

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

Policy No: 07-03	Effective Date: 12/01/04	Revision Date: 01-22-14
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

- A. "Dispense" is the term used to describe the function the pharmacy performs when handling prescriptions and medications.
- B. "Distribute" is the term used to describe the function the medical personnel or nurse does when setting out or handing prescriptions medications.
- C. "Administer" is the term used to describe the function that staff or personnel do when they give residents their medications.
- D. "Formulary" is a written and preferred list of medications used in the treatment of juveniles in the facility.
- E. "Over-the-counter" medications are those medicinal, herbal, or topical remedies that can be purchased without a prescription and do not have doctor's orders for usage.
- F. "Prescription" medications are specifically prescribed by a medical provider and have a typed patient name, medication name, directions for use, date prescribed, and party prescribing the medication.

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.

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2. Medical personnel and/or designated staff shall maintain and oversee the inventory on all medications and supplies.
3. All medications, including over-the-counter medications brought in from the outside, shall be taken to the medical unit or placed in a secure lock box or cabinet, to be approved and counted by medical personnel or designated staff, before being placed in the medication cabinet.
4. Prescription medications are to be stored and kept at all times in the original packaging with dosing instructions from the physician.
5. Staff shall notify medical personnel or the responsible party, (prior to medication running out), to determine whether the medication needs to be refilled and to make arrangements to have the prescription refilled as needed.
6. Unfinished 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 Release form prior to releasing the prescription medication.
7. Unused prescription medication shall be returned to medical personnel or the pharmacy for proper disposal. Under no circumstances are staff to directly destroy or dispose of juvenile medications.
8. In the event of an absconding juvenile, staff shall turn in unused medication to medical personnel in a Division facility or program for disposal.

B. Administering Medication

1. Prescription medications shall be distributed, dispensed and administered under the direction of medical personnel, or a designated staff will administer, as ordered by the prescribing physician.
2. Designated staff shall administer prescribed medications according to instructions, adhering to indicated times and dosages.
3. Staff shall administer over-the-counter medications according to the product instructions (unless otherwise instructed by medical personnel). If no medical personnel are at the facility, permission needs to be given by the parent/guardian and the medication will be administered according to product instructions.

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4. Staff shall ensure the medicine has been properly ingested.
5. Any drugs requiring intramuscular administration shall be distributed by the responsible physician 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 given in the Medication Administration Record (MARS) for each juvenile, documenting the date, time, dosage, and personnel who administered the medication. Staff and/or medical personnel shall enter the MARS into the juvenile's permanent medical file.
2. 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.
3. Staff shall document any incidents in which juveniles refused to take their prescribed medications and notify medical personnel and or parent/guardian of the refusal.
4. Medical personnel or designated staff shall maintain detailed and current records of all medicinal orders or referral for juveniles.
5. Staff shall complete the Medication Release form when receiving or releasing medications.

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.

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Russell Van Vleet, Chair
Board of Juvenile Justice Services

01-22-14

Signature Date



Susan V. Burke, Director
Division of Juvenile Justice Services

01-22-14

Signature Date