

STATE OF SOUTH CAROLINA DEPARTMENT OF JUVENILE JUSTICE
POLICY AND PROCEDURES

Title:	Notification to Family of a Juvenile Emergency	Policy No.:	G-10.3	Page(s):	1 of 4
Authority:	Division of Rehabilitative Services				
Juvenile Justice Code:	n/a				
PbS Related Standard(s):	n/a				
December 31, 2014 Effective Date	<u>SIGNED/ <i>Margaret H. Barber</i></u> Margaret H. Barber Director				
DATES UPDATED:					

POLICY: The Department of Juvenile Justice (DJJ) will make diligent effort to promptly notify the parent/guardian or next of kin of a juvenile in a DJJ residential facility that is seriously injured, ill, and/or hospitalized (community hospital or Willow Lane Infirmary). Notification of the death of a juvenile will be handled in compliance with DJJ Policy J-2.1, Death on DJJ Property.

PROCEDURAL GUIDELINES:

- A. Each DJJ residential facility is required to maintain a current Juvenile Emergency Flash Card (Form G-OD) in a centralized, secure area that is accessible to supervising staff in the event of an emergency.
- B. Notification Responsibilities
 1. The juvenile's assigned Social Worker has the primary responsibility for notifying the parent/guardian of a juvenile's serious injury/illness and/or hospitalization. If the juvenile's assigned Social Worker is not available, the On-Call Clinician will be responsible.
 2. If the incident is clearly a medical emergency occurring on facility grounds, the Shift Supervisor will immediately notify the Facility Administrator. Health Services will notify the Shift Supervisor if the decision is subsequently declared a medical emergency by DJJ Health Services staff after their assessment of the juvenile. The Shift Supervisor will then notify the Facility Administrator.
 3. If the incident occurs during normal business hours, the Shift Supervisor will notify the juvenile's assigned Social Worker. If the incident occurs after normal business hours, the Shift Supervisor will notify the On-Call Clinician.
 4. If the juvenile is at DJJ through the Interstate Compact on Juveniles (ICJ), the Social Worker will directly contact the juvenile's parent/guardian and notify the DJJ ICJ Coordinator through electronic mail no later than the following business

day. The DJJ ICJ Coordinator will forward the information to the appropriate state ICJ officials.

C. General Notification Procedures

When a juvenile is seriously ill, injured and/or hospitalized, every reasonable effort will be made to contact the juvenile's parent/guardian.

1. As soon as possible, the Shift Supervisor will notify the juvenile's assigned Social Worker/On-Call Clinician of the juvenile's emergency medical condition. The Social Worker/On-Call Clinician will immediately notify the parent/guardian and provide basic, known, factual information, such as if the juvenile is ill or injured and the juvenile's physical location. The Social Worker/On-Call Clinician will inform the parent/guardian that the DJJ Physician will communicate further information. The Social Worker/On-Call Clinician will telephone DJJ Health Services and provide the name/contact numbers of the juvenile's parent/guardian, and request that the DJJ Physician contact him/her.
2. The DJJ Physician will serve as the liaison between the hospital and the parent/guardian. The DJJ Physician will keep the parent/guardian informed of the juvenile's condition.
3. In the event the Social Worker/On-Call Clinician is not able to contact the juvenile's parent/guardian, the Social Worker/On-Call Clinician will attempt to locate other family members in the order listed:
 - a. Other adult person listed by the juvenile to notify in case of emergency.
 - b. Grandparents
 - c. Adult siblings.
 - d. Aunts/Uncles.
 - e. Other family members.

D. Notification Procedures if Life Threatening Situation

1. If the juvenile's condition is life threatening the Social Worker/On-Call Clinician will contact the DJJ County Office staff to assist in contacting the parent/guardian. The County Office staff will attempt to contact the juvenile's family and, if necessary, go to the juvenile's family residence. If, after four (4) hours from the time the juvenile was designated to be in life-threatening condition no DJJ staff member is able to contact any of the juvenile's family, the DJJ

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County Office staff will request local law enforcement to assist in making notification.

2. In the event that the parent/guardian cannot be immediately contacted or the emergency situation does not permit time to contact the parent/guardian, the medical provider will determine the course of treatment in compliance with the treating health facility's policies. DJJ will continue to try to contact the parent/guardian and inform them.

E. Notification Procedures if Not Life Threatening Situation

1. If the juvenile's condition is not life threatening, the Social Worker/On-Call Clinician will attempt to make notification as noted in Section C.1.3 of this policy. If notification is not made, the juvenile's assigned Social Worker will continue each workday up to five (5) workdays to attempt to make notification.
2. When a juvenile is scheduled for non-emergency medical treatment/procedure requiring minor surgery (inpatient or outpatient) in the community, the juvenile's assigned Social Worker will notify the parent/guardian prior to the event, and the procedures in sections C.1 and C.2 of this policy will be followed.
3. When a juvenile is admitted to the Willow Lane Infirmary, transported to have the services provided at a community hospital facility (e.g., minor surgery out-patient or inpatient), or admitted to a community hospital, and this was unforeseen/unanticipated, the assigned Social Worker will contact the parent/guardian as soon as the information is known, and the procedures in sections C.1 and C.2 of this policy will be followed.

F. Documentation

Notification and each attempted notification of the parent/guardian will be documented in the juvenile's record. The Facility Social Worker will document the clinical record, the Health Services staff will document the medical record, and the County Office staff will document the county case record.

RELATED FORMS AND ATTACHMENTS:

Form G-OD, Juvenile Emergency Flash Card

SCOPE:

This policy applies to employees in Community and Rehabilitative Services.

LOCAL PROCEDURAL GUIDE:

Not required.

TRAINING REQUIREMENT:

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All employees in Community and Rehabilitative Services are required to review this policy within 30 days of its publication.