	DEPARTMENT OF PUBLIC SAFETY	EFFECTIVE DATE: JUL 28 2009	POLICY NO.: COR.10.1D.07
	CORRECTIONS ADMINISTRATION POLICY AND PROCEDURES	SUPERSEDES (Policy No. & Date): COR.10.1D.07 (10/09/07)	
	SUBJECT: EMPLOYEE / VISITOR MEDICAL SERVICES		Page 1 of 2

No. 2009-1532

1.0 PURPOSE

The purpose of this policy is to outline the services provided to employees and visitors who may be injured or who may become ill while at the facilities.

2.0 REFERENCES AND DEFINITIONS

.1 Reference:

Hawaii Revised Statutes; Section 26-14.6, Department of Public Safety; and Section 353C-2, Director of Public Safety, Powers and Duties.

.2 Definitions:

First Aid: The administration of emergency assistance to individuals who have been injured, become ill or otherwise disabled prior to receiving care by a physician or transport to a hospital.

3.0 POLICY

- .1 Medical services for employees/visitors shall be limited to the provision of emergency first aid measures.
- .2 Employees and visitors shall receive definitive care from their private physician, emergency room, hospital or other provider

4.0 PROCEDURES

- .1 In the event of a potentially life threatening situation where an employee, or visitor has sustained serious injury, is bleeding profusely, is non-responsive, complaining of chest pain or shortness of breath the area supervisor or any employee in attendance shall call security to notify 911.
- .2 The Health Care Section shall also be notified and shall respond providing CPR or other emergency first aid measures until outside medical assistance arrives. Visitor illness or injury shall be documented on Form DOC 0421 by health care staff.

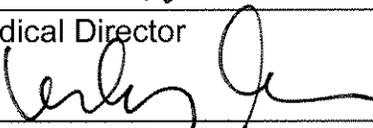
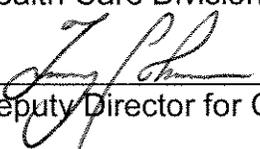
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- .3 Employees with non-emergent injuries or illness shall notify their supervisor. The supervisor may send the employee to the Health Care Section for first aid which may include providing an ice bag, assessing a wound regarding the need for suturing or providing minor wound cleansing and dressing until the employee can seek their own provider's care.
- .4 Facility health care staff shall not act as an employee health service. All employees shall receive definitive care from their private provider.
- .5 Health care staff including providers **shall not issue or recommend medications including over-the-counter (OTC) medications** to visitors or employees.
- .6 Health Care Staff including providers do not have the authority to relieve a non- medical employee of their duties.
- .7 Injured or ill employees requiring non-emergency medical care may be relieved from duty by their direct supervisor to seek care from a private medical provider.

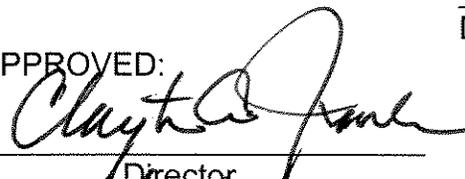
5.0 SCOPE

This policy and procedure applies to all correctional facilities and their assigned personnel.

APPROVAL RECOMMENDED:

	7/1/09
_____ Medical Director	_____ Date
	6/30/09
_____ Health Care Division Administrator	_____ Date
	7/22/09
_____ Deputy Director for Corrections	_____ Date

APPROVED:


_____ Director
7/28/09
_____ Date

DEPARTMENT OF PUBLIC SAFETY

STAFF / VISITOR
ILLNESS / INJURY MEDICAL REPORT

(Print Name/Title of Individual Injured)

Facility: _____

Date/Time of Injury: _____

Date/Time of Report: _____

List specific location where incident occurred: _____

Explain what the employee/visitor was doing at the time of the incident: _____

Staff/Visitor/or Witnesses' description of illness/injury listing any specific body parts affected:
(Describe specifically what happened):

Nurse's Observation/Assessment/Initiated First Aid:

Disposition: _____

Nurse's Signature/Title

Original: Health Care Division
Canary: PSD/PER (staff only)
 Warden (visitor only)
Pink: Institutional Safety Officer