

Chapter: Youth Health	Effective Date: 4/15/17
Title: Sick Call	Page: 1 of 2
	Replaces: HHS.25.05, 07/15/11

(a) **Standard.**

Youth at a Texas Juvenile Justice Department (TJJD) halfway house have unimpeded access to health care on a daily basis through the sick-call-request system.

(b) **General Provisions.**

- (1) Halfway house staff members who have satisfactorily completed Juvenile Health Training may receive, respond to, and provide documentation regarding youth sick-call requests.
- (2) Halfway house staff members may contact the assigned institution nurse for guidance or clarification as needed.

(c) **Procedures.**

- (1) The **superintendent** ensures that youth have unimpeded access to [Halfway House Sick Call Request forms, HLS-910a](#), which a youth submits to the human services specialist (HSS) or a juvenile correctional officer (JCO).
- (2) The **HSS** or **JCO**:
 - (A) reviews the youth's [Treatment and Intervention Record, HLS-505](#), for any previous sick-call requests regarding the same health concern and the [Halfway House Medical, Dental, & Mental Health History Report, HLS-107](#), for any allergies, medical alerts, or chronic-care conditions;
 - (B) responds to the youth's sick-call request using first aid or by implementing the appropriate protocol for the care of minor health conditions, as described in [Appendix B](#);
 - (C) completes the HLS-910a form;
 - (D) prepares a [Medication Administration Record \(MAR\), HLS-510](#), for protocol medications administered more than one time to the same youth and places the MAR in the Daily Health Records Binder in the youth's individual section (with one-time doses of medication documented on an HLS-505);
 - (E) places the completed HLS-910a form in the Daily Health Records Binder to be reviewed and scanned into the electronic health record (EHR) by nursing staff;
 - (F) records on the HLS-505 the name of the protocol used and any interventions provided based on the protocol (e.g., over-the-counter medication provided, including name, strength, quantity, nurse contacted, instructions given to the youth); and
 - (G) notifies the assigned institution nurse and/or the health services administrator if the youth's health concern continues after following the protocol and documents the conversation on the HLS-505.
- (3) The **institution nurse** reviews the HLS-910a during a routine on-site visit to the halfway house and:
 - (A) initials and dates the HLS-910a to verify review;
 - (B) verifies that the correct protocol was used;
 - (C) verifies that the sick-call concern was documented on the HLS-505;

- (D) initiates a provider referral for multiple sick-call requests involving the same condition; and
 - (E) scans the HLS-910a into the EHR.
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