

POLICY AND PROCEDURES

NUMBER: 1312

SUBJECT: Medication Distribution

ACA STANDARDS: 3-ALDF-4E-17

DIRECTOR: Herbert Bernsen

EFFECTIVE DATE: 3/1/90

REVISION DATE: 9/97, 4/99, 4/06, 5/08,
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I. POLICY

The St. Louis County Department of Justice Services, in cooperation with the St. Louis County Department of Health shall provide for the proper distribution of medication to inmates.

II. RESPONSIBILITIES

All St. Louis County Department of Justice Services' Corrections and Corrections Medicine staff are responsible for the following procedures.

III. PROCEDURES

A. General Information

1. Medication will be distributed to the inmates up to four (4) times daily, unless otherwise prescribed.
2. The Corrections Medicine staff will dispense medication to the inmates in the housing units and/or holding areas.

3. At no time shall inmates distribute medication to other inmates.
4. When Corrections Officers are ordered to transport an inmate to another jurisdiction for court, the officers will ensure:
 - a. To check with the Corrections Medicine staff as to whether the inmate is taking medication.
 - b. The inmate receives his/her medication at the prescribed time and/or prior to being transported.
5. All stock medication will be sealed in a dose pack. The Corrections Medicine staff will remove the medication from the package before distributing the medication to the inmate.
6. Medication delivered to the inmates will be self-administered under the close supervision of the Corrections Medicine staff.
7. The Corrections Medicine staff will check to ensure the inmate has not kept the medication in his/her hand (palmed) or placed the medication in his/her mouth without swallowing the medication. The Corrections Medicine staff will write an Incident Report and inform the Housing Unit Officer when this occurs.
8. Medication administered by injection will be given by the Corrections Medicine staff and the medical doctor or dentist. Diabetics may be permitted to self-administer insulin under the close supervision of the Corrections Medicine staff. The Corrections Medicine staff is responsible for retrieving and properly disposing of the syringe and needle.
9. The Corrections Medicine staff will record all medication distributed to inmates on the Patient Medication Profile form.
10. When an inmate refuses his/her prescribed medication, the inmate will sign a Refusal Form, and will no longer receive that prescribed medication. If the inmate refuses to sign the Refusal Form, the Corrections Medicine staff and the Housing Unit Officer will sign the form. The Doctor will be informed by the Corrections Medicine staff of the situation.
11. If the prescribed medication is necessary to avert a life-threatening

situation, the Corrections Medicine staff will ensure all measures are taken to inform the inmate of the consequences. The Corrections Medicine staff may also use the mental health team, the inmate's Corrections Case Manager, Corrections Officers and/or the inmate's family to assist in talking to the inmate.

12. The Corrections staff will notify the Corrections Medicine staff immediately if an inmate has an adverse reaction to his/her medication. This staff member will also write an Incident Report and submit the report to the Unit Manager.
13. Inmates shall not be denied medication for disciplinary reasons or staff retaliation.
14. Personal medication brought in by the inmate or by his/her family, medications prescribed by outside physicians, and prescriptions from other jurisdictions will be evaluated by the Doctor or Corrections Medicine staff before being distributed to the inmate.
15. A twenty-four (24) hour supply of prescribed medication will be transferred with the inmate to another facility.
16. Prescription medication will be distributed in the housing units. If the inmate is not in the housing unit area during the distribution of medication, the Corrections Medicine staff will administer medication in other areas of the jail, (i.e., Transportation Staging, Kitchen, etc.).
17. Inmates who refuse medication for communicable diseases of public health significance, (e.g., Tuberculosis) will be kept isolated from other inmates until the inmate takes his/her medication.

B. Distribution of Medication

1. Medication will be distributed in the Direct Supervision Housing Units as follows:
 - a. The Corrections Medicine staff will enter the housing unit and prepare to distribute the medication near the Exam/Interview Room in the dayroom area.

NOTE: All items on top of the medicine cart will be removed, with the exception of the water container and cups.

b. The Housing Unit Officer will announce to all inmates receiving medication to:

- (1) Form a line near the medicine cart.
- (2) Approach the medicine cart only when the inmate is called by the Corrections Medicine staff.

NOTE: The officer does not have to station himself/herself near the medicine cart while medication is passed. The officer will remain mobile but remain in the general vicinity of the medicine cart. The Corrections Medicine staff may request the officer to remain at the Exam/Interview Room if the inmate needs to be triaged in the Exam/Interview Room.

c. The Corrections Medicine staff will distribute the medication by:

- (1) Directing the inmate in line to approach the medicine cart
- (2) Identifying the inmate by ID wristband
- (3) Observing the inmate swallow or inject the medication
- (4) Directing that inmate to step away from the cart
- (5) Recording the acceptance or refusal of medication for each inmate on the Medication Administration Record form.

d. The Housing Unit Officer will make a final announcement for all inmates who receive medication.

e. The Corrections Medicine staff will inform the Housing Unit Officer of any inmate who did not receive his/her medication. The Housing Unit Officer will locate the inmate and send the inmate to the medicine cart or inform the Corrections Medicine staff of the inmate's location if he/she is outside of the housing unit.

- f. The Corrections Officer and Corrections Medicine staff will deliver medication to inmates who are on disciplinary restriction, as in B-2-b-(1) through (3) of these procedures.
2. Medication will be distributed in the Indirect Supervision Housing Units and the Infirmary as follows:
 - a. The Housing Unit Officer will instruct the inmates to prepare to receive medication and ensure all inmates in the housing area return to their cells.
 - b. The Housing Unit Officer and the Corrections Medicine staff will approach the cell of each inmate who is to receive medication to:
 - (1) Unlock the inmate's cell door and inform the inmate to bring a cup of water to the door.
 - (2) Issue the medication as in B-1-c-(2), (3) and (5).
 - (3) Secure the inmate's door.
 - (4) Depart the housing unit and allow inmates to resume normal activities.
3. Medication will be distributed to combative or aggressive inmates in the Indirect Housing unit and the infirmary as follows:
 - a. The Housing unit Officer will unlock the food port door and direct the inmate to bring a cup of water to the door for medication.
 - b. The Corrections Medicine staff will distribute the medication to the inmate.
 - c. The Housing Unit Officer will close and lock the food port door.
 - d. The Corrections Medicine staff will attempt to verify that the inmate consumed the medication.
4. The Corrections Medicine staff will distribute medication to inmates restricted to their bed as follows:

- a. Unlock the inmate's door and enter the cell.

NOTE: Corrections Medicine staff who enter cells of inmates with contagious or infectious diseases will ensure all necessary precautions are taken. (See Policy #1308 contagious Disease/Epidemics)

- b. Ensure the inmate has a cup of water, before distributing the medication.
- c. Distribute the medication as in B-1-c-(1) through (3) of these procedures.

NOTE: If the Corrections Medicine staff and/or the Housing Unit Officer has a reason(s) to believe the inmate is hoarding medication, the staff member(s) will verbally inform the Unit Manager or designee and prepare an Incident Report in the Integrated Jail Management System (IJMS). The Unit Manager or designee will authorize a cell search. (See Policy #812 Facility Shakedowns and/or Policy #813 Inmate Searches)