

Pharmaceutical Management

1005.1 PURPOSE AND SCOPE

The purpose is to establish and implement written policy and procedures for the secure storage, controlled administration and disposal of all legally obtained drugs, including over-the-counter medications. This policy applies to all juvenile facility staff.

1005.1.1 DEFINITIONS

Definitions related to this policy include:

Administering medication – As it relates to pharmaceutical management, means the act by which a single dose of medication is given to a patient by licensed health care staff. The single dose of medication may be taken either from stock (undispensed) or dispensed supplies.

Delivering medication – As it relates to pharmaceutical management, means the act of providing one or more doses of a prescribed and dispensed medication to a youth.

Dispensing – As it relates to pharmaceutical management and pursuant to Business and Professions Code Section 4024, means the placing of one or more doses of a prescribed medication into containers that are correctly labeled to indicate the name of the youth, the contents of the container, and all other vital information.

1005.2 AUTHORITY AND REFERENCES

- Board of State and Community Corrections Title 15 § 1438;
- Business & Professions Code §§ 4024, 4076 & 4076.5;
- Drug Enforcement Administration;
- Welfare and Institutions Code §§ 209, 210 & 885.

1005.3 POLICY

Medication to be dispensed shall be stored in locked cabinets, closets and/or refrigeration units. Medication to be disposed shall be done in accordance with Drug Enforcement Administration disposal procedures.

1005.4 REQUIREMENTS

Requirements for pharmaceutical management within all juvenile facilities shall include, but not be limited to, the following:

- (a) Storing medication in securely locked cabinets, closets and/or refrigeration units.
- (b) Positively identifying the youth accepting the medication.
- (c) Developing a process of how the medication shall be administered and delivered to the prescribed youth.
- (d) Confirming the youth has ingested the medication.

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- (e) Documenting that prescribed medication has/has not been administered and by whom; if not, for what reason.
- (f) Prohibiting the receiving youth from delivering medication to another youth.
- (g) Limiting the length of time medication may be administered without further medical evaluation.
- (h) Determining the length of time allowable for a physician's signature on verbal orders, not to exceed seven days.
- (i) Training by medical staff for non-licensed personnel which includes, but is not limited to: delivery procedures and documentation; recognizing common symptoms and side effects that should result in contacting health care staff for evaluation; procedures for consultation for confirming ingestion of medication; and, consultation with health care staff for monitoring the youth's response to medication.
- (j) A written report shall be prepared by a pharmacist, no less than annually, on the status of pharmacy services in the facility. The pharmacist shall provide the report to the health authority and the Chief Probation Officer.
- (k) On-site health care staff developing a transition plan, including plan for uninterrupted continuation of medication.

1005.5 PROTOCOLS

Consistent with pharmacy laws and regulations, the health administrator shall establish written protocols that limit the following functions to be performed by the identified personnel:

- (a) Procurement shall be done only by a physician, dentist, pharmacist, or other persons authorized by law.
- (b) Storage of medication shall ensure that stock supplies of legend medications shall only be accessed by licensed health personnel. Supplies of legend medications that have been properly dispensed and supplies of over-the-counter medications may be accessed by both licensed/non-licensed personnel.
- (c) Repacking shall only be done by a physician, dentist, pharmacist, or other persons authorized by law.
- (d) Preparation of labels can be done by a licensed physician, dentist, pharmacist or other personnel, provided the label is checked and affixed to the medication container by the physician, dentist, or pharmacist before administration or delivery to the youth. Labels shall be prepared in accordance with Business and Professions Code Section 4076 and 4076.5.
- (e) Dispensing shall only be done by a physician, dentist, pharmacist, or other person authorized by law.
- (f) Administration of medication shall only be done by licensed health personnel who are authorized to administer medication and acting on the order of a prescriber.
- (g) Licensed health care personnel and trained non-licensed personnel may deliver medication acting on the order of a prescriber.

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- (h) Disposal of legend medication shall be done in accordance with pharmacy laws and regulations and requires any combination of two of the following classifications: physician, dentist, pharmacist, or registered nurse. Controlled substances shall be disposed of in accordance with Drug Enforcement Administration disposal procedures.

The responsible physician shall establish policies and procedures for managing and providing over-the-counter medications to youth.

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