

 <p style="text-align: center;">DIVISION OF ADULT INSTITUTIONS</p> <p style="text-align: center;">POLICY AND PROCEDURES</p>	DAI Policy #: 500.80.08	Page 1 of 7
	Original Effective Date: 11/21/23	New Effective Date: 08/06/24
	Supersedes: 500.80.11	Dated: 11/21/23
	Administrator's Approval: Sarah Cooper, Administrator – 07/15/24	
	Required Posting or Restricted:	
<input type="checkbox"/> PIOC <input checked="" type="checkbox"/> All Staff <input type="checkbox"/> Restricted		
Chapter: 500 Health Services		
Subject: Medication Delivery and Training - Security		

POLICY

The Division of Adult Institutions shall ensure staff who deliver prescription medication are appropriately trained.

REFERENCES

66 Wis Op. Attorney General 179 (Wis.A.G.), WL 36140
Standards for Health Services in Prisons, National Commission on Correctional Health Care, Essential 2018, P-C-05 - Medication Administration Training
DAI Policy 500.80.10 – Accountability for DEA Controlled Medications
DAI Policy 500.80.26 – Medication Non-Adherence and Misuse
Wisconsin Statutes s. 302.38 – Medical Care of Prisoners
United States Pharmacopeia 800 (USP 800) – Standards for Handling Hazardous Drugs
Micromedex – clinical link and drug information

DEFINITIONS, ACRONYMS, AND FORMS

Administer – The direct application of a vaccine or a prescribed drug or device, whether by injection, ingestion or any other means, to the body by any of the following: an advanced care provider, or his or her authorized agent; PIOC at the direction of an advanced care provider; or a pharmacist.

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

BHS – Bureau of Health Services

Controlled Medications – Medications maintained under DOC staff control until an individual dose is provided to an inmate. The staff control of medication may be permanent or temporary depending on the type of medication, housing status of the inmate, or at the direction of an advanced care provider or nurse.

Correctional Officer – As defined within this policy a correctional officer can also include lieutenants and captains.

DAI – Division of Adult Institutions

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DEA – Drug Enforcement Administration

Deliver – The actual constructive or attempted transfer of medication from one person to another. In the DOC, non-licensed staff may deliver medications to inmates as assistance for self-administration. Staff who deliver medications are not licensed as a Registered Nurse or Licensed Practical Nurse and are not supervised by the Health Services Manager. Medication delivery is not a delegated medical or nursing act.

DOC – Department of Corrections

HCR – Healthcare record

HSU – Health Services Unit

ID – Identification

MAR – Medication Administration Record

MAW- Medication Administration Wizard

PIOC – Persons in Our Care

PPE – Personal Protective Equipment

PRN – As needed

Responsible ACP – A designated ACP who has the final authority at a given facility regarding clinical issues.

PROCEDURE

I. Medication Delivery – Correctional Officers

- A. 66 Wis. Op. Attorney General 179 (Wis. A.G.), WL 36140 allows Correctional Officers to deliver prescription medication to PIOC.
- B. The method of delivery of medications to those with disabilities (i.e., visual impairments, inability to read or the ability to understand English), shall be determined on an individual basis by HSU.
- C. Correctional Officers shall store medications safely and securely.
- D. Accountability for DEA controlled substances storage, perpetual inventory and counts shall be maintained according to DAI Policy 500.80.10.

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- E. Correctional Officers shall maintain sanitary conditions when delivering medications.
- F. Correctional Officers shall use appropriate PPE when delivering medications.
- G. Correctional Officers shall be trained in matters of medication delivery upon hire, and then annually at their assigned facility if the job duty entails medication delivery. Training at a minimum shall include the importance of the following:
 - 1. Right PIOC.
 - 2. Receiving the right medication.
 - 3. Receiving the right dose of the medication.
 - 4. Right method of taking medication.
 - 5. Receiving medication at the right time.
 - 6. Proper documentation.
- H. Delivery Controls
 - 1. Packaging:
 - a. All medications shall be in unit dose packaging.
 - b. Correctional Officers shall not remove or pour doses from a multi-dose container.
 - 2. Correctional Officers shall not remove doses of medications intended for delivery in advance.
 - 3. Correctional Officers shall not crush, split, or otherwise manipulate a dispensed dose of medication.
- I. Delivery Procedure
 - 1. PIOC shall report in person to the assigned delivery location to take or refuse their medications at the ordered time.
 - 2. PIOC shall have their DOC state issued ID visible.
 - 3. PIOC shall identify themselves using one additional identifier (i.e. name, date of birth, DOC number)
 - 4. Correctional Officers shall scan the DOC ID.
 - 5. Correctional Officers shall compare the label on the medication container/package to the MAW in HCR to ensure accuracy identifying the:
 - a. Right PIOC.
 - b. Right medication.
 - c. Right dose.
 - d. Right time and frequency.
 - e. Right route.
 - f. Right documentation.

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6. If there is a discrepancy between the medication label and the MAW, the Correctional Officer shall contact a nurse in HSU or the on-call nurse for direction before proceeding with delivery.
 7. Correctional Officers shall not deliver medication labeled for one PIOC to another PIOC.
 8. Correctional Officers shall show the medication container/package and label to PIOC.
 9. PIOC shall verify the following information is correct:
 - a. Name.
 - b. Medication.
 - c. Dose.
 - d. Time and frequency.
 - e. Route.
 10. Correctional Officers shall deliver the prescribed dose of the medication to PIOC in view of PIOC without touching the medication. This shall be done in the following manner:
 - a. Deliver the medication from the blister pack either directly into PIOC hand or a dose cup.
 - b. Provide PIOC a single dose of a liquid medication.
 - c. Provide a multi-dose container of medication to PIOC to self-administer.
 11. Correctional Officers shall conduct a visual inspection of PIOC entire mouth including cheeks, having PIOC raise their tongue, and observe swallowing of water.
 12. If the scheduled medication is unavailable the officer shall contact a nurse in HSU or the on-call nurse for direction.
- J. Offsite appointments/work assignments
1. Correctional Officers may need to deliver a dose of medication to PIOC when they are transported to an off-site appointment.
 2. Medications shall only be repackaged by nursing staff in a medication envelope. If the medication is not repackaged by nursing staff the original medication container shall accompany PIOC.
 3. If the medication is repackaged in an envelope, nursing shall provide specific directions regarding the medication on the outside of the envelope to include; PIOC name, DOC number, medication name, dose, time, frequency, and initials of nurse packaging the envelope.
 4. Nursing staff shall document in the HCR that the medication was sent on the offsite appointment.
 5. Any dose of medication given at an offsite appointment shall be documented in the HCR once PIOC returns and security has verified the medication was delivered.

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K. Documentation

1. Documentation includes scanning of PIOC ID and medication, as this process is a safety measure to ensure PIOC is receiving the correct medication according to their active list of prescribed medications.
2. All controlled medications delivered by staff shall have a corresponding electronic entry into the HCR.
3. Medications that are refused by PIOC shall have a corresponding entry into the HCR noting the refusal.
4. Refusal and documentation shall occur at the time of delivery.

L. Equipment

1. Broken or non-functioning medication delivery equipment (laptops and scanners) shall be communicated immediately to the area Supervisor/HSU for a replacement.
2. Each facility shall have a process in place to report and replace medication delivery equipment, so that there is equipment available for staff to use during each medication pass.

II. Orientation and Training Records

- A. Medication training programs shall be approved by the BHS Director of Healthcare Administration.
- B. Documentation of completed officer pre-service training in medication delivery and annual medication delivery training shall be kept on file.

DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES

Facility: Name		
Original Effective Date:	DAI Policy Number:	Page 6 of 7
New Effective Date: 00/00/00	Supersedes Number:	Dated:
Chapter: 500 Health Services		
Subject: Medication Delivery and Training - Security		
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. PIOC

III. Other

DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES

Facility:		
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