


Chapter:	Health Care	Classification:	Public Document
Subject:	Health Information Upon Admission		
For:	Correctional Facilities	 Authorized by Executive Director	

1. Policy

1.1 Correctional Services will document, transfer and share health information to maintain continuity of care of individuals in custody while ensuring confidentiality.

2. Authority

2.1 The authority requiring the documenting, transfer and sharing of health information is derived from Section 95 of the *Correctional Services Act* and the *Sharing of Health Information Regulations*.

3. Sharing Health Information

3.1 The Health Information Transfer Form ([46.06.00-A](#)) will be completed in accordance with the *Sharing of Health Information Regulations* each time a transferring officer, facility, hospital or health care provider accepts responsibility for the care of the person in custody.

3.2 Where an individual is transferred to a facility and the Health Information Transfer Form has not been completed, the admitting officer will request the transferring officer to complete the form prior to accepting the individual.

3.3 The form and a report detailing the reasons for the absence of the form will be forwarded in accordance with Section 4(2) and (3) of the *Sharing of Health Information Regulations*.


3.4 Additional verbal information provided by the transferring officer not indicated on the report, e.g., TASER or Oleoresin Capsicum used during offender's apprehension, will be documented on the Health Information Transfer Form by the correctional staff admitting the offender.

4. Updating Health Information

4.1 Upon admission, correctional staff will review the information on the Health Information Transfer Form with the individual and update pertinent health information. The purpose of updating the form is to

4.1.1 ensure the ongoing care

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- 4.1.2 address and refer immediate medical conditions
- 4.1.3 identify potential infection control concerns
- 4.2 When the admission is an intermittent sentence, correctional staff will
 - 4.2.1 complete a Health Information Transfer Form upon admission and each subsequent admission for the duration of the intermittent sentence
 - 4.2.2 document the intermittent status of the individual on the top of the form
- 4.3 The Nova Scotia Health Authority or IWK Youth Clinical and Forensic Services utilize the information documented on the form to identify any medical concerns that may need immediate attention prior to completing an initial health assessment.
- 4.4 The individual will be informed by the staff member completing the Health Information Transfer Form
 - 4.4.1 to whom the information will be forwarded and where the information will be stored
 - 4.4.2 that the information on the form will be shared with correctional staff when emergencies occur in the absence of health care staff
- 4.5 The admitting officer will also inform the individual how to access health care services.
- 4.6 The completed original Health Information Transfer Form will be forwarded directly to health care staff and a copy placed on the individual's file.
- 4.7 An individual who indicates, or appears to have, symptoms of an infectious disease is to be isolated until seen by a health services professional, e.g., nurse, physician, public health nurse.
- 4.8 Where twenty-four (24) hour health care is not available, an individual in need of emergency health services during the admission process is to be transported to the nearest emergency room in accordance with local SOP regarding accessing urgent care; see Policy and Procedures, Subject No. 46.00.00, [Access to Health Care](#), Section 2.3.

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5. Health Service Alerts On JEIN

- 5.1 Upon review and update of the Health Information Transfer Form, information collected during the admission that indicates an individual has a health risk that could have an impact on a physical intervention strategy, see Policy and Procedures 37.16.00, Use of Force, Section 7.1, will be document by designated correctional services staff as a Health Services Risk Alert on JEIN, see following examples
 - 5.1.1 Health Service Alert – Taser not to be used
 - 5.1.2 Health Service Alert – Oleoresin Capsicum spray not to be used

6. Transferring Health Information

- 6.1 Health information will be transferred in accordance with Policy and Procedures, Chapter 27, Transfers Between Provincial Correctional Facilities.

7. Standard Operating Procedures

- 7.1 Superintendents will develop standard operating procedures that identify
 - 7.1.1 admitting procedures for completing the Health Information Transfer Form
 - 7.1.2 correctional staff responsible for activating Health Services Risk Alerts on JEIN