

**SAN JOAQUIN COUNTY PROBATION DEPARTMENT
JUVENILE DETENTION POLICY AND PROCEDURE MANUAL**

TO: ALL STAFF BULLETIN #: D-804

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CHIEF PROBATION OFFICER

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SUBJECT: MEDICAL RECORD BOOK

POLICY

To ensure information related to a youth's health is readily available to staff, each living unit will maintain a medical record book. Health care includes medical, mental, and dental care.

PROCEDURE

A. Documentation

1. The following information is to be recorded in the Medical Book by the Juvenile Detention Unit Supervisor JDUS or acting JDUS as soon as possible but no later than the end of the current shift:
 - a. Instructions from health care personnel
 - b. Injury
 - c. Use of asthma inhaler
 - d. Tylenol given
 - e. Personal observation related to health care
 - f. Chemical Agents exposure/decontamination
 - g. Health related complaints from youth
2. Documentation in the Medical Record Book shall include what course of action was taken by the employee. Example:
 - a. On 9-9-05, youth Eddie Jones stated he had a headache. He was given two Tylenol at 1:45 P.M. JDO Smith
 - b. 9-10-05: Per Clinic minor Frank Smith is to apply ice to his right wrist 4 times a day, for three days. Ice applied at 9:00 A.M. and 1:00 P.M. JDUS Jones
3. Each entry is to be signed by the employee who makes the entry.
4. ONLY MEDICAL INFORMATION is to be documented in the Medical Record Book. Any other information is to be logged into the Staff Memo Book.

B. Responsibilities

1. All Staff are responsible for reviewing the Medical Record Book at the beginning of each shift.
2. Staff will acknowledge this review by initialing each entry since their last shift.
3. Whenever a youth returns from the clinic with a completed sick call/injury record form, the unit JDUS or acting JDUS is responsible for transferring this information to the Medical Record Book before placing the returned clinic slip in the youth's file.
4. Whenever a youth is transferred to another living unit, the JDUS or acting JDUS shall check the Medical Record Book for information concerning the youth's medical condition, including contagion/protection information. That JDUS shall provide this information to the receiving unit, whose JDUS or acting JDUS shall enter that information in their Medical Record Book.
5. The JDUS assigned to the living unit shall review the living unit's Medical Record Book by the 10th of each month to ensure:
 - a. Medical information is being documented and maintained per policy
 - b. Medical information is being forwarded to the receiving unit should a youth be transferred.
 - c. Staff are acknowledging a review of the Medical Record Book by initialing each entry.
6. The Administrative JDUS will immediately report any failure to follow policy to the respective Assistant Deputy Chief Probation Officer.