

**SAN BERNARDINO COUNTY
PROBATION DEPARTMENT PROCEDURE**

HEALTH KARDEX AND UNIT TREATMENTS

Authority:

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Purpose:

To provide a reference system by which Medical Services communicates health needs for each youth and promotes continuity of care within Juvenile Detention and Assessment Centers (JDACs) and Treatment Facilities (TFs).

Definitions:

Health Kardex: A confidential preprinted two-sided patient health information form on durable card stock.

Layperson Terms: Terms that describe a complex or technical issue using language that one without professional training in the subject area can understand and may comprehend the issue.

Medical Instruction/Fact Sheet: A form distributed by Medical Services with specific instructions/facts related to the youth's current health condition.

Treatment Record: A document initiated by Medical Services that includes a current order for treatment and the documentation of its progress.

Responsibilities:

- I. Supervising Correctional Nurse I/II:
 - A. Ensure a Kardex is completed for all youth.

- II. Correctional Nurse I/II or Licensed Vocational Nurse (LVN):
 - A. Initiate a Kardex during the intake process.
 - B. Exclude confidential medical information on the Kardex (i.e. HIV positive, STDs).
 - C. Include a start and stop date for all orders.
 - D. Enter information on the Kardex when ordered as follows (listed examples include but are not limited to):
 1. Health precautions (asthma, pregnancy, seizure precautions, allergies that require the use of Epi-pen).
 2. Special instructions (bottom bunk, specific shower instructions).
 3. Activity restrictions (bed rest, PE restrictions, non-weight bearing).
 4. Special diet (liquid diet, diabetic diet).
 5. Unit Treatments (foot soaks, sleep studies, food logs).
 6. Medical devices (glasses, crutches, arm slings).
 7. Medical alerts (medical watch, medical isolation).
 8. Miscellaneous (information that is pertinent to the care of the youth that is not included in any other category).
 - E. Distribute the appropriate treatment record, health tracking tools (e.g. food log) and/or medical instruction sheet to the unit staff as ordered by the Correctional Nurse or physician/provider.
 - F. Initiate a new Kardex in the event the previous form is filled to capacity.
 1. Document all active information on the new form.

III. Health Service Assistant:

- A. Update the Kardex with any medical changes or as ordered by the Correctional Nurse or physician/provider.

IV. Probation Corrections Officer (PCO):

- A. Ensure all youth have a current Kardex. Notify medical staff in the event it is not located.
- B. Refer to the Kardex for health information of youth. Do not write on the Kardex.
- C. Review the Kardex of all youth on the unit for current health information at shift exchange and document the review in CE.
- D. Review the Kardex of all new youth upon arriving to the unit and document the review in CE.
- E. Review the Kardex for any new orders/updates when a youth returns to the unit from sick call, medical/dental and all other health appointments.
- F. Follow instructions on all attached treatment records and/or health tracking tools (e.g. sleep logs, food logs, etc.). Complete the documentation areas on the form as follows:
 1. Treatment that was provided.
 2. Printed name and signature of the person providing care.
 3. The date and time the treatment was provided.
- G. Send the Kardex with the youth when attending on-site medical appointments and unit or facility transfers.
- H. Contact Medical Services for questions regarding treatments or other orders pertaining to the health of the youth.

Guidelines:

- A. All youth shall have a Kardex.
- B. All information contained in the Kardex shall also be contained in the health record for permanent documentation.
- C. The Kardex is solely a confidential communication tool from the medical staff to correctional staff and should not be considered a permanent part of the youth's health record.
- D. All information on the Kardex shall be written legibly, in black ink, and in layperson terms.
- E. All Kardex shall be disposed of in the confidential shredding bin upon the youth's release.

Inspections:

Refer to the Policy and Procedure Inspection Matrix.

Internal:

The Health Services Manager shall inspect this procedure by review of logs, incident reports, safety reviews, and other safeguards conducted in the normal course of business on a weekly, monthly, and yearly basis.

Foundation:

Standards for Health Services in Juvenile Detention and Confinement Facilities
National Commission on Correctional Health Care (NCCHC)

References:

NCCHC

Communication on Patients with Special Needs

Health Kardex and Unit Treatments
NCCHC

Issued by:


Michelle Scray Brown, Chief Probation Officer

3/9/20
Date:

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Revised Date: February 1, 2016

Revised Date: March 9, 2020

Attachments:

A - Health Kardex

B - Treatment Record



**TO PROTECT THE COMMUNITY ...
HEALTH KARDEX**

HEALTH PRECAUTIONS	UNIT TREATMENTS	SPECIAL DIET
Medical Treatment Plan(s): <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Type: _____ Start: _____ End: _____ Type: _____ Start: _____ End: _____	
SPECIAL INSTRUCTIONS	MEDICAL ALERTS	MEDICAL DEVICES
	Medical Watch: Reason: _____ Start: _____ End: _____ Reason: _____ Start: _____ End: _____ Reason: _____ Start: _____ End: _____ Reason: _____ Start: _____ End: _____	
ACTIVITY RESTRICTIONS	MISCELLANEOUS	
Reason: _____ Type: _____ Start: _____ End: _____ Reason: _____ Type: _____ Start: _____ End: _____	Misc Notes: _____ _____ _____ _____	

Name: _____ DOB: _____ PIN: _____ Allergies: _____

