

HEALTH SERVICES POLICY & PROCEDURE MANUAL

North Carolina Department Of Public Safety
Prison

SECTION: Care and Treatment of Patient -
Medication Administration

POLICY # TX II-6

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SUBJECT: Offenders Transferred on Medications

EFFECTIVE DATE: February 2017
SUPERCEDES DATE: February 2012

References

Related ACA Standards

**4th Edition Standards for Adult Correctional
Institutions 4-4378**

PURPOSE

To provide guidelines on medications for offenders who are transferred while on medications.

POLICY

If needed, offenders shall receive medications in transient to the new facility. An offender's medication shall be transferred with the offender from facility to facility.

PROCEDURE

A. Routine medication transfer

1. Using clinical judgment:

- a. The licensed nurse may administer morning dosages of medications prior to transport, even if earlier than one hour prior to the scheduled dose.
 - b. Medication Technicians may administer the medication as directed by the licensed nurse. For facilities without 24/7 nursing coverage, the facility nurse may envelope morning doses with an Electronic Health record (EHR) paper MAR for the sending facility medication-trained correctional officer to deliver prior to transport. Administration of the medication shall be documented on the paper MAR. The paper MAR shall transfer with the offender for scanning and documentation of administration in medical record at the receiving facility. The receiving nurse shall indicate See Paper MAR on the eMar in Medical record.
2. The facility nurse shall place the offender's medication on hand in the medication transfer envelopes. For controlled substances, see Health Services policy TX II-12. The nurse will confirm on the exit summary each medication being transferred by checking the box next to the medication. The nurse will record in the comment section justification for any medication not transferred with the offender.
3. The envelope shall be secured for transfer.
- a. If the offender has large quantities of medications, the nurse shall place the medications in the appropriate number of medication transfer envelopes and document accordingly, one of three, two of three, etc.
 - b. Once secured, the envelope must show:
 1. Offender's name
 2. OPUS number
 3. Facility destination
 4. Time next dose of medication is due
 - c. A responsible individual then sends the medication to the facility receiving area for processing where the envelopes are checked for documentation and destination.
 - d. The medication envelopes shall be given to the Bus Officer for storage during transport.

B. In Route Medication Dosages and Administration

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Not all offenders are on the road for the same period of time. Some will travel a greater distance and arrive later in the day at their destination. It is the responsibility of the facility nurse to determine those offenders who have an ordered dose of medication due during transport. Bus Officers do not deliver medications in-route.

1. The following are guidelines for offender's medication transfer packaging and administration:
 - a. Special attention shall be given to the following medications:
 1. Chronic diseases/life sustaining
 2. Pain
 3. Psychotropic
 4. Patients on controlled substances
 5. Any "life sustaining" medication (i.e. anti-hypertensive, cardiovascular drugs, diabetic medications, anticonvulsants, analgesics, anti-asthmatic preparations).
 - b. Offenders on self-medication should keep any medication that needs to be taken during the bus ride on their person. The offender should keep the remaining medication with their personal property.
2. For offenders who require an "in route" dose of direct observation medication, nurses must consider the travel time and estimated arrival at the bus terminal. The facility nurse or correctional officer shall place the offender's medication and medical record (if applicable) into an oversize red bordered special transfer package which shows that an "in route" medication is to be given. The red bordered envelope is only used when an "in-route" dose of medication is needed. **Do not pre-package (envelope) medications for the Bus Terminal Nurse.**
 - a. The special transfer packages are placed in the bus in a separate place from the regular records.
 - b. The bus officer shall deliver the special packages to the Bus Terminal Nurse.
 - c. The Bus Terminal Nurse shall log the packages in and prepare the medication for administration.
3. Once the medications are ready for administration, the Bus Terminal Nurse shall prepare a list of offender names who shall receive medications, and give it to the Transfer Terminal Officer in Charge. The officer shall call those offenders for the med pass. The Bus Terminal Nurse shall administer the medication and document such in the electronic health record.
4. When the medication pass is complete, the Bus Terminal Nurse finalizes all documentation and re-packages the medication envelope Field Jacket. The Bus Terminal Nurse shall then give them to the Terminal Transfer Officer.
5. The Bus Officer shall be responsible for ensuring the delivery of the medication envelopes to their final destination.



2/21/2017

Paula Y. Smith, MD, Medical Director

Date

SOR: Director of Nursing
Director of Pharmacy