

 <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	<b>Page</b> 1 of 4
	<b>Original Effective Date:</b> 03/13/00	<b>New Effective Date:</b> 08/31/23
	<b>Supersedes:</b> 500.80.01(E)	<b>Dated:</b> 10/06/17
	<b>Administrator's Approval:</b> Sarah Cooper, Administrator – 07/31/23	
<b>Required Posting or Restricted:</b>		
<input checked="" type="checkbox"/> <b>PIOC</b> <input checked="" type="checkbox"/> <b>All Staff</b> <input type="checkbox"/> <b>Restricted</b>		
<b>Chapter:</b> 500 Health Services		
<b>Subject:</b> Pharmaceutical Operations		

**POLICY**

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

**REFERENCES**

Standards for Health Care in Prisons, National Commission on Correctional Health Care, 2018, 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 – Emergency Prescribed Medication for Self-Administration by PIOC Patients

DAI Policy 500.80.11 – Medication Deliver, Administration and Training

**DEFINITIONS, ACRONYMS, AND FORMS**

Advanced Care Provider (ACP) – Provider with prescriptive authority

BHS – Bureau of Health Services

CPS – Central Pharmacy Services

DEA – Drug Enforcement Administration

DOC-3426 – HSU Pharmacy Review

HSU – Health Service Unit

PIOC – Persons in Our Care

P&T – Pharmacy and Therapeutics

**PROCEDURES****I. Central Pharmacy Services**

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- A. CPS shall be licensed by the State of Wisconsin and be staffed by Wisconsin licensed pharmacists and registered pharmacy technicians.
- B. CPS shall maintain and enforce a drug formulary approved by the P&T Committee.
- C. A CPS staff person or Consultant Pharmacist shall document inspections/consultations of institutional medication rooms at least quarterly and center medication rooms at least annually.
  - 1. At a minimum, inspection of medication rooms should include HSU compliance with:
    - a. Storage of medications
    - b. Record keeping
    - c. Medication order management
  - 2. A DOC-3426 should be completed for inspections of medication rooms.
  - 3. If appropriate, institutional quarterly review may alternate between having the pharmacist on-site and having a pharmacist review of HSU self-inspection.

## **II. CPS and Facility Operations**

- A. CPS and facilities shall comply with all applicable state and federal regulations regarding prescribing, dispensing, administering, procuring and disposing of pharmaceuticals.
- B. CPS and facilities shall develop and maintain processes for the timely procurement, dispensing, distribution, accounting and disposal pharmaceuticals.
- C. CPS and facilities shall maintain records to ensure adequate control and accountability for all medications, excluding canteen purchases.
- D. CPS and facilities shall maintain secure storage of and accountability for DEA Controlled Substances.
- E. CPS and facilities shall have drug storage and medication areas devoid of outdated, discontinued, or recalled medications, except in designated areas for disposal or return to pharmacy.
- F. All medications shall be stored under proper conditions of sanitation, temperature, light, moisture, ventilation, segregation, and security.
- G. Antiseptics, medications for external use, and disinfectants shall be stored separately from internal and injectable medications.
- H. Medications requiring special storage or special expiration dating should be stored and discarded according to manufacturer recommendations (refer to pharmacy homepage for additional recommendations).

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- I. Poison control phone numbers shall be posted in each facility's medication room and in CPS.
  
- J. Adequate and proper supplies of antidotes (such as naloxone) shall be readily available at all facility Health Service Units.

**DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES**

<b>Facility:</b>		
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<b>Chapter:</b> 500 Health Services		
<b>Subject:</b> Pharmaceutical Operations		
<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.