

2267 TRANSPORTING RESIDENTS TO THE EMERGENCY ROOM

Chapter: **Sununu Youth Services Center**

Section: **Healthcare**



New Hampshire Division for Children, Youth and Families Policy Manual

Policy Directive:

Approved:

Effective Date: **01-01-09**

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William W. Fenniman, DJJS Director

Related Statute(s):

Related Admin Rule(s):

Related Federal Regulation(s):

Related Form(s): **FORM 2266, and Consultation Form**

Bridges' Screen(s) and Attachment(s):

Residents requiring medical care that cannot be provided at the SYSC or at the SYSC physician's private office shall be transported to the Elliot Hospital Emergency Room, by the safest and most efficient means.

Purpose

The purpose for this policy is to establish the procedure for transporting residents to the Emergency Room.

Procedure

I. Decision to Transport

- A. For guidelines regarding the decision to transport a resident to the Elliot Hospital Emergency Room.

II. Transporting Residents with Minor Injuries/Illnesses

- A. Transporting residents with minor injuries or illnesses shall be done in the following order of preference.
 - 1. A staff member with Defensive Driving Certification shall use a state vehicle for transport to the emergency room. Handcuffs may be used, if necessary.
 - 2. Manchester Rescue (911).

III. Transporting Residents with Severe Injuries/Illnesses

- A. Transporting residents with severe injuries and those who are medically unstable, agitated, or confused, shall be done by Manchester Rescue (911).

IV. Staff Escorts

- A. In all transportation cases, at least one, and preferably two, staff will accompany the resident. Those assigned to supervise the resident should understand that they are to be in the immediate physical presence of the resident during transportation, in treatment rooms, x-ray areas, lavatories, etc. They will be replaced by other staff as circumstances demand. The hospital physician does not have the authority to relieve SYSC staff of their duties.

V. **Female Staff Members**

- A. Female residents shall be accompanied by a female staff member.

VI. **Medical Documentation**

- A. Medical documentation shall accompany the resident. Escorting staff shall ensure the documentation is provided to the hospital Admission personnel. Photocopies of the following forms shall accompany the resident to the emergency room as time allows:
1. Medical Authorization Release (Form 2266).
 2. Consultation Form with information that would aid the emergency room in diagnosing or treating the resident and/or nurses notes documenting circumstances of injury or illness, nurse's assessment, vital signs and pertinent history.
 3. Physician's progress notes, if applicable.
 4. Laboratory diagnostic tests, if applicable.
 5. Medication Administration Record, if applicable.
 6. Private insurance information, if applicable.