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Board:
Other: _____

Review Date: 10/22
Last Reviewed: 10/19
Review Responsibility: Child Risk Review Committee
Other Handbooks: Intake 9J

FCCS PROCEDURE

NO.: 4I

**SUBJECT: Individuals Presenting With Medical
Issues at an Agency Facility**

Approved by: Executive Council

Effective Date: June 22, 2009

Date(s) of Revision: Dec 7, 2009; Dec 10, 2012; Oct. 1, 2019

Responsible for Implementation: All Staff

Procedures:

If the situation appears to be an emergency, or the individual is an active threat to self or others, CALL 911 BEFORE TAKING FURTHER ACTIONS.

The following steps will ensure prompt treatment, documentation, and tracking (if applicable) of medical concerns brought to the attention of Agency staff. Medical concerns include those arising from substance use, mental health, including threat of harm to self or others by adults or children.

If the situation does not initially appear to warrant immediate attention:

- 1) If the individual is a minor:**
 - a) The caregiver should be notified.**
 - b) The child should be referred to a medical provider.**
 - c) Alternately, the Agency can have EMS called at the request of the caregiver.**
- 2) If the individual presenting with the concern is an adult:**
 - a) Staff will refer the individual to their healthcare provider.**
 - b) Staff will call EMS on behalf of the individual at their request.**
- 3) If an FCCS employee presents with a medical concern:**
 - a) They will be referred to their healthcare provider.**

- b) At their request an EMS will be called.
- c) Please note: FCCS medical/nursing staff are not permitted to treat Agency employees for non-urgent medical needs. This includes providing advice on health related matters, providing over the counter medications, or checking blood pressure or blood glucose.
- 4) If an FCCS employee presents with substance use concerns:
 - a) Supervisor will follow the steps outlined in Policies & Procedures 30 Drug Free Workplace.

Documentation:

- 1) Individuals in Agency Custody or who are part of an Active Case:
 - a) Serious injury or illness involving initial, non-routine care shall prompt the employee to complete an Incident Report/Leave form if the child was in the care and custody of the Agency staff member, or if the FCCS staff was the first to learn of the event.
 - b) The situation will be documented in SACWIS in accordance with #3 below, if applicable.
- 2) The individual is an adult case member presenting with non-emergent needs:
 - a) An Employee Incident Report shall be completed.
 - b) The situation will be documented in SACWIS in accordance with #3 below, if applicable.
- 3) Documentation of discussions or actions related to youth or adults who have active cases and who present to Agency staff with emergency situations that relate to medical, mental health or substance abuse issues must be recorded in an Activity Log within SACWIS. Coding to be used as follows:

Contact Type:	Critical Safety Issues
Case Category:	Ongoing, A/I or Adoptions Category: Provider
Sub Category:	Drug/Alcohol, Hospital, Medical or Mental Health
- 4) Non-Active Case Members
 - a) An Employee Incident Report shall be completed.
- 5) Agency Employees

a) An Employee Incident Report shall be completed.

Related Policies:

Employee Incident Reporting

Child Incident Reporting