 <p style="text-align: center;">DIVISION OF ADULT INSTITUTIONS</p> <p style="text-align: center;">POLICY AND PROCEDURES</p>	DAI Policy #: 500.80.01	Page 1 of 4
	Original Effective Date: 03/13/00	New Effective Date: 06/20/13
	Supersedes: 500.80.01	Dated: 04/02/12
	Administrator's Approval: Cathy A. Jess, Administrator	
Required Posting or Restricted:		
<input checked="" type="checkbox"/> Inmate <input checked="" type="checkbox"/> All Staff <input type="checkbox"/> Restricted		
Chapter: 500 Health Services		
Subject: Pharmaceutical Operations		

POLICY

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

[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](#) – Emergency Prescribed Medication for Self-Administration by Inmate Patients
[DAI Policy 500.80.11](#) – Medication Delivery, Administration and Training
Standards for Health Care in Prisons, National Commission on Correctional Health Care, 2008 P-D-01 Pharmaceutical Operations

DEFINITIONS, ACRONYMS, AND FORMS

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

BHS – Bureau of Health Services

CPS – BHS Central Pharmacy Services

DEA – Drug Enforcement Administration

DOC – Department of Corrections

P&T – Pharmacy and Therapeutics

PROCEDURES**I. Central Pharmacy Services Responsibility**

- A. CPS shall be licensed by the State of Wisconsin and be staffed by pharmacists licensed by the State of Wisconsin.
- B. CPS maintains a formulary for ACPs approved by the P&T Committee.

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- C. Each facility medication room shall be monitored by a licensed pharmacist. The assigned pharmacist/designee shall:
 - 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.
 - b. Records.
 - c. Orders.
 - d. Assurance that drug storage and medication areas are devoid of out-dated, discontinued or recalled medications.

II. Facility Operations

- A. Each facility shall maintain procedures for the timely procurement, dispensing, administration/delivery, accounting and disposal of pharmaceuticals.
- B. Each facility shall maintain records as necessary to ensure adequate control and accountability for all medications.
- C. Each facility shall maintain secure storage of and accountability by use for DEA Controlled Substances.
- D. Each facility shall have an adequate method for notifying the responsible ACP of the impending expiration of a drug order, so the ACP can determine whether the drug order is to be continued or altered.
- E. Staff controlled medications are identified by the P&T Committee and are secured and kept under the control of appropriate staff members.
- F. Facilities shall ensure non-licensed staff do not prepare, dispense, or administer medications except for delivery systems approved by DAI Policy 500.80.11.
- G. Facilities shall ensure inmates do not prepare, dispense, or administer medications except for self medication programs (Keep on Person) approved by the facility Warden/designee and responsible physician.
- H. Some Keep on Person medications may be classified as staff-controlled at the discretion of the ACP.
- I. 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:
 - 1. Sanitation.
 - 2. Temperature.

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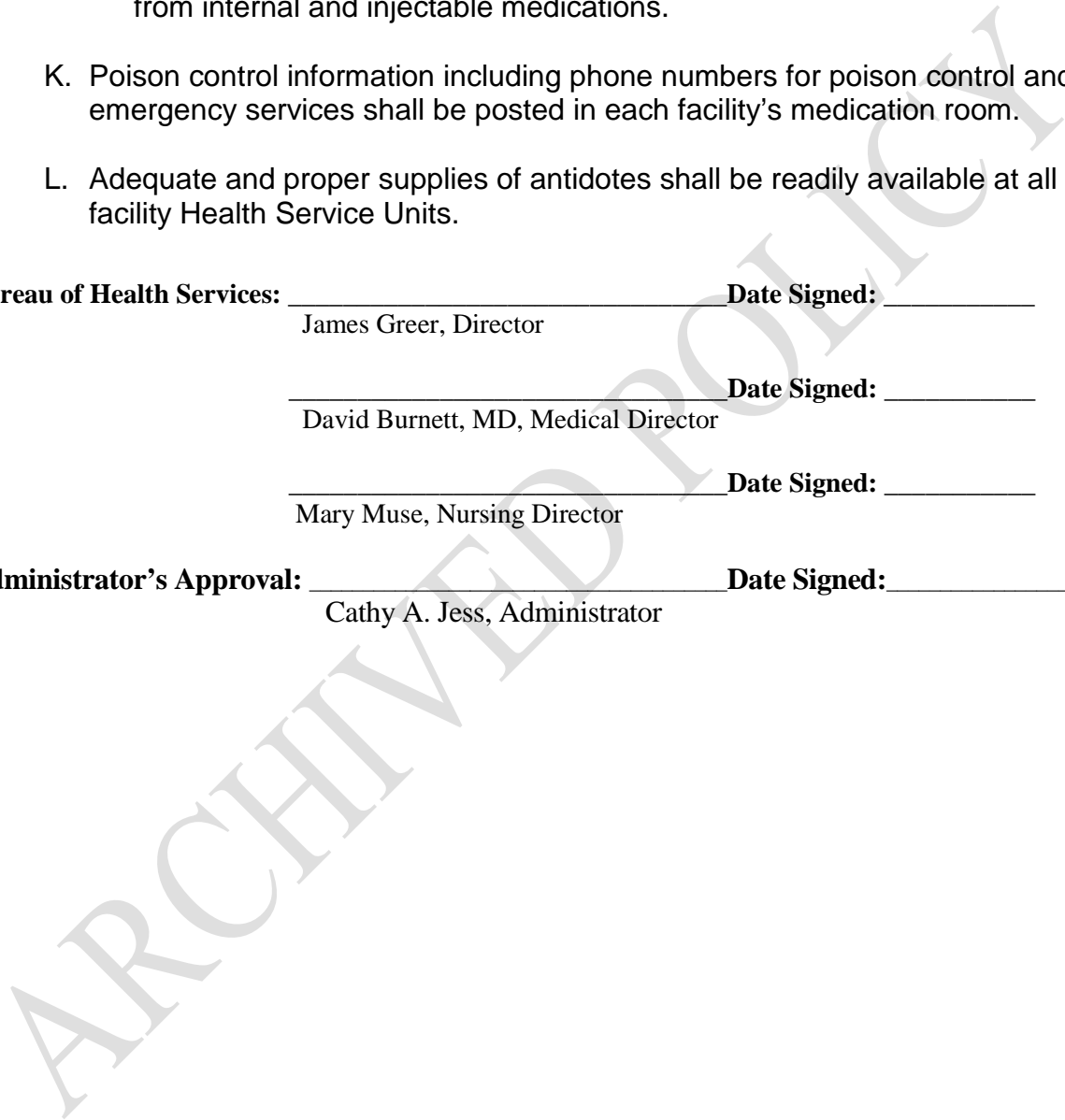
- 3. Light.
 - 4. Moisture.
 - 5. Ventilation.
 - 6. Segregation.
 - 7. Security.
 - 8. Antiseptics.
 - 9. Other medications for external use and disinfectants are stored separately from internal and injectable medications.
- K. Poison control information including phone numbers for poison control and emergency services shall be posted in each facility's medication room.
- L. Adequate and proper supplies of antidotes shall be readily available at all facility Health Service Units.

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

_____ **Date Signed:** _____
David Burnett, MD, Medical Director

_____ **Date Signed:** _____
Mary Muse, Nursing Director

Administrator's Approval: _____ **Date Signed:** _____
Cathy A. Jess, Administrator



DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES

Facility: Name		
Original Effective Date:	DAI Policy Number: 500.80.01	Page 4 of 4
New Effective Date: 00/00/00	Supersedes Number:	Dated:
Chapter: 500 Health Services		
Subject: Pharmaceutical Operations		
Will Implement <input type="checkbox"/> As written <input type="checkbox"/> With below procedures for facility implementation		
Warden's/Center Superintendent's Approval:		

REFERENCES

DEFINITIONS, ACRONYMS, AND FORMS

FACILITY PROCEDURE

- I.
 - A.
 - B.
 - 1.
 - 2.
 - a.
 - b.
 - c.
 - 3.
 - C.

II.

III.

RESPONSIBILITY

I. Staff

II. Inmate

III. Other

