

# POLICY AND PROCEDURES

NUMBER: 1307

SUBJECT: Sick Call

ACA STANDARDS: 4-ALDF-4C-03

*INTERIM DIRECTOR: Lt. Col. Troy Doyle*

EFFECTIVE DATE: 3/1/90

REVISION DATE: 9/97, 9/98, 8/02, 4/09  
11/13, 12/15, 7/19



## I. POLICY

The St. Louis County Department of Justice Services shall provide inmates the opportunity to be seen by medical personnel on a daily basis.

## II. RESPONSIBILITIES

All St. Louis County Department of Justice Services' Corrections and Corrections Medicine staff are responsible for the following procedures.

## III. PROCEDURES

### A. General Information

1. The Housing Unit Officer will direct all inmates who are on sick call in the housing unit or in the Health Care Clinic not to go to work or use the multi-purpose rooms until seen by the Corrections Medicine staff and/or provider.
2. Inmates on sick call who are escorted to the Transportation Staging area, (waiting for court, etc.) will be seen either:
  - a. In the Transportation Staging area
  - b. When the inmate has returned to his/her living area

- c. At the Corrections Medicine staff's and/or provider's earliest convenience.
3. Any inmate who signs a Sick Call form, (See Attachment #1) or is scheduled for the Health Care clinic but refuses to be seen by the Corrections Medicine staff will sign a Refusal Form. (See Attachment #2) After the inmate signs the Refusal Form, the inmate will be allowed to go to work and/or use the multi-purpose rooms, unless restricted by the Corrections Medicine staff.

**NOTE:** Inmates with contagious diseases are not allowed to refuse an appointment with the Corrections Medicine staff or other medical personnel. If the inmate does refuse, the inmate will be isolated or be placed on medical lockdown as directed by the Corrections Medicine staff from other inmates and staff, until seen by the Corrections Medicine staff or other medical personnel and reclassified.

4. Emergency treatment will take priority over scheduled appointments.
5. The Corrections Medicine Clerk will receive, file and distribute all completed paperwork from the Corrections Medicine staff.
6. The Corrections Medicine staff will schedule all follow-up appointments for the inmates.

B. Sick Call in the Housing Unit

1. Housing unit sick call will be conducted seven (7) days per week.
2. The Housing Unit Officers will give a Sick Call form to all inmates who request to be placed on sick call, prior to Corrections Medicine staff's arrival in the Housing Unit.
3. The Housing Unit Officers will inform inmates to personally give the slip to the Corrections Medicine staff who distributes the 9:00 AM medications. The Corrections Medicine staff in Administrative and Disciplinary segregation at 9:00 AM will be responsible for personally collecting the completed Sick Call forms from the inmates.

**NOTE:** Due to concerns for confidentiality, Correction Officers will not handle completed Sick Call forms at anytime.

4. The Corrections Medicine staff will review all Sick Call forms prior to examining the inmates in the housing unit.
5. The Housing Unit Officer will direct all inmates who have signed up for sick call to prepare to be seen by the Corrections Medicine staff, upon their arrival.
6. No inmates will be seen by the Corrections Medicine staff unless a Sick Call form has been submitted or if the Housing Unit Officer requests that the Corrections Medicine staff examine the inmate, except in emergencies. (See Section D of these procedures)
7. The Corrections Medicine staff will examine one inmate at a time. The Housing Unit Officer will ensure that other inmates do not congregate near the Exam/Interview Room.
8. If an inmate in Direct Supervision submits a Sick Call form and it is determined by the Nurse that the inmate needs to be examined further, a clinic appointment will be made and the inmate will be seen in the clinic.
9. The Corrections Medicine staff will complete the examination and all necessary paperwork, including the Inmate Receipt for Health Services form, (See Attachment #3) before examining the next inmate. If an inmate had dental problems a Dental form will be completed. (See Attachment #4)

**C. Sick Call in the Health Care Clinic**

1. Health Care Clinic sick call will be conducted five (5) days per week. Dental sick call will be held at least three (3) days per week.
- [2. The Corrections Medicine nursing staff will place a list of inmates scheduled for the day in the Integrated Jail Management System (IJMS) for all Housing Unit Officers to refer to.

**NOTE:** The Clinic Officer will check the IJMS to ensure that inmates with conflicts are not sent to the Health Care Clinic together. (See Policy #821 Inmate Conflict/Hot Sheet List)

3. The Clinic Officer will inform the Unit Control Officer on each floor when to prepare and/or send the scheduled inmates to the Health Care Clinic.

4. The Unit Control Officer will direct a movement officer to deliver the scheduled inmates to the Health Care Clinic, in a timely manner. The Clinic Officer will direct a movement officer to return the inmates to their housing units. (See Policy #833 Inmate Movement)
5. The Clinic Officer will place the inmates in the open seating area. The inmate may be placed in a holding cell if the inmate is:
  - a. Housed in an Indirect Supervision Housing Unit.
  - b. On disciplinary restriction in a Direct Supervision Housing Unit.
  - c. Displaying disruptive behavior.
6. The Clinic Officer will monitor the inmates while in the Health Care Clinic.
7. The Corrections Medicine staff, Dental Hygienist or provider will inform the Clinic Officer which inmate is needed.

**NOTE:** Inmates will never be placed or be allowed to remain in a room unattended. If medical personnel are not present or must leave the room, the medical personnel will have the inmate step into the hallway, in view of the Clinic Officer, until the medical personnel returns to the room.

8. The provider or Dentist will complete the examination of the inmate and the Corrections Medicine staff or Dental Hygienist will complete all necessary paperwork before examining the next inmate.

D. Non-Scheduled Sick Call/*Officer Initiated Sick Call*

1. The inmate will inform an officer that he/she is in need of medical attention.
2. The officer will first contact the Corrections Medicine staff in charge of that area. If that staff member cannot be reached, the officer will call the Corrections Medicine staff in the Health Care Clinic and inform him/her of the needed medical attention. The Infirmary or Intake nurse may be called if unable to contact the Health Care Clinic nurse.

3. The Corrections Medicine staff will conduct an examination of the inmate.
4. The Corrections Medicine staff will complete the examination and all necessary paperwork, as in Section B-10 of these procedures.
- [5. *An officer initiated sick call can be submitted to Corrections Medical staff due to officer concerns about an inmate's well-being, even if the inmate is not complaining. The officer submitting the sick call will fill out the sick call form, marking the box to indicate it is a C.O. initiated sick call, and give it to the Housing Unit Supervisor. The Housing Unit Supervisor will give any C.O. initiated sick call slip to Corrections Medical Staff as soon as possible. Sick call forms are available on every floor.]*