

DEPARTMENT OF HUMAN SERVICES
DIVISION OF JUVENILE JUSTICE SERVICES
POLICY AND PROCEDURES

Policy No: 07-03	Effective Date: 12/01/04	Revision Date: 7/10/17
Subject: Medications and Pharmaceuticals		

I. Policy Statement

Division facilities, in collaboration with contracted medical providers, shall provide the necessary medications and pharmaceutical services to meet the needs of juveniles placed in the Division's care.

II. Rationale

To ensure that Division programs and staff follow proper medical practices in the administration, distribution, and dispensation of medications to juveniles.

III. Definitions

“Dispense” is the term used to describe the function the pharmacy performs when handling prescriptions and medications.

“Distribute” is the term used to describe the function the medical personnel or nurse does when handing out prescription medications.

“Administer” is the term used to describe the function that staff do when they give juveniles their medications.

“Formulary” is a written and preferred list of medications used in the treatment of juveniles in the facility.

“Over-the-counter” medications are those medicinal, herbal, or topical remedies that can be purchased without a prescription and do not have health care provider's orders for usage.

“Prescription” medications are specifically prescribed by a health care provider and have a typed patient name, medication name, directions for use, date prescribed, and party prescribing the medication.

“Properly disposed” is the term used to describe medications that are taken to a community drop box, such as at a police station or special collection site.

“Wasted” is the term used to describe medications have been removed from bubble packaging and then refused by the juvenile.

“Abandoned” is the term used to describe medications that have been left by a juvenile who has absconded from a community based placement or are medications

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that have been left at a Division facility/program and not claimed within a reasonable amount of time.

IV. Procedures

A. Pharmacy Management and Storage

1. All medications and medical instruments, kits, and supplies shall be stored in a locked and secure location that is inaccessible to juveniles and non-authorized persons.
2. Medical personnel shall maintain and oversee the inventory of all medications and supplies.
3. All medications, including over-the-counter medications brought in from the outside, shall be counted in the presence of the person delivering the medications.
4. When medications are brought into a facility after clinic hours, the on-call Health Care Provider shall be contacted for authorization for the staff to administer the medication prior to the next clinic day.
5. Staff shall ensure medications are delivered to the medical unit or placed in a secure lock box or cabinet. Medical personnel shall review new and/or incoming medications each shift.
6. Prescription medications are to be stored and kept at all times in the original packaging with dosing instructions from the health care provider.
7. Medical personnel shall notify the responsible party no less than seven (7) days prior to the medication running out to determine whether the medication shall be refilled and to make arrangements to have the prescription refilled as needed.
8. Unused prescription medication shall be released with the juvenile to be finished in the community as prescribed. Staff shall ensure that the case manager, parent, or other responsible party observe the counting of the medications and sign the Medication Inventory form (07-03A attached to this policy) prior to releasing the prescription medication.

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9. Wasted or abandoned prescription medication shall be properly disposed of under the direction of the Assistant Program Director (APD) or designee. Prior to disposal, the medication shall be labeled and securely stored.

B. Administering Medication

1. Prescription medications shall be distributed, dispensed and administered under the direction of medical personnel, or a designated staff, as ordered by the prescribing health care provider.
2. Designated staff shall administer prescribed medications according to instructions listed on the Medication Administration Record (MAR), adhering to indicated times and dosages.
3. Staff shall administer over-the-counter medications according to the product instructions or standing orders from facility medical personnel (unless otherwise instructed by medical personnel). If no medical personnel are at the facility, parent/guardian permission must be obtained prior to the medication being administered.
4. Staff shall ensure the medication has been properly ingested.
5. Any medications requiring intramuscular administration shall be administered by the responsible health care provider or qualified medical personnel.
6. Under no circumstances, shall a stimulant, tranquilizer or psychotropic drug be administered for purposes of program management and control, or for purposes of experimentation and research.

C. Documentation

1. Staff and/or medical personnel shall record all medications administered in the MAR for each juvenile, documenting the date, time, dosage, and personnel who administered the medication. Staff and/or medical personnel shall enter the MAR into the juvenile's permanent medical file.
2. Staff shall complete the Medication Inventory form (attachment 07-03A) when disposing of, wasting, receiving, or releasing medications.
3. Facilities and programs shall adhere to specific instructions in operational manuals to ensure security and documentation for over-the-counter medications, prescribed medications, and controlled substances.

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4. Staff shall document any incidents in which a juvenile has refused to take their prescribed medications and shall notify medical personnel and or parent/guardian of the refusal.

V. Continuous Renewal

This policy shall be reviewed every three (3) years to determine its effectiveness and appropriateness. This policy may be reviewed before that time to reflect substantive change.


This policy has been reviewed by the Board of Juvenile Justice Services and is approved upon the signature of the Director.



H. Craig Hall, Chair
Board of Juvenile Justice Services

7/10/17

Signature Date



Susan V. Burke, Director
Division of Juvenile Justice Services

7/10/17

Signature Date