

MICHIGAN DEPARTMENT OF CORRECTIONS POLICY DIRECTIVE		EFFECTIVE DATE 02/01/2021	NUMBER 03.04.125
SUBJECT MEDICAL EMERGENCIES		SUPERSEDES 03.04.125 (05/20/2019)	
		AUTHORITY MCL 333.1032, MCL 333.1033, MCL 750.411, MCL 791.203	
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POLICY STATEMENT:

Employees shall provide appropriate and timely response to medical emergencies consistent with the employee's training and the use of universal precautions.

RELATED POLICY:

04.06.110 Deaths: Natural, Accidental, Suicide, Homicide

DEFINITIONS:

- A. Medical Provider: A qualified health professional who is a physician, physician assistant, or nurse practitioner licensed to practice in the State of Michigan.
- B. Qualified Health Professional (QHP): A physician, psychiatrist, nurse practitioner, physician assistant, psychologist, social worker, licensed professional counselor, dentist, or registered nurse who is licensed and registered/certified by the State of Michigan to practice within the scope of his or her training.

POLICY:

GENERAL INFORMATION

- C. For purposes of this policy, "employee" refers to Department employees, employees of other state agencies, and contractual employees whose primary work location is in a correctional facility or Field Operations Administration (FOA) field office, unless otherwise specified.
- D. Central Office and each correctional facility and FOA field office shall have first aid kits available in standardized locations where they will be readily available to employees. Each correctional facility shall also have cardiopulmonary resuscitation (CPR) emergency kits available in standardized locations. The first aid kit and CPR kit may be combined into one kit. The Administrator of the Bureau of Health Care Services (BHCS) or designee shall identify those items required to be included in the CPR emergency kit. However, the kit shall include at least two resuscitation devices and protective gloves. Each Warden and Field Office Supervisor and, for Central Office, the Manager of the Emergency Management Section in the Operations Division, Correctional Facilities Administration (CFA), shall ensure that employees in their respective areas are notified as to the location of all kits, that all kits are inspected at least quarterly, and that non-serviceable items are replaced immediately.
- E. Uniformed custody employees shall carry the approved resuscitation device and protective gloves while on duty. The uniformed custody employees shall inspect the resuscitation device issued to them at least monthly to ensure that the device is serviceable. Non-serviceable devices shall be reported to a supervisor and replaced immediately.
- F. Personal protective clothing and equipment shall be available for employee use, inspected, and replaced if unserviceable as specified in the Exposure Control Plan developed pursuant to PD 03.04.120 "Control of Communicable Bloodborne Diseases."
- G. Department employees, as determined by the appropriate Deputy Director, shall be required to attend training in first aid and CPR. Training shall be made available both as a component of new employee training offered pursuant to PD 02.05.100 "New Employee Training Program" and as mandatory training offered pursuant to PD 02.05.101 "In-Service Training." Medical providers and nurses also shall be trained in first aid and CPR. Dentists, dental hygienists, and dental assistants shall be trained in CPR as part of continuing certification process.

- H. At least one automatic external defibrillator (AED) shall be available at Central Office and each correctional facility. An AED shall be available in the Control Center of every correctional facility, and additional AEDs may also be available in other locations of the facility as determined by the Warden. On-site supervisors and, for Central Office, the Emergency Management Section Manager shall identify employees in their respective areas who shall be trained in the use of an AED. AEDs shall be used only by employees trained in their use. Worksite supervisors and, for Central Office, the Emergency Management Section Manager shall ensure for their respective areas that employees trained in the use of the AED are notified as to its location, that AEDs are inspected at least quarterly, and that non-serviceable AEDs are replaced immediately. Designated staff shall also be trained in how to download information from the AED. Worksite supervisors and, for Central Office, the Emergency Management Section Manager shall ensure that a list of employees in their respective areas who are trained in the use of an AED is available to all employees at that worksite.

MEDICAL EMERGENCIES IN A CORRECTIONAL FACILITY

- I. Whenever a person is determined to be in need of emergency medical attention, employee response to that emergency shall be as soon as possible and in accordance with their training. Employees first upon the scene shall ensure emergency medical assistance is summoned. If available, the AED shall be automatically sent to all medical emergencies. Employees shall initiate emergency first aid as they are qualified to provide as soon as possible, including using the appropriate resuscitation device, unless the victim is clearly deceased and has obvious signs of irreversible death. Once initiated, emergency first aid shall continue until one of the following occurs:
1. Relief is provided by an emergency medical response team.
 2. A QHP verifies an executed Prisoner Advance Directive form (CHJ-233) exists.
 3. A medical provider, emergency medical service provider or registered nurse has pronounced the victim deceased.
- J. A seriously ill or injured person, unless clearly deceased, shall be transported to an appropriate medical facility as soon as their medical condition permits. Movement of a seriously ill or injured person, including mode of transportation, shall be consistent with accepted principles of first aid and as directed by Health Care employees unless there is an immediate physical threat to the injured person (e.g., fire, assault). PD 04.06.110 "Deaths: Natural, Accidental, Suicide, Homicide" shall be followed if the person is deceased.
- K. If a person is found unconscious or unresponsive and correctional facility employees suspect a possible drug overdose due to witness statement(s) of drug use, or the presence of drug paraphernalia in the immediate area, NARCAN (Naloxone) shall be administered in accordance with the employee's training.
- L. In a correctional facility, NARCAN (Naloxone) will be kept in the Control Center in the AED box and in the Mailroom sealed in the first aid kit. Healthcare shall be contacted whenever the medication has been used or expires. Inventory and the checking of expiration date shall be completed quarterly by facility Health Care employees when AED checks are performed. Training on NARCAN (Naloxone) use shall be provided by the facility Human Resources Developer (HRD) to appropriate personnel. Employees need to be aware that possible side effects of NARCAN (Naloxone) use can cause the recipient to become easily angered or annoyed or become agitated and should be prepared to address these symptoms in accordance with their training.
- M. Employees shall immediately call emergency medical services and notify the on-call medical provider when NARCAN (Naloxone) is administered. Employees shall also monitor the recipient and ensure an AED is applied to them until emergency medical services arrives.
- N. The Michigan State Police or other appropriate law enforcement agency shall be contacted if criminal behavior is suspected or whenever personal injuries appear to have been inflicted with a deadly weapon. In such cases, employees shall secure the scene and other appropriate areas, using caution to not disturb physical evidence unnecessarily, until otherwise directed by the Michigan State Police or other appropriate law enforcement agency.

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- O. Medical emergencies shall be reported in accordance with PD 01.05.120 "Critical Incident Reporting - Correctional facilities Administration (CFA)" and PD 06.04.136 "Critical Incident Reporting - Field Operations Administration (FOA) and Reentry Services." Prisoner injuries shall be reported using the Prisoner Injury Report (CSJ-156). Employee injuries shall be reported using the State of Michigan Accident/Illness Report (CS-1836). All other injuries shall be reported using the Visitor Accident Report (CAJ-243).
- P. The Warden shall ensure that an immediate investigation of the circumstances surrounding a medical emergency is conducted. The Internal Affairs Section, Office of Executive Affairs, shall be contacted as set forth in PD 01.01.140 "Internal Affairs," if appropriate.

MEDICAL EMERGENCIES IN FOA

- Q. FOA employees who observe a medical emergency in the office or while on duty in the field shall immediately call 911 for medical assistance.
- R. FOA employees who witness, or suspect, an offender overdose, either in the office or field, shall administer NARCAN (Naloxone), if available, and then immediately call 911 for medical assistance. Employees need to be aware that possible side effects of NARCAN (Naloxone) use can cause the recipient to become easily angered or annoyed or become agitated and should be prepared to address these symptoms in accordance with their training.

MEDICAL EMERGENCIES INVOLVING PRISONER SEXUAL ABUSE

- S. Medical emergencies involving prisoner sexual abuse shall be handled as set forth below and in accordance with PD 03.03.140 "Prison Rape Elimination Act (PREA) and Prohibited Sexual Conduct Involving Prisoners" and the PREA Manual. Upon learning of an allegation of sexual abuse occurring within the previous 96 hours and where forensic evidence may be present, initial employee response shall be as follows:
 1. Non-Custody employees shall immediately notify their chain of command and an appropriate custody supervisor. The non-custody employee shall request that the prisoner victim not take any action that could destroy potential evidence such as washing, drinking, brushing teeth, changing clothes, urinating, defecating, or eating.
 2. Custody employees shall separate the alleged victim and abuser and preserve and protect any crime scene until appropriate steps can be taken to collect any evidence. Custody employees shall ensure that the victim and abuser do not take any action that could destroy potential evidence such as washing, drinking, brushing teeth, changing clothes, urinating, defecating, or eating.
 3. The victim shall be transported to a local hospital for a forensic medical examination.

NOTIFICATION IN CASE OF MEDICAL EMERGENCY

EMPLOYEES

- T. Upon initial hire, each Department employee shall complete an Emergency Notification form (CAJ-184) and enter this information on the MI HR Employee Self Service database. The Department employee shall be responsible for updating this information on the MI HR Employee Self Service database whenever there is a change. Supervisors shall have access to this information for employees under their direct supervision for notification purposes in case of an emergency. The employee's emergency contact person must be at least 18 years of age.
- U. If an employee dies or requires medical care while at work and is physically unable to notify their emergency contact person, a supervisor or, in a correctional facility or an FOA field office, the Warden, field office supervisor, or designee shall immediately notify the emergency contact in person or by telephone. When deemed appropriate, local law enforcement may be asked to provide this notification. All attempts to contact the emergency contact person shall be documented in the employee's Human

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Resources file. Deaths and hospitalizations shall be reported to the Michigan Occupational Safety and Health Administration (MIOSHA) as set forth in the Department's "Occupational Safety and Health Plan" Manual.

OFFENDERS

- V. Each offender received at a reception facility or Special Alternative Incarceration facility (SAI) shall be requested to provide the name and telephone number of a person to be contacted in case of an emergency. The emergency contact person must be at least 18 years of age. Designated employees shall enter this information in the Department's computerized database and document the information on the Basic Information Sheet (CSX-104). The offender shall be responsible for providing the Department with updated information whenever there is a change. The offender will also be offered the ability to update the information during their annual health screen. Designated employees shall enter the updated information in the Department's computerized database and issue and distribute a revised Basic Information Sheet (CSX-104).
- W. The appropriate Warden or field office supervisor or designee shall be notified when an offender dies or, as determined by the medical provider, is seriously or critically injured or becomes seriously or critically ill. The Warden or field office supervisor shall ensure that attempts are made to immediately notify the offender's emergency contact person by telephone or, if contact cannot be made by telephone, by certified mail. BHCS employees shall assist in this process upon request. When deemed appropriate, local law enforcement may be asked to provide this notification. All attempts by Department employees to notify the offender's emergency contact person shall be documented in the offender's Record Office file, or in FOA, in the Department's computerized database.

RELEASE OF INFORMATION

- X. An offender's medical information shall be released only as set forth in PD 03.04.108 "Prisoner Health Information."
- Y. If an offender is transported off-site to a medical care facility, the location of the medical care facility shall not be released to the emergency contact person or others, unless the offender is critically ill, as determined by the appropriate medical provider. Visiting shall be permitted for a CFA/FOA offender only as set forth in PD 05.03.140 "Prisoner Visiting."
- Z. Information regarding a medical emergency shall be released to news media representatives in accordance with PD 01.06.130 "Media Relations."

PROCEDURES

- AA. If necessary, to implement requirements set forth in this policy directive, Wardens, in conjunction with the BHCS Administrator or designee, and the FOA Deputy Director shall ensure that operating procedures are developed or updated.

AUDIT ELEMENTS

- BB. A Primary Audit Elements List has been developed and is available on the Department's Document Access System to assist with self-audit of this policy pursuant to PD 01.05.100 "Self-Audits and Performance Audits."

APPROVED: HEW 01/21/2021