

2266 MEDICAL MEMORANDA	
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
	Scheduled Review Date: 01-01-11 William W. Fenniman, DJJS Director
Related Statute(s):	Related Form(s):
Related Admin Rule(s):	Bridges' Screen(s) and Attachment(s):
Related Federal Regulation(s):	

The Medical Department of the SYSC communicates resident medical information to appropriate staff through the use of a Medical Memoranda (Med Memo).

Purpose

The purpose of this policy is to establish the use of medical memoranda.

Procedure

I. Information Communication

- A. A Med Memo shall be the means by which a resident's medical information is communicated to those staff (e.g., School, Kitchen, Operations, residential staff) who should be informed of a resident's medical condition and treatment.

II. Documentation of Med Memos

- A. A copy of the Med Memo shall be kept in the resident's medical record.

III. Conditions for Med Memos

- A. Conditions that justify the use of a Med Memo include, but are not limited to:
 1. Injury
 2. Exercise and activity limitations.
 3. Special dietary requirements.
 4. Medication requirements.
 5. Medical conditions.

IV. Documentation Distribution

- A. The nurse shall fill out the appropriate form, and the nurse shall distribute it to the appropriate staff.

1. A copy shall be kept in the three-ring Medical Memo Binder for as long as the Memo is in force.
2. Upon completion of the Memo, it shall be placed in the resident's medical chart.