

 <p style="text-align: center;"><b>DIVISION OF ADULT INSTITUTIONS</b></p> <p style="text-align: center;"><b>POLICY AND PROCEDURES</b></p>	<b>DAI Policy #:</b> 500.80.01 (E)	<b>Page</b> 1 of 4
	<b>Original Effective Date:</b> 03/13/00	<b>New Effective Date:</b> 10/06/17
	<b>Supersedes:</b> 500.80.01	<b>Dated:</b> 03/30/15
	<b>Administrator's Approval:</b>	
<b>Required Posting or Restricted:</b>		
<input checked="" type="checkbox"/> Inmate <input checked="" type="checkbox"/> All Staff <input type="checkbox"/> Restricted		
<b>Chapter:</b> 500 Health Services		
<b>Subject:</b> Pharmaceutical Operations (EMR)		

## POLICY

The Division of Adult Institution pharmaceutical operations shall provide medication and associated health related services/devices to meet the needs of the facility and are in accordance with all applicable state and federal regulations.

## REFERENCES

Standards for Health Care in Prisons, National Commission on Correctional Health Care, 2014, P-D-01 Pharmaceutical Operations

Wisconsin Statutes Ch. 450 – Pharmacy Examining Board

Wisconsin Statutes Ch. 961 – Uniform Controlled Substances Act

Wisconsin Administrative Code s. DHS 124.15 – Pharmaceutical Services

Wisconsin Administrative Code Ch. PHAR 1-2, 4-13,15-17 – Pharmacy Examining Board

DAI Policy 500.00.02 (E) – Emergency Prescribed Medication for Self-Administration by Inmate Patients

DAI Policy 500.80.11 (E) – Medication Deliver, Administration and Training

DAI Policy 500.80.19 – Attachment – Emergency Medications and Antidotes

## DEFINITIONS, ACRONYMS, AND FORMS

Advanced Care Provider (ACP) – Provider with prescriptive authority.

CPS – Central Pharmacy Services

DEA – Drug Enforcement Administration

EMR – Electronic Medical Record

KOP – Keep on Person

P&T – Pharmacy and Therapeutics

## PROCEDURES

### I. CPS Shall:

- A. Be licensed by the State of Wisconsin and staffed by licensed pharmacists.
- B. Maintain a formulary for ACPs approved by the P&T Committee.
- C. Each facility medication room shall be under the supervision of a licensed pharmacist. The assigned pharmacist shall:

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1. Inspect all medication rooms at least:
  - a. Quarterly at correctional institutions.
  - b. Biannually at correctional centers.
2. Included in the inspection shall be:
  - a. Storage and control practices.
  - b. Record keeping and regulatory compliance.
  - c. Ordering process.
  - d. Return and/or destruction of medications practices.
  - e. Assurance that drug storage and medication areas are devoid of outdated, discontinued or recalled medications.

## II. Facility Operations

- A. Facilities shall maintain procedures for the timely procurement, dispensing, issuance, administration/delivery, accounting and disposal of pharmaceuticals.
- B. Facilities shall maintain records as necessary to ensure adequate control and accountability for all medications.
- C. Facilities shall maintain maximum security storage of and accountability by use for DEA Controlled Substances.
- D. Staff controlled medications are identified by the P&T Committee and are secured and kept under the control of appropriate staff members
- E. KOP medications may be classified as staff-controlled by appropriate Health Staff.
- F. Inmate patients are allowed to carry certain medications necessary for emergency management of certain medical conditions per DAI Policy 500.00.02 (E).
- G. Facilities shall ensure non-licensed staff do not prepare, dispense, or administer medications except for delivery systems approved by DAI Policy 500.80.11 (E).
- H. Facilities shall ensure inmate patients do not prepare, dispense, or administer medications except for self-medication programs (KOP) approved by the facility Warden/designee and responsible physician.
- I. Inmate patients are allowed to carry certain medications necessary for emergency management of certain medical conditions per DAI Policy 500.00.02.
- J. All medications shall be stored under proper conditions of sanitation, temperature, light, moisture, ventilation, segregation and security. Antiseptics,

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other medications for external use, and disinfectants are stored separately from internal and injectable medications.

- K. Poison control information including phone numbers for poison control and emergency services shall be posted in each facility's medication room.
- L. Adequate and proper supplies of antidotes and other emergency medications shall be readily available per DAI Policy 500.80.19 – Attachment where overdoses or toxicological or other emergencies are likely.

**Bureau of Health Services:** \_\_\_\_\_ **Date Signed:** \_\_\_\_\_  
James Greer, Director

\_\_\_\_\_ **Date Signed:** \_\_\_\_\_

\_\_\_\_\_ **Date Signed:** \_\_\_\_\_  
Mary Muse, Nursing Director

**Administrator's Approval:** \_\_\_\_\_ **Date Signed:** \_\_\_\_\_  
Jim Schwochert, Administrator

**DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES**

<b>Facility:</b>		
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<b>New Effective Date:</b>	<b>Supersedes:</b>	<b>Dated:</b>
<b>Chapter:</b> 500 Health Services		
<b>Subject:</b> Pharmaceutical Operations (E)		
<b>Will Implement</b> <input checked="" type="checkbox"/> As written <input type="checkbox"/> With below procedures for facility implementation		
<b>Warden's/Center Superintendent's Approval:</b>		

**REFERENCES**

**DEFINITIONS, ACRONYMS, AND FORMS**

**FACILITY PROCEDURE**

- I.
  - A.
    - 1.
      - a.
  - B.
  - C.
  
- II.
  - A.
  - B.
  - C.