


2300 RESIDENT DISCHARGE	
Chapter: Sununu Youth Services Center	Section: Healthcare
	New Hampshire Division for Children, Youth and Families Policy Manual Policy Directive: _____ Approved: _____ Effective Date: 05-01-10 Scheduled Review Date: 05-01-11
	William W. Fenniman, DJJS Director
Related Statute(s): _____ Related Admin Rule(s): _____ Related Federal Regulation(s): _____	Related Form(s): Temporary Physical Custody Form Bridges' Screen(s) and Attachment(s): _____

It is essential that SYSC prepare for the discharge of each resident with the intent of sending all needed information, medication and other medically related items with the resident at the time of departure. Each resident shall have a Health Discharge summary completed. This summary shall include all relevant information that summarizes both treatment received, ongoing treatment and any care that may be necessary after discharge from SYSC. Each resident shall be sent with their medications (as per policy) and their medical items. It is hoped that adequate advance notice will be given so that clinical and medical staff have ample time to make community connections in preparation for the discharge.

Purpose

The purpose of this Policy is to establish the Health Services discharge procedure.

Procedure

- I. **Committed Residents** - When committed residents are discharged the following procedure will apply:
 - A. The Residential or Treatment staff shall notify the medical department of all planned discharges. Ample notice to be given so that the nursing staff has time to plan, contact community providers, order necessary medications, set up final assessments with doctor, dentist, and psychiatrist and gather all necessary items.
 - B. The nurse will obtain Discharge Medication orders and prescriptions from the medical doctor, dentist and the psychiatrist.
 1. All residents shall be given a ten day supply of each medication and a 30 day prescription.
 - C. The nurse shall complete the discharge summary that includes the following elements:
 1. Resident Name
 2. DOB
 3. YS contact information
 4. Allergies

5. Current Medications
6. Special Health Related Needs or instructions
7. Current Medical/psychiatric issues
8. Summary of Health Services provided
9. Pending appointments
10. Follow up needs
11. Documents:
 - (a) Immunization Record
 - (b) Dental Record
 - (c) Prescriptions
 - (d) Lab Reports
 - (e) Discharge Medication Record
 - (f) Medical Reports
 - (g) Other

- D. Place a copy of the discharge Summary in the resident's medical record.
- E. The Discharge medication record shall be completed and the parent/legal guardian will need to sign.
- F. The Discharge Summary envelope shall be addressed to the parent or legal guardian to protect the confidentiality of the information.
- G. At the request of the resident, the discharge summary shall not include certain protected information such as Reproductive health information for youths 14 or older.
- H. The parent/guardian will be escorted to the medical unit where the nurse can discuss the discharge summary, medications, follow up needs and future appointments confidentially.

II. **Detained Residents** - When detained residents are discharged the following procedure will apply:

- A. The Detained Unit staff shall notify the nursing staff each night of pending court dates for the next day.
- B. The nurse will pack up the resident's stored personal medication and if needed, a small supply of SYSC generated medication.
 1. Any leftover medication shall be returned for credit or disposal to the pharmacy.

2. Be careful not to send too much medication especially controlled medications such as Ritalin and Adderall.
- C. The Nurse shall complete a discharge summary in a similar manner as noted above for committed residents. (Exception – Do not need to complete “Discharge Medication Record” Form).
 1. Place a copy in the resident medical record.
 - D. The discharge Summary envelope information shall be complete
 - E. The nurse shall include an authorization for treatment and an OTC list with a request to sign and return if not already completed.
 - F. The nurse shall sign the residential paper work and shall note any watches or safety concerns on the Temporary Physical Custody form that the transporting officer will sign.

Health Authority Signature

Date