

HEALTH SERVICES POLICY & PROCEDURE MANUAL

North Carolina Department Of Correction
Division Of Prisons

SECTION: Care and Treatment of Patient -
Medication Administration

POLICY # TX II-6

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SUBJECT: Inmates Transferred on Medications

EFFECTIVE DATE: February 2012
SUPERCEDES DATE: September 2005

References

Related ACA Standards

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

PURPOSE

To provide guidelines on dealing with inmates who are transferred while on medications.

POLICY

If needed, inmates will receive medications in transient to new facility. Inmate's medication will be transferred with the inmate from facility to facility.

PROCEDURE

A. Routine medication transfer

1. Using clinical judgment;

- a. The licensed nurse may administer morning dosages of medications prior to transport, even if earlier than one hour prior to the scheduled dose.
 - b. Medication Technicians may administer the medication as directed by the licensed nurse. For facilities without 24 / 7 nursing coverage, the facility nurse may envelope morning doses for the sending facility medication-trained correctional officer to deliver prior to transport. Administration of the medication will be documented on the appropriate Medication Administration Record (MAR).
2. The facility nurse will place the inmate's medication on hand in the medication transfer envelopes. The DC-175 MAR will be placed in the Outpatient Health Record in front of Section VI. If the Health Record is not available, place the DC-175 inside the medication transfer envelope. For controlled substances, see Health Services policy TX II-12.
3. The envelope shall be secured and the Outpatient Health Record prepared for transfer.
- a. If the inmate has large quantities of medications, the nurse shall place the medications in the appropriate number of medication transfer envelopes and document accordingly, one of three, two of three, etc.
 - b. Once secured, the envelope must show:
 1. the inmate's name,
 2. OPUS number,
 3. facility destination,
 4. the time the next dose of medication is due.
 - c. A responsible individual then sends the medication and Outpatient Health Record to the facility receiving area for processing where the envelopes are checked for documentation and destination.
 - d. The medication envelopes will be given to the Bus Officer for storage during transport.

B. In Route Medication Dosages and Administration

Not all inmates are on the road for the same period of time. Some will travel a greater distance and arrive later in the day at their destination. It is the responsibility of the facility nurse to determine those inmates who have an ordered dose of medication due during transport. Bus Officers do not deliver medications in-route.

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1. The following are guidelines for inmate's medication transfer packaging and administration:
 - a. Special attention will be given to the following medications:
 1. Chronic diseases/life sustaining
 2. Pain
 3. Psychotropic
 4. Patients on controlled substances
 5. Any "life sustaining" medication (i.e. anti-hypertensive, cardiovascular drugs, diabetic medications, anticonvulsants, analgesics, anti-asthmatic preparations).
 - b. Clinical judgment permitting, some non-controlled, non-injectable medications are appropriate for inmate self-administration. The nurse shall prepare the inmate's daily dose of each medication in separate envelopes for self-administration. Inmates on self-medication should keep any medication that needs to be taken during the bus ride on their person. The inmate should keep the remaining medication with their personal property.
2. For inmates who require an "in route" dose of direct observation medication, nurses must consider the travel time and estimated arrival at the bus terminal. The facility nurse will prepare the medication for transfer by placing it in the medication transfer envelope, documenting and securing it appropriately, as noted above. Do not pre-package (envelope) medications for the Bus Terminal Nurse.
3. The facility nurse or correctional officer will place the inmate's medication, Outpatient Health Record, and Field Jacket into an oversize red bordered special transfer package which shows that an "in route" medication is to be given. The red bordered envelope is only used when an "in-route" dose of medication is needed.
 - a. The special transfer packages are placed in the bus in a separate place from the regular records.
 - b. The bus officer will deliver the special packages to the Bus Terminal Nurse.
 - c. The Bus Terminal Nurse will log the packages in and prepare the medication for administration.
4. Once the medications are ready for administration, the Bus Terminal Nurse will prepare a list of inmate names who will receive medications, and give it to the Transfer Terminal Officer in Charge. The officer will call those inmates for the med pass. The Bus Terminal Nurse will administer the medication and document such on the appropriate MAR.
5. When the medication pass is complete, the Bus Terminal Nurse finalizes all documentation, re-packages the medication envelope, the Outpatient Health Record, and Field Jacket. The Bus Terminal Nurse will then give them to the Terminal Transfer Officer.
6. The Bus Officer will be responsible for ensuring the delivery of the medication envelopes to their final destination.

2/20/12



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Date

SOR: Director of Nursing
Director of Pharmacy