



NH Department of Health & Human Services
Division for Children, Youth & Families

DCYF Standard Operating Procedure

2263.1 SPECIAL HEALTHCARE PROCEDURES

Policy Directive: **20-16**

Effective Date: **May 2020**

Implements Policy: **2263**

Approved:

Joseph E. Ribsam, Jr., DCYF Director

This SOP defines the procedures around special healthcare needs at SYSC.

Procedure

The following information is to support the implementation of the above referenced policy. This document shall not preclude staff from using their professional judgement based on individual circumstances, consistent with the requirements of the policy.

- I. The SYSC nurse, in consultation with the youth's physician (as appropriate), parents/guardians, and the SYSC School (including input from the Local Education Agency (LEA) as appropriate) will develop and implement a written individualized treatment plan for youth with special medical needs to address:
 - A. Chronic medical conditions;
 - B. Acute convalescing care (illness, injury, substance withdrawal);
 - C. Prenatal care;
 - D. Prostheses; or
 - E. Other identified special medical needs as appropriate.
- II. Individualized treatment plans will provide directions for medical and non-medical staff (as appropriate) regarding their role in the care and supervision of the youth. The plan may include, but is not limited to:
 - A. Coordination of care with all staff providing direct care to the youth, to include:
 1. Specific interventions necessary relative to the youth's medical needs;
 2. Any special adaptive equipment used by the youth; and
 3. Any specific medical/therapeutic interventions being employed;
 - B. Medication requirements;
 - C. Special dietary requirements (see policy 2290 Special Diets);

- D. Exercise limitations;
 - E. Room accommodations;
 - F. Needed adaptive equipment; or
 - G. Necessary follow-up, including any necessary referrals to specialized services (OT, PT, RT, etc.) as appropriate.
- III. If a youth is temporarily unable to join in class due to their medical condition, a teacher will meet with them in the infirmary. In addition:
- A. The youth will be provided with their school work and assisted in completing assignments to the best of their ability; and
 - B. SYSC School staff will identify at least one other youth to spend time with the infirmed youth, as appropriate, during specific times of the day to ensure the youth is not isolated.

Applicable Forms	
2255	Nursing Kardex
2279	Nursing Assessment

Glossary and Document Specific Definitions

A - B C - D E - F G - I J - L M - N O - Q R - S T - V W - Z

Document Change Log			
PD	Modification Made	Approved	Date