

POLICY

SUBJECT: Emergency Health Care Services for Youth
NUMBER: HC-323-18
APPLICABLE TO: Somatic, Behavioral Health, and Residential Services Staff

APPROVED: _____ /s/ signature on original
Sam Abed, Secretary
DATE: _____ 4/4/18

- I. POLICY:**
Twenty-four (24) hour emergency medical, dental, and mental health services shall be made available to youth.
- II. AUTHORITY**
 - A. Md. Code Ann., Human Services, §9-203 and §9-204.
 - B. American Correctional Association (ACA) Standard, 4-JCF-4C-12
- III. DIRECTIVES/POLICIES RESCINDED**
Emergency Health Care Services for Youth
- IV. FAILURE TO COMPLY**
Failure to comply with the Department's Policy and Procedures shall be grounds for disciplinary action up to and including termination of employment.
- V. STANDARD OPERATING PROCEDURES**
Standard operating procedures have been developed.

VI. REVISION HISTORY

DESCRIPTION OF REVISION	DATE OF REVISION
New policy issued.	4/4/18
Revised policy issued: <ul style="list-style-type: none">• Added procedure to require every facility to be equipped with one or more automated external defibrillator (AED)	5/14/18

PROCEDURES

SUBJECT: Emergency Health Care Services for Youth
NUMBER: HC-323-18
APPLICABLE TO: Somatic, Behavioral Health, and Residential Services Staff

APPROVED: _____ /s/ signature on original
Linda McWilliams, Deputy Secretary
DATE: _____ 5/14/18

I. PURPOSE

To provide guidelines for the provision of twenty-four (24) hour emergency medical, dental, and mental health services for youth.

II. DEFINITIONS

Automated External Defibrillator (AED) means a portable device that checks the heart rhythm and can send electric shock to the heart to restore a normal rhythm.

Nurse means an employed or contractual Registered Nurse (RN) or Licensed Practical Nurse (LPN) responsible for the provision of health services at the facility.

Health Care Practitioner means clinicians trained to diagnose and treat patients to include, physicians, dentists, psychologists, podiatrists, optometrists, nurse practitioners and physician assistants.

Health Care Professional means staff who perform clinical duties, including health care practitioners, nurses, social workers, emergency medical technicians, in accordance with each health care professional's scope of training and applicable licensing, certification, and regulatory requirements.

III. PROCEDURES

- A. Health care professionals shall provide health care services to youth.
- B. All treatment received by the youth shall be validated by written or verbal orders received and transcribed by the nurse and signed off by a physician or nurse practitioner upon their next visit to the facility.

- C. A nurse, a nurse practitioner or physician shall provide medical coverage 24 hours a day, 7 days a week (24/7), either on site or on call, at every DJS facility.
- D. Emergency phone numbers for designated hospital emergency rooms, community health care providers, 24/7 on-call nursing, and 24/7 on-call physician or nurse practitioner coverage shall be posted in the Health Center available to staff as needed.
- E. In addition to posting the On-Call List for 24/7 medical (includes dental coverage), 24/7 behavioral health staff coverage shall be posted in the Health Center. The on-call lists shall be distributed to the **Shift Commander and the Superintendent**. The Nursing Supervisor and Behavioral Health Supervisor shall ensure that the on-call lists are updated as needed.
- F. All direct care staff and health care professionals shall be certified in CPR and First Aid with documentation in their facility training records or, if a contracted vendor, in the personnel file of the contracted vendor and available for review upon request. First-aid kits shall be available in all living units. Each DJS facility shall be equipped with one or more AEDs at designated locations to provide support during an emergent situation. The AEDs are maintained and checked by a health care professional.
- G. Youth requiring transportation for emergency care will be transported according to the *Transportation of Youth- Residential and Community Policy and Procedures* or, if determined by a health care professional, by **911-Emergency Medical Services (EMS)**. All off grounds referrals, emergent or scheduled, shall be documented in the Off Grounds Referral Log Book in the Health Center.
- H. When the nurse or health care professional determines that a youth needs transport by direct care staff for emergency care they shall clearly communicate the need to the Shift Commander. A requested time frame shall be communicated and followed-up by the nurse. If direct care staff cannot arrange transportation within the requested time frame, transportation by 911-Emergency Medical Services (EMS) shall be requested.

IV. RESPONSIBILITY

The Medical Director, Health Administrator and Superintendent are responsible for implementation and compliance with this procedure.

V. INTERPRETATION

The Deputy Secretary for Operations and Health Administrator shall be responsible for interpreting and granting any exceptions to these procedures.

VI. LOCAL OPERATING PROCEDURES REQUIRED

No

VII. DIRECTIVES/POLICIES REFERENCED

Transportation of Youth- Residential and Community Policy and Procedures

VIII. APPENDICES

None



DJS POLICY AND STANDARD OPERATING PROCEDURES

Statement of Receipt and Acknowledgment of Review and Understanding

SUBJECT: Emergency Health Care Services to Youth
NUMBER: HC-323-18
APPLICABLE TO: Somatic, Behavioral Health, and Residential Services Staff

I have received and reviewed a copy (electronic or paper) of the above titled policy and procedures. I understand the contents of the policy and procedures.

I understand that failure to sign this acknowledgment form within five working days of receipt of the policy shall be grounds for disciplinary action up to and including termination of employment.

I understand that I will be held accountable for implementing this policy even if I fail to sign this acknowledgment form.

SIGNATURE

PRINT FULL NAME

DATE

WORK LOCATION

SEND THE ORIGINAL, SIGNED COPY TO THE DIRECTOR OF THE DJS OFFICE OF HUMAN RESOURCES FOR PLACEMENT IN YOUR PERSONNEL FILE.