

Section 10: Medical / Mental Health
Subject: Pharmaceuticals
Minimum Standard: 5120:1-8-09 (K)
Revised: 06/2020

Authorized: _____ **Effective date:** _____
Sheriff Paul A. Sigsworth

POLICY

Pharmaceuticals are managed in accordance with policies and procedures approved by the health authority and in compliance with state and federal law regulations and include; the policies require dispensing and administering prescribed medications by health trained personnel or professionally trained personnel, adequate management of controlled medications, and provisions of medication to inmates in special management units, the jail shall develop a policy, approved by the health authority, regarding incoming medications.

PROCEDURE

A. Accepting Medication

1. Medication at Booking:
 - a. Medications in the form of pills or tablets only that are prescribed to a prisoner and that are in properly labeled and currently dated prescription bottles will be accepted, but will not be handled by Corrections Officers.
 - b. The transporting officer presenting a prisoner for incarceration will be directed to place any such medications in the inmate medication deposit box located in the jail vehicle sally port prior to the prisoner being admitted into the jail properly, and the Corrections Officer who is made aware of the presence of that medication will be responsible for properly recording the deposit of this medication such that the jail medical staff will be made aware of the existence of the medication.
 - c. In the event that a transporting officer presents a prisoner for incarceration with liquid medication that is not suitable for deposit in the jail vehicle sally port medication deposit box, a Corrections Officer may accept that medication and immediately report its receipt to any on-duty jail medical staff employee.
 1. If no such employee is working, the Corrections Officer is authorized to accept such medication, to properly document its receipt, and to properly store that medication in the refrigerator provided until the medication can be retrieved by a member of the jail medical staff.
 - d. The keys for the medication deposit box will be placed on the jail nurse's key chain.
 1. An extra set of keys, to be used only in properly documented emergency situations by a Corrections Officer, will be in the key locker in Main Control.
 2. A third set of keys will be placed in the key cabinet in the Dispatch Center, again to be utilized only during a properly documented emergency situation.
 - e. At no time will any medications be stored with an inmate's personal property.

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- f. The nurse will be responsible for retrieving and verifying the medication from the medical boxes.
2. Medication ordered from the Pharmacy:
 - a. Medications will be delivered by the dispensing pharmacy daily.
 - b. The person making the delivery will make the transfer of the closed, secured container to the on-duty.
 - c. The nurse will compare the contents of the delivery container with the order and sign indicating acceptance.
 - d. At that time the nurse will give the pharmacy delivery person all of that day's medications to be returned to the pharmacy.

B. Control of Medication

1. All medications will be properly labeled with the inmate's name and locked in the Medication Cart, Narcotic Box, or Cupboards in the Medical Exam Room.
 - a. These storage locations must be locked at all times.
2. No inmate is allowed to have possession of any medication, unless approved by medical staff (e.g. inhaler, nitro, eye drops, or cream).

C. Administration of Medication

1. The Erie County Health Department Nurses will be responsible for administration of medications to inmates in the Erie County Jail.
 - a. No Corrections Officer will administer any type of medication.
2. All medication shall be administered or distributed according to the orders of the prescribing practitioner (physician or dentist) or jail physician.
 - a. Medication and/or medical supplies are administered in a timely manner and in the prescribed amount and form (e.g. liquid, table) as directed by the physician.
3. Dispensing of medication shall be prohibited.
 - a. Dispensing is the issuance of one or more doses of prescription medicine from a stock of bulk containers with required labeling by a registered pharmacist.
4. Prior to administration of any medication the nurse will:
 - a. Double check mathematical calculations and dosages of drugs.
 - b. Not crush sustained-release tablets or open sustained release capsules.
 - c. Not crush enteric coated tablets, which are meant to be absorbed or activated by stomach acid.
 - d. Not alter carcinogenic or teratogenic tablets or capsules. This might expose the nurse to harmful substances that might be inhaled or absorbed through the skin.
5. During the administration of medication the nurse will:
 - a. Have the inmate complete a mouth sweep after each oral medication is administered.
 - b. Document the medication given.

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1. The administering of all medications (prescription and non-prescription) and medical supplies shall be documented, including the information specified in this policy and the name of the inmate receiving the medication supplies.
6. Any errors in administration of medications will be immediately reported to the shift supervisor, the supervising RN, and the ordering physician.
7. Medication to inmates in special management units (Segregation / Medical Isolation) will be administered in the manner described in this policy.

D. Release of Medication

1. The nursing staff will be responsible for all medication releases.
 - a. If the nurse is not on duty when an inmate is released, the inmate will be instructed to return when they are on duty.
2. Corrections Officers will not release medication under any circumstance.