

# POLICY AND PROCEDURES

NUMBER: 1313

SUBJECT: Medication Room/Laboratory  
Operations

ACA STANDARDS: 3-ALDF-4E-17

DIRECTOR: Herbert Bernsen

EFFECTIVE DATE: 9/97 REVISION DATE: 4/06, 11/13



## I. POLICY

The St. Louis County Department of Justice Services, in cooperation with the St. Louis County Department of Health shall store and dispense medication according to established guidelines and provide diagnostic services to support the level of care given to the inmates.

## II. RESPONSIBILITIES

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

## III. DEFINITIONS

**Formulary:** A book listing all prescribed and unprescribed medication stocked in the facility which are specifically needed for the St. Louis County Justice Center.

**Laboratory:** A room in the Health Care Clinic that is equipped for and provides the opportunity for medical testing and analysis.

**Medication Room:** A room in the Health Care Clinic where medicine and medical supplies are stored and dispensed.

## IV. PROCEDURES

A. General Information

1. Portions of this record are closed pursuant to Section 610.021 (19) (21) RSMo and Section 114.020 (18) (20) SLCRO because public disclosure of such portions would threaten public safety by compromising the safe and secure operation of the Jail, and the public interest in nondisclosure outweighs the public interest in disclosure of the portions of such records.
2. The Corrections Medicine staff and authorized members of the Department of Health are the only employees allowed access to these areas, except for cleaning.

**NOTE:** The Corrections Medicine staff will ensure all narcotics, prescription medications, needles and syringes are properly stored before allowing the cleaning personnel into the Medication Room/Laboratory areas.

3. The Corrections Medicine staff will wear protective gear, (i.e., smocks, lab coats, gloves, etc.) as needed while working in these areas.

#### B. Use of the Medication Room

1. The Medication Room will be managed by the Corrections Medicine staff under the supervision of the Department of Health Pharmacist.
2. The Medication Room door will be controlled by an electronic card reader and accessed by the use of a proximity card.
3. All medication will be stored under the proper conditions of sanitation, temperature, light, moisture, ventilation, segregation and security.
4. Locked storage of medication is provided in the Medication Room. Additional security storage is provided for narcotics.
5. A Physicians Desk Reference (PDR) and a formulary developed for both prescribed and non-prescribed medication stocked in the Justice Center will be located in the Medication Room.
6. All medication kept in the Medication Room will have "stop" dates and will require re-evaluation prior to prescription renewal.
7. Each time the Corrections Medicine staff removes narcotics from the narcotics storage, the appropriate information will be written in the Narcotics Log Book.

8. A Corrections Medicine staff member designated by the Corrections Medicine Manager, from the off-going and on-coming shifts, will complete an inventory of narcotics at the end of every shift and document the results in the narcotics log book. When there is a discrepancy in the narcotics inventory, an Incident Report, will be forwarded to the Corrections Medicine Manager.
9. All Corrections Medicine staff are authorized to carry the narcotics keys and one member will be designated daily to carry the keys. The designated staff member will pass the key to another Corrections Medicine staff member only during meals, emergencies and at shift change.
10. The off-going Corrections Medicine staff member will pass the key to the on-coming designated Corrections Medicine staff member.
11. Each time syringes and/or needles are removed from the secured storage, the Corrections Medicine staff will place the appropriate information on the Syringe Sheet, (See Attachment #2) or the Syringe with Needle Sign Out Sheet, (See Attachment #3).
12. A weekly inventory of syringes and needles will be performed by a designated Corrections Medicine staff member. An Incident Report will be forwarded to the Corrections Medicine Manager with any discrepancies.
13. The Corrections Medicine Manager will ensure the Superintendent of Security and the Internal Affairs Officer are informed in writing and/or verbally of any discrepancies in the narcotic or the syringe/needle inventories.
14. Upon acceptance of supplies, the Corrections Medicine staff will count and properly store items.
15. Stock medication will be ordered weekly by the Corrections Medicine staff from a local Department of Health Pharmacy.
16. Prescription medication will be picked up by the Corrections Officers on assignment with inmates at hospitals or clinics. (See Policy #1319 Inmate Transport to Community Clinic, or Policy #1318 Emergency Movement to the Hospital) The Corrections Medicine staff will also have an account with a local twenty-four (24) hour pharmacy.

17. Any prescribed narcotics arriving with a prisoner in Intake will be placed in the prisoner's property until approved by the Department of Health Doctor. Corrections Medicine staff will accept custody of prescription medication from prisoners, if the medication is in a properly labeled container and has the proper instructions. Upon approval, the medication will be stored and distributed to the inmate as all other medication in the Medication Room.

**NOTE:** When an inmate is released into the community, any remaining personal medication will be given to the inmate upon his/her release.

18. When an inmate is transferred to another facility, a Corrections Medicine staff member will provide a twenty-four (24) hour supply of the inmate's medication and a Medical Transfer Sheet, (See Attachment #4) will be placed in a sealed envelope and given to the Corrections Officer. The Corrections Medicine staff member and the Corrections Officer will sign the Corrections Medicine Log Book indicating the same. The Corrections Medicine Log Book will be kept in the Medicine Room.

19. The Corrections Medicine staff will periodically check for expired dates on stock and prescription medication.

20. All unused prescription medication of inmates and expired stock medication for inmates will be discarded with the bio-hazard waste. (See Policy #706 Liquid and Solid Waste Disposal) The Corrections Medicine staff will place this medication in a bio-hazard container, label the container "Discard", secure the container with packing tape and place with the bio-hazard waste.

**NOTE:** An Incident Report will be written by the Corrections Medicine staff when unused or expired narcotics are discarded in a bio-hazard container.

21. The procedures for administering medication to inmates is in Policy #1312 Medication Distribution.

C. Use of the Laboratory

1. The Laboratory will be managed by the Corrections Medicine staff.
2. On site diagnostic testing with immediate results will include, but is not limited to:

- a. Multiple-test dipstick urinalysis
  - b. Finger-stick blood glucose levels
  - c. Urine (HGC) pregnancy tests
  - d. Urine dipstick for nitrites/leukocytes
  - e. Peak - flow testing
  - f. Stool guaiac - blood testing.
3. All other blood and sputum samples will be collected by the Corrections Medicine staff and sent to an outside contracted laboratory that is registered, accredited and meets applicable state and federal laws.
4. Controls will be performed as required on all testing devices to assure accuracy. These results will be logged in a laboratory manual and will be kept current.