



**FLORIDA DEPARTMENT OF JUVENILE JUSTICE  
DETENTION SERVICES  
FACILITY MEDICAL POLICIES**

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| <b>Superintendent</b><br><br>_____<br>Signature<br><b>Designated Health Authority</b><br><br>_____<br>Signature | <b>Effective Date:</b><br>November 1, 2016  | <b>Revised Date:</b><br>July 5, 2018 |   | <b>Procedure Number:</b><br><b>8020</b><br><b>Medical Services</b> |
| <b>Subject:</b><br>EPISODIC/FIRST AID CARE  |   |                                      | <b>Reference:</b> 63M-2.009 F.A.C.<br>Quality Improvement Standard 4.23 |  |
| <b>Purpose:</b>   | The purpose of this policy is to outline procedures as it relates to episodic care, first aid procedures and interventions for the youth. |                                      |   |  |

**PROCEDURE:**

- A. The facility has a comprehensive process in place for the provision of Episodic Care and First Aid treatment. Emergency medical and dental care will be available, including EMS services, twenty-four hours per day. The facility will track all episodic/emergency events using the Department’s Episodic Care Log form.
  
- B. Non-Healthcare staff Episodic Care documentation will include the following, utilizing the Report of Healthcare by non-healthcare staff:
  - a. Date and time of episodic care
  - b. Nature of the complaint
  - c. Findings of the person rendering care
  - d. Treatment rendered
  - e. Referral to hospital or another off-site facility
  - f. Education and instructions given to youth
  - g. Plans for follow-up and future treatment
  - h. Placement on the facility’s medical alert roster, if applicable
  - i. Parental notification (telephone, written notice, name of person contacted)
  - j. Legibly printed name (first name, last name), credentials and position of the staff member rendering care; (or name stamp, if available)
  - k. Official Signature
  - l. Facility Name
  
- C. If on-site episodic care (first aid/ or emergency care) is provided by a licensed health care professional, documentation shall be in such a manner that conforms to professional standards. Although problem oriented charting may be used, (i.e. formats which include “Subjective, Objective, Assessment, Plan” [SOAP]) it must be sufficiently detailed, and include all elements of a professional nursing note. The nursing professional may use standard narrative charting, as long as it is sufficiently detailed and contains, at a minimum, all of the elements listed above.

D. All youth will receive a follow-up evaluation by licensed healthcare staff after each episodic/emergency event provided by non-healthcare staff. Documentation will conform to professional standards in the youth's chronological progress notes.

E. First Aid Kits

- a. Each facility shall maintain and secure first aid kits at designated and staff accessible locations throughout the facility. Determinations of the location of the first aid kits should be made based on the facility size, use traffic pattern, extent and availability of on-site licensed health care professions, etc. Instead of being locked in a cabinet the facility utilizes breakaway containers that are sealed. A first aid kit must also be readily accessible to staff who are responsible for monitoring youth who are housed in restricted housing of any kind. First aid kits will be inaccessible to youth.
- b. Specific contents of the kit shall be determined by the Designated Health Authority and should reflect the particular needs of the facility.
- c. First aid kits shall be inventoried and restocked monthly. If a first aid kit seal is broken an incident report shall be made in JJIS and an email must be sent to the Assistant Superintendent of Administration for restocking notification. The first aid kits shall be resealed with breakaway tabs after each use and restocking by medical staff.
- d. First Aid Kit Contents: (the contents are site-specific and must be approved by the DHA)
  - i. Sterile gauze pads
  - ii. One-inch tape (hypo-allergenic)
  - iii.
  - iv.
  - v. Eye rinse solution
  - vi. Disposable Gloves
  - vii. Antibacterial ointment
  - viii. Band Aids
  - ix. One-way CPR barrier mask (accessible by healthcare staff only)
  - x. Small Biohazard Waste Disposal Bag
  - xi. Sterile Saline for cleansing wounds
  - xii. Antibacterial hand washing materials