

HEALTH SERVICES POLICY & PROCEDURE MANUAL

North Carolina Department Of Correction
Division Of Prisons

SECTION: Care and Treatment of Patient -
Medication Administration
POLICY # TX II-4

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SUBJECT: Medication Procurement and Returns

EFFECTIVE DATE: April 2012
SUPERCEDES DATE: October 2007

References

Related ACA Standards

**4th Edition Standards for Adult Correctional
Institutions 4-4378**

PURPOSE

To provide guidelines for obtaining and returning medications.

POLICY

Medications shall be obtained as soon as possible to begin administration in accordance with **providers'** orders. Medications shall be returned after assessment of an inmate's current therapy when the medication is no longer prescribed under the criteria of the 5 Rights of Medication Administration.

PROCEDURE

I. Division of Prisons Pharmacies

A. Medication Procurement

1. Health care personnel in the correctional facility shall be responsible for promptly sending all medication orders to a Division of Prisons' Pharmacy. Medication orders written on approved DC physician order forms may be sent by facsimile, courier, delivery by authorized personnel, or pneumatic tube. Approved DC physician order forms are:
 - Mental Health Physician's Orders (DC-392)
 - Provider Progress Notes (DC-752)
 - HIV/AIDS Clinical Progress Note (DC-752 B)
 - Same Day Surgery Progress Note (DC-752 D)
 - Provider Orders (DC-834)
 - Surgery Order Sheet (DC-834 A)
 - Infectious Diseases Clinic Orders (DC-834 D)
 - Discharged Medications and Instructions From Inpatient Setting (DC-834 E)
 - Surgical Discharge Orders (DC-896)
 - Mental Health Inpatient Admission Orders (DC-907)

Orders written on a Consultation/Referral Form (DC-767) are considered recommendations for therapy and must be transcribed or rewritten on the DC-752 or DC-834 by the physician or extender at the facility. The facility physician or extender can make the note on the DC-752 or the DC-834 that the order is "per Dr. ____ (the consultant)" to indicate that he/she did not initiate the order.

A DOP Pharmacy shall be responsible for issuing chronic disease and mental health medication refills using the Medication Refill Tracking System (MRTS) unless the medications are listed as a nursing refill request medication due to the expense of the medication or the monitoring required for the therapy.

2. Nursing shall be responsible for requesting medication refills such as insulin, injections, DOT medications, controlled substances, nasal inhalers, ophthalmic preparations, tramadol, and chronic disease medications determined by nursing to be a "CRITICAL" need per nursing refill protocols.
3. Nursing shall be responsible for requesting medication refills for inmates ineligible to participate in the Inmate Medication Refill Request System.

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4. Inmates shall be responsible for requesting medication refills in accordance with the terms of the Health Services Policy and Procedure Manual, Policy TX II-18, Inmate Medication Refill Request System.
5. Refill requests shall be sent by facsimile, courier, or delivery by authorized personnel to a Division of Prisons² Pharmacy. Nursing must allow a minimum of five (5) days for the DOP Pharmacy to process the refill request and return the medication to the facility.
6. Inmates may be issued their refill medications up to 5 days before their current supply **is** depleted, which may result in the inmate having two bottles of medication totaling up to a 35-day supply.

B. Medication Returns

1. Discontinued medications that are not current therapy for the inmate shall be returned to a DOP Pharmacy within 7 days.
2. Medications that do not meet the criteria of the 5 Rights of Medication Administration shall be returned to a DOP Pharmacy within 7 days. The 5 Rights of Medication Administration are right inmate, right drug, right dose, right time/frequency, and right route of administration. Medications that meet the criteria of the 5 Rights of Medication Administration shall be maintained at the facility and administered to the inmate, even though a renewal order has been written that changes the Rx number, start date, and stop date. This procedure applies to controlled substances and non-controlled medications.
3. Medications shall be appropriately packaged in a sealed box and labeled for return to a DOP Pharmacy.
4. Medications which have not been in an inmate's possession shall be boxed separately and labeled "Not in Inmate's Possession".
5. Medications shall be returned by the pharmacy courier, officer delivery, or courier mail.

C. Rx Overstock Report

1. **Overstock** medications shall be reviewed daily as part of the order receiving process.
2. Report **overstock** medications on the *Rx Overstock Report* if two or more refills are available at the facility. For self-administration medications (SAM), the SAM stamp documentation on the Medication Administration Record (MAR) supplies the information for determining the current overstock at the facility. For direct observation therapy (DOT) medications, the nursing staff must visually verify the current overstock at the facility.
3. Fax the completed *Rx Overstock Report* to a DOP Pharmacy. The pharmacist will note the overstock in the computerized dispensing system and postpone issuance of the medication until the date given by the facility.

II. Starter Doses from Other Facilities

1. Starter dose medications may be obtained from a nearby facility if authorized personnel or medication are not available at their facility. The facility obtaining the starter dose must provide a copy of the physician order to the facility providing the starter dose.
2. Facilities may not obtain medications from Documed systems within the in-patient facilities.

III. Contractual Pharmacies

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1. Drugs required for immediate use such as analgesics, antibiotics and other medications deemed critical for medical treatment by the attending clinician may be obtained through a local pharmacy if not available from the starter dose program or facility stock.
2. For a long-term therapy medication required immediately, the attending clinician will write two medication orders:
 - a. One medication order shall be written for up to a ten (10) day supply of medication that the facility can obtain locally.
 - b. An additional medication order shall be written and forwarded to a Division of Prisons Pharmacy to maintain the drug therapy.

Paula Y. Smith, M.D.

4/23/12

Paula Y. Smith, MD, **Chief** of Health Services

Date

SOR: Director of Pharmacy