

TITLE: SERIOUS ILLNESS, SURGERY, INJURY OR DEATH OF RESIDENT	POLICY #: 50
Department: Program/Services	Effective Date: 06/25/01
	Applicable Standards:
	3-JCRF-4C-27
Revisions: 7-30-03; 10-30-03; 12-28-07; 7-3-08	

Policy: McCrossan Boys Ranch will ensure that in the event of the serious illness, injury, surgery or death of a juvenile, prompt notification to the proper individuals will occur.

Definitions: N/A

Procedures:

1. Serious Illness, Surgery or Injury of Residents Reporting Requirements

- A. In the event of a serious illness, surgery or injury, staff will follow the protocol for critical incidents.
- B. Staff will notify the juvenile's referral worker immediately after ensuring that juveniles in care are safe. Attending medical personnel may also perform this notification to explain specific medical diagnosis, need for treatment, prognosis, etc.
- C. Staff will notify parents/guardians as soon as possible.
- D. The involved staff will complete an incident report before the end of their shift.
- E. The Unit Manager will submit a written informational report to the referral agency that may be a part of the monthly progress report.

2. Death of a Resident

A. Reporting Requirements for All Juveniles' Deaths

- a. The staff present when the death occurred or the person discovering the body will follow the protocol for critical incidents.
- b. Immediately after ensuring that other juveniles in care are safe, staff will notify the referral worker, next of kin, law enforcement, the county coroner and the Division of Criminal Investigation. The Community Corrections Manager (CCM) will also be notified if the child is a Federal Client.

B. Documentation of Incident

- a. All staff that possess information about the circumstances surrounding the death will complete an Incident Report Form. This will include:
 - o Any staff person who was on the scene at the time of any incident leading to or possibly related to the death.
 - o Any staff person discovering the body.
 - o Any staff member who learns about the circumstances surrounding the death from juveniles or staff after the incident occurred.
 - o Any medical staff that attempted life-saving emergency treatment.
 - o Any medical staff on the scene at the time during which other staff were undertaking such life-saving measures.

TITLE: SERIOUS ILLNESS, SURGERY, INJURY OR DEATH OF RESIDENT	POLICY #: 50
Department: Program/Services	Effective Date: 06/25/01
	Applicable Standards:
	3-JCRF-4C-27
Revisions: 7-30-03; 10-30-03; 12-28-07; 7-3-08	

- b. All Incident Report Forms will be completed, including date and signature of the report writer, before the end of their shift. The report will include the names of others on the scene, observations and the timing of events.
 - c. The Executive Director of the McCrossan Boys Ranch will file a written Incident Report and notify the McCrossan Board of Directors.
3. Securing the Area & Preserving Evidence
- A. Staff will, to the greatest extent possible, secure the area pending law enforcement instruction. The body, and the immediate area, will be maintained in the condition that existed when the death occurred, or was discovered, to the extent possible until the County Coroner and law enforcement have been notified, have investigated, and fingerprinted the deceased and have given permission for the body to be removed. Securing the area includes, but is not limited to:
 - a. Restricting access to the area.
 - b. Preventing the movement or removal of the body or any objects in proximity to the body.
 - c. Detaining or noting the presence of other juveniles, witnesses, or staff in the area where the death occurred and any behavior on the part of these individuals pertinent to the situation.
 - d. Preserving the integrity of possible evidence.
 - B. With permission from law enforcement, the personal property of the deceased will be secured and inventoried by a staff person and forwarded to the next of kin.