

# HEALTH SERVICES POLICY & PROCEDURE MANUAL

North Carolina Department Of Correction  
Division Of Prisons

SECTION: Care and Treatment of Patient -  
Medication Administration

POLICY # TX II-2

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SUBJECT: Inmates Initially Received into the System  
with Their Medication

EFFECTIVE DATE: January 2012  
SUPERCEDES DATE: November 2008

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## References

**Related ACA Standards**

**4<sup>th</sup> Edition Standards for adult Correctional  
Institutions 4-4362**

## PURPOSE

To provide guidelines on handling medications in the inmate's possession upon admission at the processing centers.

## POLICY

Inmates will not be allowed to retain their medications until reviewed, identified, and approved by the appropriate medical authority.

## PROCEDURE

1. Inmates received at diagnostic centers/ processing centers with medication from outside providers in their possession will be required to give those medications to the receiving officer.
2. The medical staff will count and record the amount on the Medication Administration Record (DC-175, DC-175A).
3. Inmates will be allowed to retain their medications for use after they have been reviewed, identified, and approved by the appropriate medical authority. Appropriate labels from the dispensing pharmacy must be affixed to the vials/containers for the drugs. Liquid formulations must be confiscated because they can not be identified by unique markings. A valid order must exist on the DC-752 or DC-834 for the medication.
4. Controlled substances, psychotropics or mental health drugs, anti-tuberculosis drugs, or drugs designated for administration by direct observation therapy by policy must not be returned to the inmate's possession. If these drugs are appropriately identified as described above and a valid order exists for the administration, they may be retained by the medical staff for administration.
5. Medication not allowed in the inmate's possession by policy or because it was inappropriately labeled should be placed in the drug storage area of the facility and sent to the appropriate DOC pharmacy for destruction.
6. The names and strengths of the medications and the instructions for taking the drugs as written on the label will be transcribed on the Physician's Order Sheet (DC-752 or DC-834-0) using information provided by the jail medical staff or the label affixed to the original container as the source of an order. This information will be signed immediately by the person who transcribed it. The medical provider must review this information and sign as the valid order within two (2) weeks of the inmate's admission into the facility.

*Paula Y. Smith, M.D.*

1/31/12

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Paula Y. Smith, MD, Director of Health Services

Date

SOR: Director of Pharmacy