

NH DEPARTMENT OF CORRECTIONS POLICY AND PROCEDURE DIRECTIVE	CHAPTER <u>Health Services</u> STATEMENT NUMBER <u>6.60</u>
SUBJECT: MEDICATION DISTRIBUTION AND ACCOUNTABILITY PROPONENT: <u>Helen Hanks, Administrative Director</u> <i>Name/Title</i> <u>Medical/Forensic Services 271-3707</u> <i>Office Phone #</i>	EFFECTIVE DATE <u>11/30/12</u> REVIEW DATE <u>11/30/13</u> SUPERSEDES PPD# <u>NEW</u> DATED <u>N/A</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 assure adequate control and accountability in obtaining the appropriate medication as prescribed within a clinically appropriate time frame.

II. **APPLICABILITY:**

To all healthcare staff.

III. **POLICY:**

It is the policy of the NH Department of Corrections (NHDOC) that:

- A. NH licensed prescribing providers will order medications on the physician order sheets within the inmate medical record.
- B. A copy of the signed medication order for new and renewal orders will be picked up by pharmacy staff in HSC-NHSP-M and at all other sites including SPU/RTU, NCF and NHSP-W by fax machine sent by the nursing staff throughout the day but no later than 3:00 p.m. Orders generated on weekends and holidays will be picked up the next business day and faxed orders will be pulled from the pharmacy fax machine the next business day.
- C. Floor stock medications (attachment 1) (such as over-the-counter OTC medications) will be ordered on a Floor Requisition Stock requisition Form by the nursing staff daily on an as needed basis. Pharmacy staff delivers daily Monday through Friday at HSC NHSP-M. HSC-NHSP-W and NCF have their stock medication delivered via courier.
- D. Controlled substances will be ordered on a Controlled Substance Floor Stock Requisition Form (Attachment 1) by the nursing staff in HSC-NHSP-M, SPU/RTU faxes the forms. NCF and NHSP-W do not have controlled substance floor stock medications.
- E. A limited amount of medications will be available in the night closets when the pharmacy is closed. Please refer to the procedure describing this process in PPD 6.55 Availability of Medications.
- F. Census changes are downloaded from CORIS and CIPS on a daily basis.

IV. PROCEDURE:

A. PREPARING PHARMACY ORDERS

1. New and Renewal Orders

a. All new orders, change in orders, and discontinued orders for medications will be written on the physician order sheet. The NCR copy(s) of the form will be removed by nursing staff and sent to the pharmacy. The original top copy remains in the inmate's medical record. The inmate's full name, ID number, date of birth, drug allergies, chronic medical conditions/diseases, name and strength of medication, route of administration, directions, expiration, if PRN,

the indication and the prescriber's signature must be entered on the form for each order. Of special notation, the prescriber's order will be written legibly and with special consideration of the approved abbreviations and abbreviations not to be used.

b. All changes will be treated as a new order, superseding all previous orders for a particular medication. The change will include the entire administration schedule including PRN orders. One time orders such as STAT orders or orders shall not supersede previous orders.

c. The metric system will be used when ordering all medication. Invalid medication orders include "hold" orders, unapproved abbreviations for medications and apothecary measurements. The providers with invalid medication orders will be contacted by pharmacy for correction.

2. When the pharmacy is closed, initial doses of new DEA Non-Controlled Medications may be administered by nursing staff utilizing the night closets if documented as a "STAT" or "to be started now" order. All other new medication orders must first be reviewed by a pharmacist. Refer to PPD 6.55 Availability of Medication. When the pharmacy reopens, the remaining doses to complete the order will be dispensed.

B. MISSING DOSES

1. DEA Non-Controlled Medication

In the event a medication is missing for any reason, nursing and/or security staff will complete an incident report.

2. DEA Schedules II-V Controlled Medications

In the event a medication is missing for any reason, nursing and/or security staff will complete an incident report refer to PPD 6.83 discrepancies in Medication Counts.

C. NIGHT CLOSET MEDICATIONS

1. Stock of all night closet medications is maintained by pharmacy staff (see PPD 6.55 Access to Medication)

D. CENSUS NOTIFICATION

1. An automatic download of updated inmate census information is performed daily at midnight from CORIS to CIPS.

2. Upon pharmacy opening all housing unit and facility census, change information from the day before is available to ensure medications processed will be delivered to current housing unit. Housing changes that occur after the update can be manually entered into the CIPS System to ensure medication is delivered to the correct housing unit.

E. "STAT" ORDERS

1. "STAT" medications needed when the pharmacy is closed, see A. 2 in this policy. If medications are not available in the night closet, nursing staff will contact the on-call provider for an alternative medication stocked in the night closet. If no alternative is available, medication will be obtained from an outside pharmacy source. If an outside pharmacy source is not available, the prescribing provider will determine if transport to the emergency room is required.

NH Department of Corrections: Division of Medical & Forensic Services
Floor Stock Requisition Form – Pharmacy Department (3 Working Days Required)

Quantity Required	Description of Product
SPU Only	
	A&D Ointment
	Chlorpromazine 25 mg/ml Amp
	Haloperidol 5mg/ml Amp
	Sunscreen
Dental Only	
	Amoxicillin Tablets 500mg (100/bottle)
	Cephalexin Capsules 250mg (100/bottle)
	Chlorhexidine Gluconate Oral Rinse, 10 oz
	Clindamycin Capsules 150mg (100/bottle)
	Erythromycin Tablets 500 mg (100/bottle)
	Penicillin Tablets 500 mg (100/bottle)
All Sites	
	Acetaminophen Tablets 325 mg (100/bottle)
	Antacid Liquid, 12 oz
	Artificial tears, 30 ml
	Bacitracin Oint Folipacs (144/box)
	Distilled Water, One gallon
	Ear Wax Removal Drops, 10 ml
	Evac-Q-Kit
	Fleet Enema
	Fleet Phospha Soda
	Fluorescein Ophthalmic Solution 2%, 1ml
	Guaifenesin Cough formula, 4 oz
	Hydrocortisone Cream 1%, 30mg
	Ibuprofen tablets 200 mg (125 packets of 2)
	Lice Shampoo, 4 oz **R/D & NHPW Only***
	Lice Spray
	Saline Nasal Spray, 45 ml
	Tetracaine Ophthalmic Solution ½%, 1ml
	Trichloroacetic Acid Solution
Injectables	
	Insulin Human 70/30 U-100 10ml
	Insulin Human U-100 10 ml
	Insulin Human REG U-100 10 ml
	Lidocaine HCL 1% vial
	Lidocaine 2% Vial
	Lidocaine 2% w/ Epi Vial
	Sterile Water for injection, 10 ml
	Tetanus/Diphtheria/Pertussis Toxoid (10/Box)
	Tuberculin PPD Mantoux (10 test)
	Tuberculin PPD Mantoux (50 test)

