

Child Residents (In Adult Correctional Centres) – Clinical Responsibilities

Policy Number 1.070

Policy Function Continuum of Care

Issue Date 12 August 2021

Summary This policy outlines the responsibilities for Justice Health and Forensic Mental Health Network (the Network) staff in the provision of first aid and mandatory reporting for child residents in New South Wales correctional centres.

Responsible Officer Executive Director Clinical Operations

Applicable Sites

- Administration Centres
- Community Sites (e.g. Court Liaison Service, Community Integration Team, etc.)
- Health Centres (Adult Correctional Centres or Police Cells)
- Health Centres (Youth Justice NSW)
- Long Bay Hospital
- Forensic Hospital

Previous Issue(s) Policy 1.070 (March 2014, January 2018)

Change Summary

- Updated branding
- Updated hyperlinks
- Wording and grammar changes
- Addition of the Networks responsibilities – Child Protection Training

HPRM Reference POLJH/1070

Authorised by Chief Executive, Justice Health and Forensic Mental Health Network

1. Preface

This policy outlines the responsibilities for Network staff in relation to child residents in NSW correctional centres. This policy will ensure compliance with the Network Policy [5.040 First Aid](#) and NSW Ministry of Health (The Ministry) requirements for reporting knowledge of significant risk or harm to the Department of Family and Community Services (FaCS).

Under certain conditions, Corrective Services NSW (CSNSW) policy allows children under 6 years of age to reside full-time with their legal guardian in custody. They also allow occasional residence of children up to the age of 12 years. The Network is not responsible for the provision of health care services to child residents except in emergency situations as it pertains to the Network Policy [5.040 First Aid](#).

Child residents retain full Medicare and social security benefits and access to community health services. Local Health Districts (LHDs) and private medical practitioners provide healthcare services to resident children.

The child's guardian will organise medical attention for a child resident in consultation with CSNSW. CSNSW staff are then responsible for facilitating the child's access to community health providers. This includes provision of equipment, co-ordinated immunisation and family support programs.

This policy applies to Network staff working in correctional centres with child residents.

2. Policy Content

2.1. Mandatory Requirements

In the case of a medical emergency, Network staff must respond to child residents as they would to similar emergencies arising with any person on CSNSW premises according to Policy [5.040 First Aid](#).

In emergencies, the Network staff may be called upon to provide the following:

- Assessment of the nature and urgency of the situation.
- Administration of urgent first aid and completion of an *Emergency Response Form* (JUS060.009).
- Facilitation of the referral of the child to the appropriate community health resource, by ambulance if necessary.
- Facilitation of the referral of a child to an Aboriginal Community Controlled Health Service, where appropriate.

2.2. Implementation - Roles & Responsibilities

2.2.1 Chief Executive

- Must provide managers with the resources to support compliance with this policy and its associated procedures.

2.2.2 Executive Director Clinical Operations

- Must review all reported incidents of non-compliance with this policy

2.2.3 Managers

- Must ensure compliance with this policy and all its associated procedures
- Must bring this policy and its associated procedures to the attention of all Network staff

2.2.4 Network Staff

- Must comply with this policy and all its associated procedures

3. Procedure Content

3.1. Network Responsibility – First Aid

Network staff must provide first aid assistance to child residents in incidences of medical emergencies and facilitate access to the local Accident and Emergency department, via ambulance, if required. If ambulance transport is not required, it is the responsibility of CSNSW to facilitate the child's access to community health providers.

In non-urgent situations, Network staff should advise the child's guardian to consult the appropriate community health resource (local doctor, medical centre, hospital) and CSNSW. The LHD providers are responsible for providing all health needs and equipment.

During the provision of first aid to children, explanation of the procedure should be provided to the parent and the child should remain within view of the parent where possible.

Transgenerational trauma in relation to the forcible removal of children should be considered for Aboriginal parents and children.

Emergency medication must not be administered to children without the authority of a medical practitioner (excluding medication already prescribed). **Network standing orders and Nurse Initiated Medications do not apply for child residents.**

Documentation of the emergency response must be undertaken on an *Emergency Response Form* JUS 060.009. A copy of the *Emergency Response Form* JUS 060.009 must be made available to the external health provider via CSNSW or the parent/guardian. A copy of the *Emergency Response Form* JUS 060.009 must be filed in the front of the health record of the child resident's mother. An entry must be made in the health record progress notes about the incident relating to the child and documenting that the *Emergency Response Form* JUS060.009 has been filed in the health record.

The Nursing Unit Manager (NUM) must advise the Health Information & Record Service (HIRS) that an incident related to a child resident has been documented in a patient's record and which volume this has been recorded in, this will be recorded in the Patient Administration System (PAS) by HIRS for medico-legal purposes. If an injury occurs within a Health Centre the incident must be logged on the *Incident Management System* (IMS+) which should refer to the documentation of the incident in the child resident's mother's health record.

If a communicable disease is suspected or confirmed, the child should be immediately isolated and Network clinical staff must promptly notify the Clinical Nurse Consultant Infection Prevention & Communicable Diseases (CNC IP&CD) during business hours or the After Hours Nurse Manager.

When a Network staff member is informed of a child’s communicable disease, [the Network Infection Prevention and Communicable Resource](#) in Policy [5.070 Infection Prevention and Control](#) must be followed.

Staff who work in centres where children reside must have a valid ‘Working with Children’ background check. Refer to the Network’s Policy [5.015 Child Protection](#) for further information. This requirement must be included in relevant position descriptions. The Network Workforce department keeps a central register of staff with Working with Children checks, and advise Managers when due dates are pending.

3.2. Network Responsibility – Child Protection Training

The Network is required to provide child protection training to all staff working directly with children or with adults who have children in their care. Refer to Policy [5.015 Child Protection](#).

3.3. Network Responsibility – Reporting Child Abuse

As per the Children and Young Persons (Care & Protection) Act 1998, Network staff are responsible for meeting the requirements for mandatory reporting of children and young people who may be at risk. Any Network staff member who becomes aware of a child resident at risk must report as per Policy [5.015 Child Protection](#) for details on the reporting of suspected cases of child abuse.

4. Definitions

Must

Indicates a mandatory action to be complied with.

Should

Indicates a recommended action to be complied with unless there are sound reasons for taking a different course of action.

5. Legislation and Related Documents

Legislation	Children and Young Persons (Care and Protection) Act 1998
JHFMHN Policies and Procedures	1.252 Access to Local Public Health Services 5.040 First Aid 5.015 Child Protection 5.070 Infection Prevention and Control
Network Forms	JUS060.009 Emergency Response Form
NSW Health Policy Directive	PD2013_007 Child Wellbeing and Child Protection Policies and Procedures for NSW