

Chapter: Personnel and Training	Effective Date: 7/1/13
Title: Health-Trained Personnel	Page: 1 of 1
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(a) **Standard.**

When qualified health-care professionals are not on duty, a health-trained staff member coordinates health delivery services under the joint supervision of the health services administrator and the superintendent.

(b) **Procedures.**

- (1) The staffing plan provides for a qualified health-care professional to be on duty or on call at all times.
 - (2) A **qualified health-care professional** provides individualized instruction for each youth treatment to be administered by a health-trained staff. Only health-trained staff members jointly designated by the superintendent and the health services administrator are authorized to administer health care treatment or medications to youth.
 - (3) The **health services administrator** ensures that any youth medications or treatment supplies to be used or administered on the dorm by a health-trained staff are placed in the medical box.
 - (4) The Medical Box Treatment Record form, [HLS-905](#), is used to record all non-prescription medications administered from the medical box during a shift in which a qualified health care professional is not on duty. The HLS-905, which is kept in the medical box, is forwarded to nursing staff at the beginning of the next shift. **Nursing staff** will reconcile the HLS-905 with the Electronic Medical Record (EMR) and place a new HLS-905 in the medical box if needed.
 - (5) In the event that a youth must be provided with a prescription medication (including an asthma inhaler) or treatment during a shift where a qualified health care professional is not on-duty, the **health services administrator** or **designated registered nurse** provides specific training to the health-trained staff regarding the prescribed medication/treatment. The **health services administrator or designee** ensures all prescription medication or treatment provided to youth is documented on the Youth Treatment by Non-Medical Staff form, [HLS-906](#), and reconciled with the medication record in the EMR and Pharmacy Replacement System. The HLS-906 is scanned into the EMR.
 - (6) In an emergency situation, a health-trained staff member may assist in the delivery of health services under the supervision of the health services administrator and the superintendent.
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