

 <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> 500.80.15	<b>Page</b> 1 of 6
	<b>Original Effective Date:</b> 10/01/02	<b>New Effective Date:</b> 08/28/13
	<b>Supersedes:</b> BHS800:15	<b>Dated:</b> 01/17/05
	<b>Administrator's Approval:</b> Cathy A. Jess, Administrator	
<b>Required Posting or Restricted:</b>		
<input checked="" type="checkbox"/> <b>Inmate</b> <input checked="" type="checkbox"/> <b>All Staff</b> <input type="checkbox"/> <b>Restricted</b>		
<b>Chapter:</b> 500 Health Services		
<b>Subject:</b> Transfer of Medication		

## POLICY

All Division of Adult Institutions shall ensure medications are transferred with the inmate patient when an inmate patient is transferred from one facility to another. Current medications shall be given at any temporary hold facility and reissued to the inmate patient upon arrival at the final receiving facility.

## REFERENCES

Standards for Health Services in Prisons, National Commission on Correctional Health Care, 2008, P-D-01 Pharmaceutical Operations  
Standards for Health Services in Prisons, National Commission on Correctional Health Care, 2008, P-D-01 Medication Services P-D-02  
Standards for Health Services in Prisons, National Commission on Correctional Health Care, 2008, P-E-12 Continuity of Care During Incarceration  
DAI Policy 500.30.06 – Transfer of Inmate Patient  
DAI Policy 500.50.06 – Management of DOC Health Care Records  
DAI Policy 500.80.10 – Accountability of DEA Controlled Medications

## DEFINITIONS, ACRONYMS, AND FORMS

Non-Controlled Medication (KOP medication) – Medications that are issued to inmate patients and do not remain under direct supervision of staff. They are kept in their cell and are self-administered by the inmate patient. A white label will denote non-controlled medications.

Controlled Medications – Medications which have been designated by the DOC to be under staff control and kept in the HSU or the custody of security staff/youth counselors in a secured location. A yellow or yellow-highlighted label will denote controlled medications.

DEA Controlled Medications – A subset of Controlled Medications and includes a drug, substance or immediate precursor included in Schedules I to V of Wisconsin Statutes Ch. 961, Subchapter II. DOC does not provide any Schedule I drugs.

DOC – Department of Corrections

DOC-3026 – Medication/Treatment Record

DOC-3034 – Patient Medication Profile

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DOC-3246A – DEA Controlled Substance Perpetual Inventory – HSU Medication Room

DOC-3246B – DEA Controlled Substance Perpetual Inventory – Point of Delivery

HSU – Health Services Unit

KOP – Keep on Person

Medication Transport Bag – Designated bag in which all medications are transferred in which is separate from the medical chart.

Temporary Hold Facility – Interim facility that an inmate patient may stay at while awaiting transportation to a final destination.

WRC – Wisconsin Resource Center

## **PROCEDURE**

### **I. Sending Facility, Prior to Inmate Patient Transfer**

- A. Assigned facility staff shall retrieve inmate patient's KOP medications and place in medication transfer bag. Blue medication transfer bags may be ordered from the BHS Central Pharmacy.
- B. Assigned facility staff shall retrieve inmate patient's controlled medications from point of delivery/administration and current DOC-3026 – Medication/Treatment Record and place in medication transfer bag.
- C. Assigned facility HSU medication room staff shall gather any backup medication and place into the medication transfer bag.
- D. Assigned HSU staff shall retrieve the current DOC-3034 – Patient Medication Profile and place it into the medication transfer bag as the KOP medications.
- E. Medication transfer bag shall be labeled with inmate patient name, DOC Number, receiving facility.
- F. Each facility shall allow inmate patients to keep prescribed nitroglycerin tablets and rescue inhalers on their person during transport, unless specific security concerns exist. Exemptions shall be approved by the Security Director/ designee in consultation with the responsible health authority.
- G. EpiPens shall be controlled by staff during transport unless otherwise specified.
- H. Health Care Records shall be packed in separate bag; see DAI Policy 500.50.06.

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- I. Any medications purchased in canteen are considered personal property and shall not be packed in medication transfer bags.
- J. DEA Controlled Medications
  - 1. Any of inmate patient's DEA Controlled medications in use shall have respective DOC-3246B – DEA Controlled Substance Perpetual Inventory – Point of Delivery form sent with card in blue medication transfer bag.
  - 2. Any of inmate patient's DEA Controlled medications in medication room shall have DOC-3246A – DEA Controlled Substance Perpetual Inventory – HSU Medication Room sent with card in blue medication transfer bag.
- K. All medication transfer bags shall be sent to secure designated transportation area of facility prior to inmate patient departure.

## **II. Temporary Hold Facility (if applicable)**

- A. If an inmate patient is kept temporarily at a temporary hold facility, the facility shall ensure the inmate patient receives all prescribed meds as indicated.
- B. Assigned HSU staff shall open medication transfer bag and retrieve current medications and current DOC-3026 – Medication/Treatment Record and DOC-3034 – Patient Medication Profile. KOP meds may be reissued to inmate patient.
- C. Controlled medications and the DOC-3026 – Medication/Treatment Record shall be secured at the Point of Delivery for use while at the temporary hold facility.
- D. Any medications purchased in canteen are considered personal property and are not required to be reissued to inmate patient at interim facility.
- E. If any medication is missing or otherwise unavailable, assigned interim facility staff may order replacement medication from the BHS Central Pharmacy, or obtain medication from HSU stock or a local pharmacy.
- F. DEA Controlled medications delivered/administered shall be documented according to DAI Policy 500.80.10.
- G. Prior to departure to the receiving facility, the interim facility shall package all medications into the medication transfer bag along with the current DOC-3026 – Medication/Treatment Record and DOC-3034 – Patient Medication Profile label it with inmate patient name, DOC Number and receiving facility.
- H. Medication transfer bags shall be sent to the secure designated transportation area of facility prior to departure to the receiving facility.

## **III. Receiving Facility (Permanent DOC facility)**

- A. Upon arrival, all prescribed medications shall be sent to the facility HSU.

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- B. Assigned HSU staff shall reconcile medication in medication transfer bags against DOC-3034 – Patient Medication Profile.
  - C. All prescribed “in-use” KOP medications shall be reissued to the inmate patient.
  - D. All prescribed “in-use” controlled medications shall be reissued to the appropriate point of delivery/administration along with an accompanying DOC-3026 – Medication/Treatment Record.
  - E. DEA Controlled Medications
    - 1. Any of inmate patient’s DEA Controlled medications in use shall have respective DOC-3246B – DEA Controlled Substance Perpetual Inventory – Point of Delivery form sent with card to housing unit or point of delivery/administration.
    - 2. Any of inmate patient’s DEA Controlled medications for medication room shall have respective DOC-3246A – DEA Controlled Substance Perpetual Inventory – HSU Medication Room filed in appropriate binder/log book in medication room.
  - F. Any missing or unavailable medication shall be reordered from the BHS Central Pharmacy or obtained from stock or a local pharmacy.
  - G. Medications purchased from canteen in the inmate patient’s personal property may be reissued to the inmate patient per facility procedure.
- IV. Medications Remaining at Sending Facility, Post-Transfer**
- A. Sending facility shall collect and package any remaining medications if inmate patient has already departed.
  - B. Sending facility shall immediately forward medications to receiving facility to the attention of the facility HSU.
  - C. Any medications requiring refrigeration shall be packaged accordingly and labeled as containing refrigerated contents but not shipped on a Friday or the day prior to an observed state holiday.
- V. Transfer to Non-DOC Facility**
- A. WRC
    - 1. No medication shall be sent to inmate patients transferring to WRC.
    - 2. Medication for inmate patients transferring to WRC shall be returned to the BHS Central Pharmacy.
  - B. County Jails
    - 1. A five day supply of all current medications, including insulin and diabetic supplies shall be sent with an inmate patient going out to a county jail for a court appearance unless otherwise specified by the receiving county.

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2. Medications shall be given to the official transporting the inmate patient.
3. DEA controlled medications shall not be sent with inmate patients.

**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**

<b>Facility:</b> Name		
<b>Original Effective Date:</b>	<b>DAI Policy Number:</b> 500.80.15	<b>Page</b> 6 of 6
<b>New Effective Date:</b> 00/00/00	<b>Supersedes Number:</b>	<b>Dated:</b>
<b>Chapter:</b> 500 Health Services		
<b>Subject:</b> Transfer of Medication		
<b>Will Implement</b> <input 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.

B.

1.

2.

a.

b.

c.

3.

C.

II.

III.

**RESPONSIBILITY**

I. Staff

II. Inmate

III. Other