

# ATLANTIC MEDICAL IMAGING

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## POLICY STATEMENT AND PROCEDURAL GUIDELINES

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### CATEGORY:

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#### **Subject: Unaccompanied Minors Safety Policy**

#### **Purpose:**

This policy establishes requirements and procedures for preventing situations in which minor children are left unaccompanied in waiting areas at Atlantic Medical Imaging facilities.

#### **Policy:**

#### **Scheduling confirmation message notification for Adult Patients Bringing Minors**

Confirmation messages that are sent after exam scheduling will include: "Please refrain from bringing **minor** children to your appointment, as we do not have the facilities or staffing to supervise them."

#### **Scripting to be used if patient asks whether children can accompany them**

- "For safety reasons, children cannot be left alone in our waiting rooms while you are having your exam or procedure. If you bring a child, another responsible adult (18 or older) must stay with them in the waiting area while you are in your exam."
- If the patient cannot bring a responsible adult, state: "Because we can't leave children unattended, we may need to reschedule your appointment for a time when another adult can accompany you and stay with your child."

#### **Procedure:**

#### **When an Adult Patient Arrives with a Minor**

This procedure applies when an adult patient presents for an appointment accompanied by a minor child.

- Calmly acknowledge the patient's arrival and the presence of the minor; avoid blaming language.
  - Example: "I see you've brought your child with you today. Is there a responsible adult who can stay with your child while you have your exam?"
- If not, Front desk staff should restate the policy using clear, neutral language.
  - Example: "For safety reasons, children cannot be left alone in the waiting room while you are in your exam, and our staff cannot supervise them."
- Explain the acceptable options, such as: (1) another adult staying with the child in the waiting area; (2) rescheduling the appointment to a time when a supervising adult can accompany the child; or (3) if feasible and clinically appropriate, waiting until a supervising adult arrives.
- If appropriate, front desk staff will notify the site supervisor/manager (or designee) to assist with the discussion and decision.
- The supervisor/manager evaluates factors such as the urgency of the exam, the age and needs of the child, anticipated exam duration, and staffing levels before determining whether proceeding is safe and permissible under this policy.

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- If no supervising adult is available, and the exam is non-urgent/elective, the default action is to reschedule the appointment to a time when a supervising adult can accompany the child.
- If the exam is urgent and delaying could negatively affect patient care, the supervisor/manager consults with the ordering provider or on-call provider to determine whether an exception is clinically warranted and what additional safety measures may be needed. Any exception must be documented and approved per organizational guidelines.

Document the encounter in the patient's record and/or incident reporting system, including that the policy had been previously communicated; that the patient arrived with a minor; the options presented; the final decision (proceed, wait for another adult, or reschedule); and any behavioral concerns or safety issues.