

 <p style="text-align: center;">DIVISION OF ADULT INSTITUTIONS</p> <p style="text-align: center;">POLICY AND PROCEDURES</p>	DAI Policy #: 500.80.19	Page 1 of 4
	Original Effective Date: 07/01/03	New Effective Date: 04/08/24
	Supersedes: BHS800:19	Dated: 01/11/21
	Administrator's Approval: Sarah Cooper, Administrator – 03/08/24	
	Required Posting or Restricted:	
<input checked="" type="checkbox"/> PIOC <input checked="" type="checkbox"/> All Staff <input type="checkbox"/> Restricted		
Chapter: 500 Health Services		
Subject: Emergency Medications and Antidotes		

POLICY

The Division of Adult Institutions facilities standardized medications approved by the Bureau of Health Services Medical Director as recommended by the Pharmacy and Therapeutics Committee shall be available in each Health Services Unit for administration after being ordered by a prescribing practitioner.

REFERENCES

Standards for Health Services in Prisons, National Commission on Correctional Health Care 2018, P-D-01 - Pharmaceutical Operations, P-D-02 - Medication Services
DAI Policy 500.11.06 - Naloxone Carry
DAI Policy 500.50.07 - Records Retention/ Authorizations
DAI Policy 500.80.16 - Medication Occurrence Reporting
RDA 207 – Tracking of Work Processes
Wis. Stat. s. 302.38 - Medical care of prisoners
Wis. Stat. s. 302.385 - Correctional institution health care
Wis. Stat. s. 302.386 - Medical and dental services for prisoners and forensic patients

DEFINITIONS, ACRONYMS AND FORMS

Central Pharmacy Services (CPS) – Department of Corrections centralized pharmacy in Waupun that delivers medication statewide to all Department of Corrections facilities.

DOC – Department of Corrections

DOC-3340 – Medication Occurrence Report

DOC-3580 – Emergency Medication Accountability Log

E-Kit- Emergency Kit

ER – Emergency Room

HSM – Health Services Manager

HSU – Health Services Unit

Incident Report (WICS)

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PIOC – Persons in our Care

Prescribing Practitioner – A licensed individual, such as a Physician, Psychiatrist, Nurse Practitioner (Advanced Practice Nurse Practitioner), Physician Assistant, Dentist, Optometrist, authorized to write prescriptions.

RDA – Records Disposition Authority

PROCEDURES

- I. The list of emergency medications and antidotes is developed by the Pharmacy and Therapeutics Committee.
- II. Emergency Medications are to be kept in each Health Services Unit in a standardized E-Kit.
 - A. The contents of the E-Kit shall not be partitioned or otherwise distributed into other emergency response bags, carts, etc.
 - B. The entire E-Kit shall be brought by nursing staff responding to any emergency situation.
 - C. The medications shall be standardized and provided by CPS.
 - D. The E-Kit shall be secured with a numbered tamper evident tie.
 - E. A list of the contents with their expiration dates shall be placed on the outside of the E-Kit.
 - F. A log shall be placed on the outside of the container to document whenever the container has been opened and to record the number of the tamper evident tie whenever the container is sealed.
 - G. The HSM/Nurse Clinician 4/Designee shall assign staff to check the medication E-Kit on a monthly basis for tamper evident tie integrity and expiration dates.
 1. It is not necessary to open the E-Kit if the tamper evident tie is unbroken and the number of the tamper evident tie matches the last entry, and inventory expiration date is accounted for.
 2. If the tamper evident tie is broken, an audit of contents is required.
 - a. If there is a discrepancy, attempt to determine and resolve reason for discrepancy.
 - b. If the discrepancy cannot be resolved, see Section III of this policy.
 - H. The E-Kit shall be located in the HSU or where it can be secured per facility procedure.

III. E-Kit Audits

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- A. Document routine checking of the container on DOC-3580.
- B. Document anytime the container is opened or sealed on DOC-3580.
- C. Retain DOC-3580 in the HSU as designated by the HSM for 7 years per RDA 207 and DAI 500.50.07 Records Retention-Disposition Authorizations.
- D. Missing items
 - 1. Document unresolved missing items on DOC-3340 per DAI 500.80.16 Medication Occurrence Reporting.
 - 2. Complete WICS Incident Report and route according to facility policy.

IV. Replenishment of Emergency Stock

- A. The used or expired contents of the E-Kit shall be replaced with HSU stock whenever possible.
- B. The used or expired contents of the E-Kit not available as HSU stock shall be replaced by CPS.
- C. Naloxone
 - 1. Refer to DAI Policy 500.11.06 for Naloxone administered by security staff. Facilities with a wholesaler account shall order Naloxone for security staff and for E-Kit replenishment directly from the wholesaler.
 - 2. Facilities without a wholesaler account shall order Naloxone for security staff and for E-Kit replenishment from CPS.

V. Administration of Emergency Medications with the exception of Naloxone

- A. Emergency medications are only to be administered upon the order of an ACP or a nursing protocol.
- B. Administration may be either by the physician, advanced practice nurse prescriber, physician assistant, registered nurse or licensed practical nurse dependent upon qualifications and training.
- C. Licensed practical nurses may only administer medications per nursing protocol if a registered nurse has assessed the patient and written an order per protocol.
- D. Emergency medications administered shall be documented in the healthcare record.

DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES

Facility: name		
Original Effective Date:	DAI Policy Number: 500.80.19	Page 4 of 4
New Effective Date: 00/00/00	Supersedes Number:	Dated:
Chapter: 500 Health Services		
Subject: Emergency Medications and Antidotes		
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.
 - 1.
 - a.
 - B.
 - C.
- II.
 - A.
 - B.
 - C.