

 <p style="text-align: center;">DIVISION OF ADULT INSTITUTIONS</p> <p style="text-align: center;">POLICY AND PROCEDURES</p>	DAI Policy #: 500.80.09	Page 1 of 6
	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, Administration and Training – Health Staff		

POLICY

The Division of Adult Institutions shall ensure staff who deliver or administer 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 500.80.16 – Medication Occurrence Reporting
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 of PIOC 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 PIOC. The staff control of medication may be permanent or temporary depending on the type of medication, housing status of PIOC, or at the direction of an advanced care provider or nurse clinician.

DAI – Division of Adult Institutions

DEA – Drug Enforcement Administration

DAI Policy #: 500.80.09	New Effective Date: 08/06/24	Page 2 of 6
Chapter: 500 Health Services		
Subject: Medication Delivery, Administration and Training – Health Staff		

Deliver – The actual constructive or attempted transfer of medication from one person to another. In the DOC, non-licensed staff may deliver medications to PIOC 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 – Health Care record

HSU – Health Services Unit

ID – Identification

MAR – Medication Administration Record

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 Administration – Health Staff

- A. Medications shall be stored safely and securely.
- B. Sanitary conditions shall be maintained when administering medications.
- C. Health staff shall use appropriate PPE when administering medications according to USP 800 and Micromedex.
- D. Health staff shall administer medication from a safe and designated area in the health service unit or on the housing units.
 1. Security staff shall be present anytime health staff are administering medication.
 2. PIOC shall have their DOC state issued ID visible for scanning and state another personal identifier (e.g., DOC number, date of birth, name) prior to administration of medication.
 3. Medication refusals shall be done in person by PIOC at the point of administration and at the time the medication is scheduled.
 4. Follow-up for refusals shall be done per DAI Policy 500.80.26.

DAI Policy #: 500.80.09	New Effective Date: 08/06/24	Page 3 of 6
Chapter: 500 Health Services		
Subject: Medication Delivery, Administration and Training – Health Staff		

- E. Health staff who administer medication shall be competent in medication administration. Validation of competency shall include the following:
1. The importance of PIOC receiving their medications within the scheduled timeframe.
 2. Scope of practice as it relates to medications.
 3. Security practices.
 4. Packaging of medications.
 5. Accountability of DEA controlled substances per DAI policy 500.80.10.
 6. Administration procedure.
 7. Medication occurrence reporting per DAI Policy 500.80.16.
 8. Documentation.
- F. Administration Procedure
1. Do not remove doses of medications, crush, split or otherwise manipulate the medication intended for administration in advance.
 2. Compare the label on the medication container with the MAR to ensure accuracy identifying the right:
 - a. PIOC
 - b. Medication
 - c. Dose
 - d. Time frame specific to the medication delivery window as designated within the HCR
 - e. Route
 3. Allergies shall be reviewed prior to medication administration.
 4. Do not administer medication specifically dispensed (labeled) for one PIOC to another PIOC.
 5. Administer only the prescribed dose of medication to PIOC.
 6. Health staff shall conduct a visual inspection of PIOC entire mouth including cheeks, having PIOC raise their tongue, and observe swallowing of water. Security staff present may assist with mouth inspections.
 7. Document administration upon giving the medication.
- G. Documentation
1. Documentation shall include 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 medications administered by health staff shall have a corresponding entry into the HCR which documents administration.
 3. Medications that are refused shall have a corresponding entry into the HCR.
 4. If PIOC did not receive a medication, staff shall indicate a reason with the documentation.

DAI Policy #: 500.80.09	New Effective Date: 08/06/24	Page 4 of 6
Chapter: 500 Health Services		
Subject: Medication Delivery, Administration and Training – Health Staff		

5. Documentation for injections shall also include:
 - a. Site of injection.
 - b. Route (subcutaneous or intramuscular).
 6. Scheduled medications shall have documentation unless the medication is a PRN.
- H. Health staff responsibility when administering medications:
1. Administer the right medication, to the right PIOC, right time, right route, right dose, and right documentation.
 2. Educate PIOC regarding the following:
 - a. Name of medication.
 - b. Dose of medication.
 - c. Time of medication.
 - d. Reason for taking medication.
 - e. Possible side effects of the medication.
 - f. Right to refuse.
 3. Education shall be documented in the HCR, if performed.
 4. PIOC who refuse to take prescribed medications shall have follow-up with the nurse and the nurse shall address medication non-adherence according to DAI Policy 500.80.26.
- I. 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. Documentation of orientation, training and competency for all health staff who administer medications shall be kept on file with the Health Services Manager.
 - B. Medication training programs shall be approved by the BHS Director of Healthcare Administration.

DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES

Facility: Name		
Original Effective Date:	DAI Policy Number:	Page 5 of 6
New Effective Date: 00/00/00	Supersedes Number:	Dated:
Chapter: 500 Health Services		
Subject: Medication Delivery, Administration and Training – Health Staff		
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:		
New Effective Date:	DAI Policy Number:	Page 6 of 6
Chapter:		
Subject:		