


**MISSISSIPPI DEPARTMENT OF HUMAN SERVICES  
DIVISION OF YOUTH SERVICES  
JUVENILE INSTITUTIONS**

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

**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 written on the Physician'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, containing over-the-counter (OTC) medication only

**III. PROCEDURE**

**A. Medical 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. Medical 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 medical 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 Medical Orders (4-JCF-4C-10)
1. The contract physician shall develop standing medical 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 medical orders shall be reviewed with each licensed nurse annually and as orders are updated.
    - b. A copy of the standing medical orders shall also be located at the Nurses Station.
    - c. Any medical complaint not covered by standing medical orders shall be referred to the appropriate practitioner for evaluation and treatment.
    - d. All standing medical orders shall be reviewed and revised annually by the contract physicians and the Health Services Supervisor.
    - e. The Health Services Supervisor shall forward Standing Orders to the Health Services Coordinator for review.
  2. Nurses shall ensure that standing medical 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 MDYS 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.
1. When a youth is received on medication and/or a prescribed medical treatment, the current medical order shall continue pending a physician/dentist/psychiatrist review. The nurse shall notify the facility physician/dentist/psychiatrist with any questions

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regarding the current order. The physician 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 Health Services Coordinator shall revise this policy as necessary.