2) No Large Muscle Exercise (LME)
- 3) No preparation or service of any food (to include KPs)
- 4) No regular school attendance
- 5) No room or unit clean up

- c. Restricted Activity (RA)

The following restrictions apply:

- 1) No sports activity
- 2) No preparation or service of any food
- 3) No strenuous physical activity, including participation in Large Muscle Exercise

- d. No Preparation or Service of any Food (NPSF)

The youth may not participate in the preparation service or clean up of any food

- e. No Contact Sports (NCS)

The youth may not participate in nation-ball, handball, basketball, football, baseball, soccer or other sports where there is body contact with another individual

- f. No Weight Lifting or Heavy Lifting (NWL)
 - 1) The youth may not participate in any and all lifting in LME or total fitness
 - 2) The youth may not lift anything in the unit, i.e. couch, chair, table, etc.

F. Morning Report

- 1. The unit DJCO II Nights is responsible for filling out the Morning School Report (Monday through Friday)
- 2. The report should include:
 - a. Any population changes (i.e. medical or CEGU holds)
 - b. All youth on bed rest or unit rest will need to be listed (first and last names must be used) including type of diet required.
 - 1) Full liquid diet
 - 2) Clear liquid diet
 - 3) Regular diet
 - 4) Soft diet

REFERENCES:

Procedures:	1-4-123	Prevention, Detection, Reporting and Response to Incidents of Sexual Abuse, Harassment and Misconduct in Juvenile Facilities (PREA)
	3-1-106	Deaths, Serious Suicide Attempts and Other Serious Incidents Related to Youths in Custody
	3-1-303	Special Incident Reports
	3-1-401	Health Care Procedures
Policies:	F-10	Medical Examination and Treatment for Juveniles
	G-8	Injuries and Medical Emergencies

PREA Juvenile Facility Standards

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APPROVED BY: