

MEDICATION SERVICES

STANDARD NO(S):

NYSSA#: 127, 135

DATE:

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REFER TO:

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I. OBJECTIVE:

To establish the Seneca County Correctional Facility's policy and guidelines for the receipt, storage, delivery, return and destruction of medications ordered by the Facility Physician and the training of corrections staff assigned to administer such medication and the procedure for such administration.

II. POLICY:

It is the policy of the Seneca County Correctional Facility to ensure that all medications are given (delivered), as ordered by the physician, by licensed nurses or trained correction officers.

III. DETAILS:

A. DEFINITIONS:

Controlled Substance –

Any medication requiring a written prescription listing the prescribing physician or dentist's assigned Drug Enforcement Administration Number.

DEA (Drug Enforcement Administration) Controlled Substances –

Drugs identified pursuant to the Federal Controlled Substance Act listed in Schedules I-V

Dispensing –

Placing of one or more dose's of prescribed medication into containers that are labeled to indicate the name of the patient, contents and other vital information.

Disposal –

Destruction of medication after its expiration date or when retention is no longer necessary or suitable.

Formulary –

A written list of prescription and non-prescription medications.

Medication Accounting –

The act of recording, summarizing, analyzing, verifying and reporting medication usage.

Medication Distribution –

System for delivery, storage and accounting for drugs from the source of supply to the patient.

Procurement

Is the system for ordering medications for the facility

Disposal –

Is (a) the destruction of medication on its expiration date or when retention is no longer necessary or suitable or (b) upon the discharge of the user from the facility, its destruction or provision to the former inmate (in line with continuity of care principle).

Medication Administration –

Is the act in which a single dose of an identified drug is given to a patient.

B. The Seneca County Correctional Facility will -

1. Have a formulary in place specifically developed to serve the facility
 - a. Will be updated as appropriate
 - b. Will include non-legend medications
2. Have prescription practices which require:
 - a. Psychotropic medications are prescribed only when clinically necessary
 - b. “Stop Order” time periods for all controlled substances and narcotics.
3. Have procedures for receipt, dispensing, administration or distribution of medications.
4. Ensure maximum security storage and periodic inventory of all controlled substances.

C. All prescription medications will be ordered by the facility medical staff from the Seneca County Correctional Facility’s contracted pharmaceutical vendor, or when needed from a local pharmacy.

D. The Facility Physician will -

1. The Facility physician will be knowledgeable of and will follow the facility formulary.

2. Utilize generic medication whenever possible.
3. Prescribe or authorize psychotropic medications only when clinically necessary.
4. Discourage the long-term use of minor tranquilizers and analgesics unless clinically indicated.
5. Ensure that all verbal prescriptions are signed as soon as possible after authorization is given.
6. Have an automatic “Stop Order” or periodic review of all DEA Controlled substances prescribed.
7. Ensure the administration of medications will occur upon the order of a physician, dentist or other authorized medical clinician.

E. Receipt of Pharmaceuticals/Supplies by Corrections Staff –

1. Facility Medical Staff and Shift Supervisors will be the only individuals authorized to accept and sign for pharmacy delivered medications.
2. The person receiving any pharmacy delivered medication will be required to verify such medication against the delivery sheet, including quantity, medication name, dose, and inmate name. Any discrepancies will be addressed with the pharmacy’s delivery person at that time.
3. **Only supervisors are authorized to** receive any medications being delivered to the facility by family members of newly committed inmates. **The receiving supervisor** will document in the shift log, the name of the family member delivering same. The **supervisor** receiving such medication will verify the quantity, medication name, dose, and inmate name. **The supervisor will contact** the Facility Nurse immediately via telephone, **or in person, if such Facility Nurse is on-duty** regarding such receipt of medication from a family member. The facility nurse or physician must personally verify any medication before use. If the facility nurse or physician is unable to personally verify a medication that is needed for an emergency situation such inmate will be taken to the emergency room.
4. All medications received will be secured in the facility Pharmacy.

F. Storage of Pharmaceuticals –

1. All inmate medications will be stored under the proper conditions to include:
 - a. sanitation

- b. temperature
 - c. light
 - d. moisture
 - e. ventilation
 - f. segregation
 - g. security
2. Disinfectants, antiseptics and other drugs for external use will be stored separately from internal and injectable medications
 3. Medications requiring refrigeration will be stored in the medical facilities refrigerator.
 4. All DEA controlled substances, needles, syringes and other medical items likely to be abused will be stored in the medical unit's pharmacy in a locked cabinet.

G. Unused/Outdates Pharmaceuticals –

1. All unused inmate medications, except for controlled substances will be returned for reimbursement to:

HealthDirect
Institutional Pharmacy Services
515 Stewart Drive West
Syracuse, New York 13212

2. The Seneca County Correctional Facility will not store any medication that is outdated, discontinued or recalled. Controlled substances will only be stored until such time as written authorization for destruction is received from the Bureau of Narcotics

IV. Medication Administration by Correctional Staff -

- A.** Certain Corrections Officer approved by the Chief Administrative Officer may deliver medications to appropriate inmates at the prescribed times, provided they have received training by the Facility Medical Staff to include, but not be limited to:

1. Proper identification of the inmate
2. Cross referencing of inmate and the inmates prescribed medication
3. Proper ingestion of medication by the inmate
4. Proper recording on approved medical facility forms of inmate medication delivery (Medication Administration Record)
5. Proper recording on facility forms any refusal of prescribed medication
6. How and when to notify medical staff of medication discrepancies.

- B.** Procedure for administering medications to inmates by Corrections Staff:

1. Wash your hands.
2. Check medication cart for supplies.
3. Avoid distractions or interruptions during the passing of medications.
4. Read label on the medication three (3) times before administering.
 - a. Read label when taking off the cart
 - b. Read label before giving medication
 - c. Read label again when returning the medication to the cart
5. Shake all liquids well.
6. Inmates are to line up in an orderly fashion and will swallow their medication with water from a see through container. If the container is see through this prevents inmates from faking they have water in a cup, then cheeking the medication.
7. Always identify the inmate by asking him/her their full name. Many inmates have the same last name. Always clarify first and last name.
8. Each Nurse or Correction Officer will check the five (5) rights prior to passing a medication.
 - a. Right Person
 - b. Right Drug
 - c. Right Route i.e.: oral, topical, suppository, patch
 - d. Right Dose
 - e. Right Time
9. Medications can be dispensed right into small medication cups. They do not have to be touched when using this method. Some inmates prefer you pop them right onto their hand. Either way, you are not handling the medication.
10. A mouth check is required after every medication is swallowed. Remain in front of the inmate while this is being done. Never allow an inmate to take a medication and walk away from you before the mouth check is complete. Watch the inmate's hands, sometimes they hide a pill under their thumb or quickly slide a pill in their pocket.
11. If an inmate is caught cheeking, palming or hoarding medications this is to be reported to the shift supervisor and to the medical unit. Medical may order the specific medication to be crushed or the Facility Physician may choose to discontinue the medication or order it in a different form or float it in water. If there is some doubt if a medication can be crushed, the pharmacy will be consulted. Medications that have special coatings or are time released can not be crushed. The medical department will note on the med sheet if a medication has to be crushed for any reason.
12. The medication cart and room will be kept locked and clean and will be stocked prior to the medication pass.
13. The medication cart is to be kept in the Correction Officer's view (or nurse) or it should be locked when on rounds. When on rounds, no inmate is to touch the cart or remove anything off the top/or inside of the cart.
14. A sharps disposal box will be on the medication cart and if an inmate has to dispose of an insulin syringe or lancet, he/she will place it in the

sharps container. He/she will not hand it back to the officer or nurse. This will prevent needle sticks from a contaminated needle.

15. All controlled substances not in current use will be contained in a double locked cabinet hung on the wall in the pharmacy. Narcotics in current use will be double locked in the medication cart. There will be a complete count daily. Count will be done shift to shift and verified between two Corrections Staff.
16. After the medication pass is complete, the medication cart will be returned to the medical department. Make sure it is clean and restocked.