

Health Kardex and Unit Treatments

713.1 PURPOSE:

To provide a reference system by which Medical Services communicates health needs for each youth and promotes continuity of care within Juvenile Detention and Assessment Centers (JDACs) and Treatment Facilities (TFs).

713.2 DEFINITIONS:

Health Kardex: A confidential preprinted two-sided patient health information form on durable card stock.

Layperson Terms: Terms that describe a complex or technical issue using language that one without professional training in the subject area can understand and may comprehend the issue.

Medical Instruction/Fact Sheet: A form distributed by Medical Services with specific instructions/facts related to the youth's current health condition.

Treatment Record: A document initiated by Medical Services that includes a current order for treatment and the documentation of its progress.

713.3 GUIDELINES:

- A. All youth shall have a Kardex.
- B. All information contained in the Kardex shall also be contained in the health record for permanent documentation.
- C. The Kardex is solely a confidential communication tool from the medical staff to correctional staff and should not be considered a permanent part of the youth's health record.
- D. All information on the Kardex shall be written legibly, in black ink, and in layperson terms.
- E. All Kardex shall be disposed of in the confidential shredding bin upon the youth's release.

713.4 RESPONSIBILITIES:

- I. Supervising Correctional Nurse I/II:
 - A. Ensure a Kardex is completed for all youth.
- II. Correctional Nurse I/II or Licensed Vocational Nurse (LVN):
 - A. Initiate a Kardex during the intake process.
 - B. Exclude confidential medical information on the Kardex (i.e. HIV positive, STDs).
 - C. Include a start and stop date for all orders.

San Bernardino County Probation Department

Procedures Manual

Health Kardex and Unit Treatments

- D. Enter information on the Kardex when ordered as follows (listed examples include but are not limited to):
 - 1. Health precautions (asthma, pregnancy, seizure precautions, allergies that require the use of Epi-pen).
 - 2. Special instructions (bottom bunk, specific shower instructions).
 - 3. Activity restrictions (bed rest, PE restrictions, non-weight bearing).
 - 4. Special diet (liquid diet, diabetic diet).
 - 5. Unit Treatments (foot soaks, sleep studies, food logs).
 - 6. Medical devices (glasses, crutches, arm slings).
 - 7. Medical alerts (medical watch, medical isolation).
 - 8. Miscellaneous (information that is pertinent to the care of the youth that is not included in any other category).
 - E. Distribute the appropriate treatment record, health tracking tools (e.g. food log) and/or medical instruction sheet to the unit staff as ordered by the Correctional Nurse or physician/provider.
 - F. Initiate a new Kardex in the event the previous form is filled to capacity.
 - 1. Document all active information on the new form.
- III. Health Service Assistant:
- A. Update the Kardex with any medical changes or as ordered by the Correctional Nurse or physician/provider.
- IV. Probation Corrections Officer (PCO):
- A. Ensure all youth have a current Kardex. Notify medical staff in the event it is not located.
 - B. Refer to the Kardex for health information of youth. Do not write on the Kardex.
 - C. Review the Kardex of all youth on the unit for current health information at shift exchange and document the review in CE.
 - D. Review the Kardex of all new youth upon arriving to the unit and document the review in CE.
 - E. Review the Kardex for any new orders/updates when a youth returns to the unit from sick call, medical/dental and all other health appointments.
 - F. Follow instructions on all attached treatment records and/or health tracking tools (e.g. sleep logs, food logs, etc.). Complete the documentation areas on the form as follows:
 - 1. Treatment that was provided.
 - 2. Printed name and signature of the person providing care.
 - 3. The date and time the treatment was provided.

San Bernardino County Probation Department

Procedures Manual

Health Kardex and Unit Treatments

- G. Send the Kardex with the youth when attending on-site medical appointments and unit or facility transfers.
- H. Contact Medical Services for questions regarding treatments or other orders pertaining to the health of the youth.

713.5 ATTACHMENTS:

See attachment: [Health Kardex and Unit Treatments Attachment A \(Lexipol 3-23-21\).pdf](#)

See attachment: [Health Kardex and Unit Treatments Attachment B \(Lexipol 3-23-21\).pdf](#)

Attachments

Health Kardex and Unit Treatments Attachment A (Lexipol 3-23-21).pdf



HEALTH KARDEX

HEALTH PRECAUTIONS	UNIT TREATMENTS	SPECIAL DIET
<p>Medical Treatment Plan(s): <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p>	<p>Type: _____ Start: _____ End: _____</p> <p>Type: _____ Start: _____ End: _____</p>	
SPECIAL INSTRUCTIONS	MEDICAL ALERTS	MEDICAL DEVICES
	<p>Medical Watch: Reason: _____ Start: _____ End: _____</p> <p>Reason: _____ Start: _____ End: _____</p> <p>Reason: _____ Start: _____ End: _____</p> <p>Reason: _____ Start: _____ End: _____</p>	
ACTIVITY RESTRICTIONS	<p>Reason: _____ Start: _____ End: _____</p> <p>Medical Isolation: Reason: _____ Start: _____ End: _____</p> <p>Precautions: _____ Start: _____ End: _____</p>	MISCELLANEOUS
<p>Reason: _____ Type: _____ Start: _____ End: _____</p> <p>Reason: _____ Type: _____ Start: _____ End: _____</p>	<p>Misc Notes: _____ _____ _____ _____</p>	

Name: _____ DOB: _____ PIN: _____ Allergies: _____

Health Kardex and Unit Treatments Attachment B (Lexipol 3-23-21).pdf

