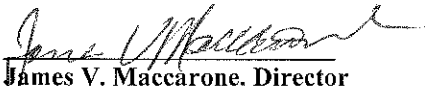


**MISSISSIPPI DEPARTMENT OF HUMAN SERVICES  
DIVISION OF YOUTH SERVICES  
OAKLEY YOUTH DEVELOPMENT CENTER**

<b>Subject:</b> <b>Administration of Medical Treatment</b>		<b>Policy Number: 14</b>
<b>Number of Pages: 3</b>		<b>Section: XI</b>
<b>Attachments</b> Doctor's Order Form XI.14.A	<b>Related Standards &amp; References</b> ACA Juvenile Health Care Performance Based Standards 2009: 4-JCF-4C-10	
<b>Effective Date:</b> 06/09/06 <b>Revised:</b> 03/01/07, 04/22/08, 05/01/11, 08/15/13, 11/01/13 <b>Review Date:</b> 11/1/14, 11/12/15	<b>Approved:</b>  <b>James V. Maccarone, Director</b>	

**I. POLICY**

It is the policy of the Mississippi Department of Human Services, Division of Youth Services, to provide treatment by health care personnel other than a physician, dentist, psychiatrist, or other independent provider pursuant to written standing orders, medical protocols or direct orders by personnel authorized by law to give such orders. (4-JCF-4C-10)

**II. DEFINITIONS**

As used in this policy and procedure, the following definitions apply:

Medical Order: A written or telephone order by a licensed physician/dentist/psychiatrist written on the Doctor's Order Form containing over-the-counter's (OTC) and prescription drugs.

Medical Protocol: Treatment for a specific condition; activated in an emergency situation; may contain both OTC's and prescription drugs, when approved by a physician.

Standing Orders: A listing of preferred treatment for a specific condition, approved by a physician/dentist/psychiatrist, containing over-the-counter (OTC) medication only

**III. PROCEDURE**

**A. Medical/Dental/Psychiatric Orders (4-JCF-4C-10)**

1. The contract physician, dentist, or psychiatrist on the Doctor's Orders Form XI.14.A shall document all written medical orders. Doctor's orders shall be in compliance with state and federal drug laws.
2. All verbal orders from a physician, dentist, or psychiatrist shall be limited to telephone orders. These orders shall be signed on the practitioner's next site visit.

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The nurse initiating a telephone order shall ensure the following is documented in the youth's health record, Doctor's Orders Form XI.14.A and Interdisciplinary Progress Notes XI.8.A:

- Date and time of call
- The name (last name, first name) and title of the person called
- The order given by the person called
- Treatment initiated after the call
- Signature of person taking the call

3. Nurses shall ensure that orders are transcribed properly. Refer to MDYS Policies XI.30-Pharmaceutical Management, and Prescribing Procedures and Documentation, for documentation requirements and medical order transcription guidelines.

**B. Standing Orders (4-JCF-4C-10)**

1. The contract physician/dentist/psychiatrist shall develop standing orders. These orders, developed within the guidelines of applicable state laws, are activated by licensed nurses for treating specific medical problems in the absence of the facility's contract physician.

- a. Standing orders shall be reviewed with the contract physician/dentist/psychiatrist annually changes shall be made as needed.

The contract physician/dentist/psychiatrist's signature shall be on the last page of the orders.

- b. Standing orders shall be reviewed with each licensed nurse annually and as orders are updated.
- c. A copy of the standing orders shall also be located at the Nurses Station.
- d. Any medical complaint not covered by standing orders shall be referred to the appropriate practitioner for evaluation and treatment.
- e. All standing orders shall be reviewed and revised annually by the contract physician/dentist/psychiatrist and the Director of Medical Services.

2. Nurses shall ensure that standing orders are processed properly. Refer to MDYS Policy XI.30, Pharmaceutical Prescribing, Procurement, Administration, and Documentation Procedures for documentation requirements and order transcription guidelines.

- C. Medication or treatment recommendations from consulting physicians shall be approved, disapproved, or changed by the appropriate facility physician. If the practitioner is not present in the facility, he/she shall be notified by phone for a telephone order. The practitioner shall sign the order on their next visit to the facility.**

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1. When a youth is received on medication and/or a prescribed treatment, the current order shall continue pending a physician/dentist/psychiatrist review. The nurse shall notify the facility physician/dentist/psychiatrist with any questions regarding the current order. The physician/dentist/psychiatrist shall be responsible for continuing, discontinuing or "holding" the prescribed medication or treatment.
2. Refer to MDYS Policy XI.30, Pharmaceutical Prescribing, Procurement, Administration and Documentation Procedures for documentation requirements and order transcription guidelines.

E. The Director of Medical Services shall revise this policy as necessary.