

<p>GEORGIA DEPARTMENT OF CORRECTIONS</p> <p>Standard Operating Procedures</p>		
<p>Policy Name: Health Related Commissary Items</p>		
<p>Policy Number: 507.04.51</p>	<p>Effective Date:4/11/2018</p>	<p>Page Number: 1 of 4</p>
<p>Authority: Commissioner</p>	<p>Originating Division: Health Services Division</p>	<p>Access Listing: Level I: All Access</p>

I. Introduction and Summary:

Offenders will be provided opportunities to purchase health related items in the commissaries. This procedure is applicable to all facilities that house state offenders to include private and county prisons.

II. Authority:

A. Georgia Department of Corrections (GDC) Standard Operating Procedures (SOPs): 206.01, Offender Personal Property Standards; 407.02, Offender Store Account Guidelines; 507.04.43, Medication Distribution System; and 507.04.78, Pharmacy & Therapeutics Committee;

B. National Commission on Correctional Health Care (NCCHC): P-F-01- Healthy Lifestyle Promotion (2014 Adult Standard), Y-F-01- Health Education and Promotion (2015 Juvenile Standard); and

C. ACA Standard: 4-4361.

III. Definition:

Self-Care - Care for a condition that can be treated by the offender and may include over-the-counter medications.

IV. Statement of Policy and Applicable Procedures:

A. Self-Care Items available through the Commissary:

1. There are health conditions which either do not represent disease processes or are so mild that if the person resided in the community would most likely self-treat by going to a drug store. Often these conditions result in the offender seeking medical evaluation and advice. These conditions include but are not limited to:

- a. Dry skin;
- b. Mild dandruff;
- c. Mild acne;
- d. Sunburn;

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- e. Athlete's foot;
 - f. Hemorrhoids;
 - g. Constipation;
 - h. Diarrhea;
 - i. Common Cold; and
 - j. Minor Allergies.
2. Offenders may access over-the-counter medications by purchasing them at the offender commissary or through the sick call process when the clinical assessment supports the use of the medications. Refer to the Over the Counter Medication Commissary Product List (P35-0005-01) available on the GDC Captiva Web site for the approved list of medications.
 3. During sick call encounters, if the health care provider finds no clinical indication for using over-the-counter (OTC) medications, the provider is not obligated to provide them. Health care providers should educate offenders regarding the types of OTCs available in the commissary and what conditions they are used for. The health care providers should emphasize that in most cases it will be cheaper to purchase OTCs in the commissary than to obtain them using the sick call process.
 4. However, if clinical indications exist, the offender should be provided OTC medications and not be instructed to purchase them in the commissary. Offenders who are indigent will access OTC medication through the sick call process.
 5. The offender will be permitted to purchase items and maintain them in their possession. Possession of items purchased in the commissary will be limited to one (1) full tube/container and one partial container of each item at any given time. Offenders classified as Mental Health Level III or above will not be able to purchase OTC medications from the commissary.

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6. Maintenance, Orientation and Work release residents residing at Transitional Centers will be allowed to purchase medications from a local store in accordance with the Over the Counter Medication Commissary Product List (P-35-0005-01), available on the GDC Captiva Web site). Residents can also be seen by a nurse using the sick call process, and if medically appropriate, will be provided OTC medications in accordance with the GDC Nursing Protocol. Indigent residents will be seen using the sick call process.
7. A supply of certain OTC medications will be kept in the housing units to be administered as needed by the correctional officer to the offender. The following items will be supplied:
 - a. Acetaminophen 325 mg., two (2) Tablets every four (4) hours, not to exceed twelve (12) tablets in a 24-hour period; and
 - b. Mylanta liquid or tablets, 15 cc (3 tsp.) four (4) times a day or two (2) tablets, four (4) times a day.
 - c. Correctional officers will maintain a separate log book for the purpose of documenting OTC medications that are issued to offenders. The officers will record the following information in the log:
 - i. Date;
 - ii. Time;
 - iii. Offender name;
 - iv. State ID number;
 - v. Medication issued; and
 - vi. Quantity issued.

Note: Log books will be kept in accordance with records retention period for General Daily Activity Log Books, which is four (4) years.

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8. No additional health related items will be kept in the commissary. Requests for additions to the Over the Counter Product Commissary List (P-35-0005-01) will be forwarded to the Statewide Pharmacy and Therapeutics (P & T) Committee for consideration in consultation with the appropriate Operational Division.

V. **Attachments:** None.

VI. **Record Retention of Forms Relevant to this Policy:** None.