

NH DEPARTMENT OF CORRECTIONS POLICY AND PROCEDURE DIRECTIVE	CHAPTER <u>Health Services</u> STATEMENT NUMBER <u>6.49</u>
SUBJECT: <b>MEDICATION DELIVERY SYSTEM</b>  PROPONENT: <u>Robert MacLeod, Admin. Director</u> <i>Name/Title</i> <u>Medical/Forensic Services 271-3707</u>	EFFECTIVE DATE <u>06/15/07</u> REVIEW DATE <u>06/15/08</u> SUPERSEDES PPD# <u>6.49</u> DATED <u>11/15/01</u>
ISSUING OFFICER:  <hr/> <i>William Wrenn, Commissioner</i>	DIRECTOR'S INITIALS _____ DATE _____ APPENDIX ATTACHED: YES _____ NO _____
REFERENCE NO: See reference section on last page of PPD.	

I. **PURPOSE:**

To provide guidance to all Corrections Officers assigned duties involving the delivery of medications to inmates in accordance with PPD 6.42.

II. **APPLICABILITY:**

To all Corrections Officers assigned to housing units, Shift Commanders, and Unit Managers.

III. **POLICY:**

It is the policy of the Department of Corrections to ensure that all medications properly ordered by the prison physicians be accounted for and distributed in a timely manner to inmates and patients.

IV. **PROCEDURE:**

A. Pick-up/Drop off of Medications:

1. **New Hampshire State Prison for Men:**

Housing unit OICs will pick up and drop off pharmaceuticals for their respective units according to the following schedule:

Between 0630-0700 - Drop off at HSC Control Room

Between 1000-1100 - Pick up at HSC Control Room

Between 1300-1500 - Pick up at HSC Control Room

Between 1700-1800 - Final pick up and/or drop off.

2. **New Hampshire State Prison for Women:**

A messenger service will pick the locked medication bag at the pharmacy and deliver it to the NHSP/W administration office. The health service staff will retrieve the bag and store or distribute the medication according to the procedures outlined in this policy.

3. **Lakes Region Facility:**

A messenger service will pick the 2 locked medication bags at the pharmacy and deliver it to Station L. The health service staff will retrieve one of the bags and the contents of the other bag are distributed by the correctional officer staff as described above for NH State Prison for Men.

4. Community Corrections:  
Prescriptions are picked up at the Health Services control room by officers assigned to MSU and the halfway houses each day and delivered to the inmate according to the procedure outline in this PPD.  
  
Prescriptions for inmates housed at Shea Farm will be picked up in the pharmacy by the Corrections Officer functioning as the DOC messenger in the morning and delivered to Shea Farm that day. Shea Farm Corrections Officers will then distribute medications according to PPD 6.42.
  5. Northern NH Correctional Facility:
    - a. A messenger service will pick up the locked medication bag from the locked box outside of CP5 at the Concord Facility and deliver it to Central Control in the Berlin Facility.
    - b. Housing Unit OIC's will pick up pharmaceuticals from Central Control after 0200 and ensure that the prescriptions are delivered to the inmate according to the procedure outlined in this PPD.
    - c. The OIC will drop off return items for the pharmacy at Central Control before 2400.
  6. Secure Psychiatric Unit
    - a. A Secure Psychiatric Unit Officer will pick up and drop off pharmaceuticals for the Secure Psychiatric Unit according to the following schedule:  
0830 – Pick up and drop off in Pharmacy  
1300 – Pick up and drop off in Pharmacy  
Between 1700 – 1800 – final pick up at HSC Control Room
  7. All medication picked up or received will be signed for on the Pharmacy Log located in the Health Services Control Room/Pharmacy.
- B. Delivery of Yellow Medication by Corrections Officers:
1. Delivery - NHSP-M, LRF, NCF, NHSP-W
    - a. Unit OICs will ensure that an officer is present outside the control rooms with the specific duties assigned as a medication officer for all med calls.
    - b. Only the inmate to receive the medications will be allowed outside the control room within ten (10) feet of the medication officer. The inmate should bring water with him if not available at med call.
    - c. All control room officers will confirm the name of inmate, inmate number, medication, expiration date, and directions, then pass the medication container to the medication officer outside the control room.
    - d. The delivering officer will then give the inmate the bottle or blister card and allow the inmate to self-administer the medication, observing that the inmate follows the directions on the label. The inmate must swallow the medication before leaving the area.
    - e. The inmate must sign the medication record.
    - f. The officer shall count the number of tablets/capsules remaining in the blister card, record the number remaining (quantity) and initial (CO) in the space corresponding to the appropriate med call on the reverse side of the "Record of Medication Self-Administration" form. This shall be done for each dose of medication delivered to the inmates.
  2. Delivery - Special Housing Unit, NHSP/Men
    - a. Special Housing Unit officers will deliver the medication to the appropriate inmate in accordance with the A-D med calls or unless otherwise specified by medical orders.
    - b. No other items will be distributed by this officer, such as request slips and/or matches. The officer's full attention will be on the medications. The officer will not be given any other duties during the process of the delivery of medications.

- c. Upon reaching the cell door, the officer will take only the one bottle or package of medication at a time to the cell door of the appropriate inmate. The roommates of those receiving the medication will be directed and required to stand next to the beds until the officer has completed the medication process for that inmate.
  - d. Officers will read the label to confirm the right name, ID number, medication, quantity of the medication, and expiration date.
  - e. The officer will then give the inmate the bottle or package allowing him to self-administer them and ensuring that only the required dosage is taken.
  - f. The inmate must sign the Medication Record, and the officer will ensure that the inmate swallows the medication.
  - g. The officer shall count the number of tablets/capsules remaining in the blister card, record the number remaining (quantity) and initial (CO) in the space corresponding to the appropriate med call on the reverse side of the "Record of Medication Self-Administration" form. This shall be done for each dose of medication delivered to the inmate.
- C. Errors:  
Any errors in medications being distributed or found in the unit will be promptly reported to the pharmacist (or nursing after normal pharmacy hours) in writing.
- D. Abuse:  
Any inmate abusing their medication or not following the above procedures will receive a major disciplinary and may be subject to discontinuance of any medication that would not jeopardize their health at the discretion of the prescribing practitioner.

#### REFERENCES:

Standards for the Administration of Correctional Agencies  
Second Edition Standards

Standards for Adult Correctional Institutions  
Third Edition Standards

Standards for Adult Community Residential Services  
Fourth Edition Standards

Standards for Adult Probation and Parole Field Services  
Third Edition Standards

Other

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