

Weber County Correctional Facility

Volume:

Inmate Health Care

Chapter:

JH 05 -MEDICAL CUSTODY INTERFACE

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JH 05/01.00 **GENERAL**

JH 05/01.01 **Purpose**

The purpose of this chapter is to provide staff with basic medical procedures which apply to their duties and responsibilities as they relate to inmate medical / dental care.

JH 05/01.02 **Cross References**

JFO8, Inmate Transportation
JHO1, Administration of Health Care
JHO2, Medical Personnel
JHO3, Screening and Examinations
JHO4, Health Care Delivery
JOO1, Inmate ADA Requirements
Custody Staff Post Orders
Medical Unit Post Orders

JH 05/01.03 **Definitions**

blister pack	a package of dispensed medications prepared by the pharmacy; generally the purpose of the blister pack is to control the medications so they are used on the day and time intended.
emergency	any medical anomaly for which treatment, in the judgment of staff, cannot be delayed until the next regularly scheduled sick call
EMR	Electronic Medical Records System. A computer generated record system to maintain medical records
EMS	Emergency Medical Services
first aid	emergent or initial care or treatment given to an ill or injured inmate before being referred to a full-service medical facility to receive more comprehensive treatment
JMS	Jail Management System -a computer program utilized to assist in management of inmates

medical services	for the purpose of this policy medical, dental, mental health, or other health care service, unless otherwise stated in this policy
medical staff	for the purpose of this policy any staff assigned to the medical unit as per contract agreement, or post assignment
OIC	Officer In Charge
OTC medications	over -the -counter medication which can be purchased without a prescription
med pass	a process where medications dispensed by a pharmacy are distributed to the designated patients
RME	Request or Medical Examination -also known as a "sick slip"
sick call	a process which provides for inmates and staff to bring health care needs and complaints to the attention of the health care provider in a timely manner
TRO	Temporary Restriction Order
WCCF	Weber County Correctional Facility
WCSO	Weber County Sheriff s Office

JH 05/02.00 **MEDICAL CUSTODY INTERFACE**

JH 05/02.01 **Policy**

It is the policy of the WCCF:

- A. to provide medical care to the inmates incarcerated in the facility;
- B. to provide inmates with a formalized system for requesting and receiving medical care;
- C. that delivery of medical care to inmates is accomplished according to established protocols consistent with safety, security and management goals of the WCCF;
- D. that emergency medical care services may be delivered by outside agencies, i.e., EMS, when appropriate.

JH 05/02.02 **Rationale**

- A. To ensure timely inmate access to medical care, both medical staff and custody staff must understand how access may occur and how custody staff and medical staff must interact to accomplish this goal.
- B. Delivery of medical care shall be consistent with established protocols and shall be delivered in a manner that maintains safety, security and management goals of the WCCF.

JH 05/02.03 **Procedure: Staff Facilitating Inmates' Medical Services**

- A. **Staff Referral**
 - 1. Any staff member may request an inmate be seen by medical staff. Procedures for emergency and / or immediate treatment concerns shall be outlined as directed later in this chapter.
 - 2. Any staff member may refer an inmate to the WCCF Medical Office for a medical concern which does not indicate a need for emergency and / or immediate care.
 - a. the referring staff member shall generate a report in the Jail Management System (JMS) computer program and/or EMR system which briefly describes the apparent medical concern.

- b. the referring staff member shall notify medical staff with:
 - 1). The referred inmate's name and number;
 - 2). The location where inmate may be contacted, e.g., housing unit, facility work station, etc.;
 - 3). The nature of problem or concern;
 - 4). First aid procedures initiated, if any; and
 - 5). The JMS and EMR report number describing the medical event.
- 3. Inmates requesting medical examination / evaluation should be directed to contact a medical staff member during pill lines described in WCCF Policy JH 04, Health Care Delivery

B. Scheduled Sick Call Events

- 1. A WCCF medical staff member shall provide a Corrections Deputy with a list of inmates scheduled to appear at a sick call event.
See WCCF Policy JH 04, Health Care Delivery
- 2. The deputy should facilitate the inmates' availability to the medical unit holding cells at the time scheduled for examination.
- 3. The deputy should inform the medical staff when an inmate:
 - a. refuses to participate in a scheduled sick call;
 - b. is otherwise unable to attend a scheduled sick call for reasons such as, but not be limited to:
 - 1). the inmate is out of the facility;
 - 2). the inmate is attending an attorney visit;
 - 3). the inmate is needed elsewhere in the facility.
- 4. A deputy should be notified by medical staff when inmates are able to leave the medical area. At this time, the deputy should facilitate the inmates' required movement, e.g., return to housing unit, program area, facility work station, etc.

5. A Deputy should accompany or ensure the safety of civilian medical staff performing sick call functions in the housing units for inmates not permitted to attend sick call in the medical office.
6. A Deputy should be assigned to the Medical Unit and be present when inmates are in medical.

C. Mental Health Referral

1. Any staff member believing that a inmate is in need of mental health intervention should submit a completed mental health referral to the medical office.
2. An inmate may request mental health assistance:
 - a. by verbally requesting the assistance from staff;
 - b. by submitting an RME, as outlined in WCCF Policy JH 04, Health Care Delivery;
 - c. as outlined in WCCF Policy JC 02, Admission and Initial Risk Assessment, and
 - d. as outlined in WCCF Policy JH 03, Screening and Examinations.
3. Inmates may exhibit the need for mental health intervention by displaying symptoms including, but not be limited to:
 - a. inappropriate display of aggression i.e., unexplained episodes of temper, fighting, etc.;
 - b. an inmate appearing to be withdrawn, or indifferent to his/her surroundings,

- c. appearing to be depressed;
 - d. having unexplained episodes of crying, laughter, or difficulty controlling emotions;
4. WCCF medical staff shall review all mental health referrals to:
- a. help access the inmate's needs; and
 - b. help facilitate referrals to appropriate health care providers.

JH 05/02.04 **Procedure: Medication Distribution Process**

- A. WCCF medical staff shall provide inmates medications as outlined in WCCF Policy JH 04, Health Care Delivery.
- B. A Deputy should accompany and ensure the safety of civilian medical staff on all outpatient housing unit pill line / med pass and should accompany medical staff on pill line / med pass which require going cell to cell to distribute medication.
- C. Ancillary functions such as mail and commissary delivery, laundry issue etc. should not be performed together with pill line / med pass.
- D. Deputies shall have responsibility to:
 - 1. provide security during the medication distribution process;
 - 2. assist medical staff in inmate identification;
 - 3. assist in obtaining inmate compliance in taking medications as directed by medical staff; and
 - 4. make log entries and initiate other documentation, as necessary, concerning noteworthy medical incidents.
- E. Correctional deputies may assist medical unit staff in disbursing inmate medications under the following conditions:
 - 1. the medication is provided by the medical unit;
 - 2. the medication is unit-dosed in a blister pack or otherwise sealed container;
 - 3. OTC meds shall not be provided by custody staff unless specifically directed by medical staff.

4. the inmates' name and ID number is written on the container;
 5. instructions for giving the medication are written on the container (i.e., time frame in which the medication can be given, etc.); and
 6. an inmate's refusal of medication shall be documented and notification of the refusal forwarded to medical unit staff; and
 7. medical staff are otherwise unavailable to pass the meds personally.
- F. Inmates receiving medications shall be positively identified by observing the inmate wrist identification band (IWIB) and matching that name with the medication package.

JH 05/02.05 **Procedure: Confiscation of Medication**

- A. Deputies shall confiscate from inmates:
1. any loose medications. Any pill not in its original or WCCF packaged container shall be considered contraband, unless the inmate is in the process of self-administering the medication.
 2. medications not specifically prescribed, or authorized for the inmate possessing the medication. Authorized meds include OTC medications unless otherwise prohibited.
 3. any medication not in packaging as dispensed;
 4. any medication the inmate fails to take as directed or prescribed.
 5. any medication the deputy has reason to believe the inmate to be selling, trading, or giving prescription medication to another person.
- B. Deputies shall notify medical staff of:
1. all medication confiscated and return all confiscated medication to the medical staff;
 2. provide the name of the inmate from whom the medication was confiscated; and

3. the reason for the confiscation.

JH 05/02.06 **Procedure: Application of First Aid**

- A. Deputies shall have access to first aid kits. When deputies use supplies from the first aid kit, the medical office should be notified of the depleted supplies. Medical staff members shall stock and inspect first aid kits as directed by WCCF Policy JH 04, Health Care Delivery.
- B. Any deputy who believes that an emergency medical problem exists or observes an inmate with an emergent medical problem shall:
 1. make certain the area is safe and secure;
 2. request back up if needed;
 3. apply CPR and first aid (if applicable);
 4. notify the medical staff of the situation.
- C. When the application of first aid is necessary, it shall be provided at a level of training and expertise of the provider and in a manner which a reasonable person would act in similar situations or conditions with safety and security permitting.
- D. First aid procedures initiated shall be monitored for effectiveness, modified as needed and continued until relieved by the arrival of responding medical personnel.

JH 05/02.07 **Procedure: Requesting Assistance From Medical Care Providers**

- A. General
 1. Deputies shall ensure the inmate appearing to be injured or ill is secure and the surrounding area is safe, before attending to medical needs
 2. In the event of an illness or physical injury to an inmate, a deputy should request assistance from medical care providers.
 3. If the illness or injury appears minor in nature, the medical staff shall be contacted for recommended treatment and/or care. If no immediate care is required, the inmate shall be advised to submit a RME form to be examined at sick call as outlined in WCCF Policy JH 04, Health Care Delivery.

4. If the illness or injury does not appear to be life threatening, but treatment should not be delayed, the deputy shall, as the situation dictates:
 - a. request a response from the medical staff, or
 - b. escort the ill/injured inmate to the medical office.
5. Deputies or other WCSO staff witnessing an event causing physical injury or is aware of the circumstances shall submit the appropriate reports detailing the cause and action taken.

B. Requesting EMS Response

1. If an illness or injury appears life threatening or the person is obviously unstable, the OIC and medical staff should be immediately notified. A request for response from EMS should be accomplished:
 - a. by (or at the direction of) WCCF medical staff, or
 - b. by (or at the direction of) the Corrections OIC, if medical staff are unable to do so.
2. The Ogden area Emergency Response System is accessed from within the WCCF by:
 - a. obtaining an outside telephone line dialing the number "9", followed by the numbers "9-1-1". Request that EMS respond for medical assistance.
 - b. contact the dispatch center via telephone or radio. Request that EMS respond for medical assistance.
3. EMS personnel may require specific information about the medical event to facilitate an organized response. The WCCF staff member initiating the EMS response shall supply the dispatch center and / or EMS personnel with all necessary and requested information. This specific information may include, but not limited to:
 - a. the exact location of the inmate in need of medical assistance;

- b. a description of the medical event i.e., chest pains, absent or labored breathing, fall with head injury, uncontrolled bleeding, loss of consciousness etc.;
- c. a description of the inmates' symptoms, including a history of the patient's condition / illness, if known.

C. Expected Arrival/ Inmate Examination/ Treatment and Departure of EMS Personnel.

1. While waiting for EMS to arrive, during inmate examination / treatment, and departure of EMS, WCCF staff should:
 - a. continue to provide necessary first aid / CPR;
 - b. provide area security and inmate control;
 - c. follow instructions given by medical staff;
 - d. respond to questions posed by medical staff;
 - e. assist medical/EMS personnel where requested;
 - f. facilitate and assist with the necessary EMS passage through doors, gates, checkpoints, etc.;
 - g. not offer any personal opinion concerning the diagnosis, treatment, or prognosis of the emergency; and
 - h. facilitate and assist with the exit and departure of EMS staff and, the injured inmate.
2. Appropriate staff shall make preparations for transport as outlined in WCCF Policy, JF 08 Transportation.