

## LCCS POLICY 901

### Communicable Disease and Abuse Screens

<b>Original Issue Date:</b>	7/20/1992
<b>Revision Dates:</b>	2/19/1994, 10/27/1995, 2/1/1999, 9/19/2005, 5/10/16, 11/5/2020
<b>Revision Number:</b>	6
<b>Current Effective Date:</b>	11/5/2020
<b>Obsolete/Combined Date:</b>	2/1/1999 (combined policy # 931,940, 941 into 901)
<b>Reason for Obsoleting/Combining:</b>	
<b>See new Policy #:</b>	

<b>Scope:</b>	Staff of LCCS Health Services, Services Division, and Transportation / Family Visits Unit
<b>Responsibility:</b>	Health Services Supervisor and Nursing Staff
<b>Purpose:</b>	To identify, document and report: <ul style="list-style-type: none"> <li>• The presence of medical problems, including communicable diseases, maltreatment, injuries, and</li> <li>• General physical condition and developmental appropriateness</li> </ul>
<b>Legal Cite:</b>	O.R.C. §§ 5103.03, 5153.16, O.A.C. 5101:2-42-66, 5101:2-42-66.1, 5101:2-42-66.2.

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## **POLICY STATEMENT**

LCCS Health Services Nursing Staff will complete Communicable Disease and Abuse Screens on all children in the custody of LCCS, and on children who are in the temporary custody of a relative.

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## **PROCEDURE**

### **PREPLACEMENT AND CHANGE OF PLACEMENT SCREENS**

A communicable disease and abuse screen will be completed routinely at the following points:

- When a child enters LCCS custody and prior to an initial placement by LCCS into any substitute care setting (e.g. relative home, foster home, group home, free home).
- When moving from one placement to another (see Health Screening Guidelines).
- When a child in LCCS' custody returns from runaway status for over 24 hours.

- When a child living in a relative/ caregiver home comes into the custody of LCCS, even though the child remains with the relative/caregiver.
- When a child is placed in the interim temporary custody of a relative. In such cases the relative who has interim temporary custody must sign a Consent Form prior to the LCCS Nurse completing a communicable disease screen.

LCCS Worker of Record will:

- Call Health Services in advance, to schedule a pre-placement or change of placement screen. For after hour screens notify Security and Security will notify the nurse on-call.
- Accompany the child to the Health Services Department and provide supervision in the waiting area and assistance as needed during the exam.
- Provide the LCCS Nurse with all known information about the child - Medical History, allegation of abuse or neglect, custody status, type of placement, name and phone number.
- Bring in any prescription and/or over the counter medications that the child had been taking or should be receiving to the screen.
- Ensure that the child receives urgent follow-up medical care if indicated by LCCS Nurse.
- Provide the Substitute Caregiver with a copy of the Nursing Physical Assessment Form (#8585-1 and when needed Instruction for Caregiver form (#8009)
- Distribute Placement Packet to caregivers when it is the initial out-of-home placement of a child. Placement Packet includes:
  - Cover letter to caretaker/foster parent and a return envelope
  - Consent for emergency medical/dental care (LCCS 7008)
  - Consent for routine medical/dental care (LCCS 7008)
  - Letter to school personnel (LCCS 8659)
  - Foster home care agreement between LCCS and the substitute caregiver (LCCS 8698) • Relative/free homes agreement (LCCS 8697)
  - Information regarding health check.
- Distribute Lifebook to Substitute Caregivers when it is the initial placement of a child.
- Forward a discharge summary to Health Services when a child is being placed into a substitute care setting directly from a residential facility.

The LCCS Nurse Will:

- Obtain medical history, including allergies, surgeries, hospitalizations and medications, from caseworker and child (if possible)
- Complete an age appropriate head to toe nursing assessment.
- Examine the child for head lice. In cases where nits or lice are found, instructions and directions on treatment should be provided to the caregiver.
- All children with sexual abuse allegations must be referred to LCCS' Medical Consultant.
- Send child to an emergency room if immediate medical attention is needed (e.g., cuts needing stitches, suspected broken bones), the LCCS Medical Consultant or the child's PCP may be contacted for guidance in cases requiring urgent medical attention.
- Take a face photo, for LCCS's records and document child's name, DOB, case # and date picture taken. (See photo procedures).

## **EXCEPTIONS TO PREPLACEMENT AND CHANGE OF PLACEMENT SCREENS**

Communicable Disease Screens **do not** have to be routinely performed by Health Services when a child:

- Has been living in a relative's home and the relative is granted legal custody.
- Is being placed into a substitute care setting directly from a hospital discharge. In this situation a copy of discharge summary and a statement that the child is free of communicable disease must be obtained by the LCCS Worker of Record and forwarded to Health Services. ((Newborn discharge forms are available in Health Services).
- Is being released from Juvenile Detention Center (JDC). If a child has been screened at JDC, the JDC nurse shall complete a Discharge Status form and give it to the LCCS caseworker.

## **PHYSICAL ABUSE SCREENS**

When Workers of record are conducting physical abuse assessments and determine that the child's injury appears to require immediate medical attention they will take the child to the nearest emergency care center, or call 911. The Worker of Record may consult with the LCCS Nurse if in doubt of need for immediate medical attention. The following are situations suggesting the need for immediate medical evaluation and/or treatment.

- Evidence of breathing difficulties
- Profuse or uncontrolled bleeding
- Loss of consciousness
- Obvious fracture
- Serious or fatal injury of a sibling

If the injury does not require immediate medical attention, the Worker of Record will contact Health Services to schedule an appointment for an abuse screen. After hours contact Security and they will page the LCCS Nurse on call.

## **SEXUAL ABUSE SCREENS**

The Worker of Record will question the child to ascertain the time and nature of the sexual abuse. If the child has been sexually assaulted within the past 72 hours, the caseworker will take the child to a hospital emergency room as soon as possible after learning of the assault. In this situation, the Worker of Record should ensure that the child is not bathed, and should save any unwashed clothing worn by the child during or since the assault.

If the sexual abuse occurred more than 72 hours previously, the caseworker must contact Health Services during Health Services hours (8:30 a.m., to 11:00 p.m., Monday through Friday), or call Security at other times to call a nurse. Based on information provided by the Worker of Record, the LCCS Nurse will ascertain when and where the child's physical screen/examination will take place. Depending on the nature of the allegations of sexual abuse, the decision may be to:

- Take the child to the Emergency Room for immediate attention and an examination. The Worker of Record must accompany the child to the emergency room.
- Take the child to the LCCS Medical Consultant's office for an examination. If it is determined that an immediate appointment is needed, the LCCS Nurse will assist in obtaining the appointment. If it is determined that a follow-up appointment is needed within several days, the caseworker is responsible for scheduling the appointment. In either case, the caseworker will accompany the child to the appointment. Prior to the appointment, Worker of Record will complete the Child Abuse Referral form and fax it to the Medical Consultant's office.
- Take the child to the LCCS' Health Services for an abuse screen, either immediately or the next working day.

## **DOCUMENTATION OF FINDINGS**

The LCCS Nurse will:

- Complete the body diagram, in cases where there are physical findings that can be documented on a body chart.
- Take photographs according to Health Services guideline.
- Document findings of communicable disease screens, physical abuse screens and sexual abuse screens on the Nursing Physical Assessment form (LCCS #8585-1) and/or on the nursing notes according to Health Services guidelines.
- File all written documentation and related forms in the child's medical records.
- Contact medical consultant if there is any situation that requires guidance.
- Document the abuse screen on the daily activity log noting that pictures were taken.

## **INSTRUCTIONS TO WORKERS OF RECORD AND SUBSTITUTE CAREGIVERS**

Any follow-up instructions will be given to the caregiver in writing.

The worker of record or visitation personnel who accompanied the child to Health Services will forward the instructions to the child's caregiver.

The Health Services staff will contact the caregiver or worker of record, after waiting an appropriate amount of time, to verify that instructions were followed.

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## **CASE PRACTICE GUIDES**

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## **RELATED POLICIES and FORMS**

LCCS Form #7004 (Abuse Summary and Follow Up) LCCS  
Form #7005 (Description of Abuse)  
LCCS Form #7012-1 (Authorization for Release of Information)  
LCCS Form #8009 (Nursing Physical Assessment Follow-Up Instructions)  
LCCS Form #8530 (Body Diagram)  
LCCS Form #8585-1 (Nursing Physical Assessment)  
LCCS Form #8738 (Consultation Referral)  
LCCS Form #8816 (Consent for Completing a Health History, Physical Assessment and  
Communicable Disease Screen) LCCS  
Placement Packet  
LCCS Life Book  
Child Abuse Referral Form  
Newborn Discharge Form  
Notification of S/A Referral  
Health Screening Guidelines