

HEALTH SERVICES POLICY & PROCEDURE MANUAL

North Carolina Department Of Correction
Division Of Prisons

SECTION: Care and Treatment of Patient -
Medication Administration

POLICY # TX II-10

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SUBJECT: Documentation of Medication Administration

EFFECTIVE DATE: March 2013
SUPERCEDES DATE: February 2012

References

Related ACA Standards

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

PURPOSE

To provide guidelines for documenting medication administration.

POLICY

Documentation of medication administration is a critical component of the health record. It serves as a record of treatment and is a legal document used frequently to prove or disprove adequate and appropriate care.

PROCEDURE

- A. The Division of Prisons uses several different medication documentation forms. Patient status generally determines the specific form to use (i.e., inpatient or outpatient) and the type or types of medication programs (i.e., Daily Self-Administration (DSA), Direct Observation Therapy (DOT), Self Administration-Medication Program) in which the inmate is participating. Medication Administration Documentation Forms are as follows:
1. Medication Administration Record, DC-175 - The required documentation form for inmates receiving non-controlled medicines via the Daily Self-Administration and/or Direct Observation Therapy methods.
 2. Controlled Substance Medication Administration Record, DC-175A - The required documentation form for all controlled substance administration.
 3. Inmate Self Administration-Medication Program Instructions and Agreement Form, DC-762 -The required documentation form for inmates receiving medicines through the Self Administration-Medication Program.
- B. Documentation Instructions
1. Medication Administration Record (DC-175)
 - a. the form shall include the following information:
 1. inmate name, OPUS number, date of birth
 2. allergy status
 3. medication start and stop dates
 4. medication name and strength (dosage)
 5. administration instructions – including route and frequency
 6. administration times
 7. current month & year
 8. facility name/number
 9. quantity received
 10. origination Date
 11. RX #
 12. last issue date for self-medications
 13. DC762 agreement signed date
 14. provider name

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- b. The individual administering the medication will enter his/ her first and last name initials in the box for that date and time. This person will also legibly complete the initials and signature sections, with first name, last name, and title. Officers who deliver enveloped medications while the inmate is away from the facility will sign the original Medication Administration Record (DC-175 or DC-175A) upon return to the facility.
 - c. Guidelines for entering initials in MAR date and time boxes:
 1. Individual administering medications enters their first name and last name initials.
 2. The letter "S" means the inmate self-administered his or her medicines.
 - (a) The letter "S" is used when medications are prepared ("enveloped") for the inmate to self-administer, such as for home leave, work release, or Daily Self-Administration (DSA).
 3. The letter "A" with a circle around it means the inmate was absent or failed to report at the designated place and appropriate time for his or her medicines.
 4. The letter "R" with a circle around it signifies the inmate refused his or her medicine for a specific day or time. Inmate referral form should be completed and properly filed in the chart.
 5. The letter "O" with a circle signifies "other" and requires a comment.
 6. The Letter "H" with a circle means the inmate's medication was placed on hold by the provider.
 - d. While inmates are on medication therapy, the facility health authority will keep the Medication Administration Record (DC-175) alphabetically in a binder, labeled specifically for these records. Easy retrieval of active medication administration records is essential.
 - e. The Medication Administration Record (DC-175) will be filed in the inmates Outpatient Health Record Section VI upon completion of the prescribed medication regimen. Each facility will also establish procedures to ensure that active Medication Administration Records are retrieved and placed in the Outpatient Health Record when an inmate is transferred, released, or paroled.
2. Controlled Substance Medication Administration Record (DC-175A) - The instructions for using this form are available in Policy TX II-12.

C. Medication Absences and Refusals

1. Rare absences or refusals can be expected and are to be documented as previously stated. Medication Technicians will notify the licensed nurse and prescriber of such inmate absences or refusals. However, if they recur regularly and become a pattern, or if they exceed two consecutive doses.
2. Facility Health Authority will counsel an inmate who exhibits a pattern of continued absences or refusals, with his/her noncompliance reported to the prescriber.
3. An inmate who is absent for, or refuses, his/her medication repeatedly will be counseled and, if unsuccessful, requested to sign a DC-442, Refusal of Medical Care Form.
4. A copy of any completed refusal report will be sent to the prescriber.



3/29/13

Paula Y. Smith, Director of Health Services

Date

SOR: Director of Nursing