

 <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> 500.00.02	<b>Page</b> 1 of 5
	<b>Original Effective Date:</b> 10/15/01, 06/15/05	<b>New Effective Date:</b> 08/31/20
	<b>Supersedes:</b> BHS 800:22, 500.00.02	<b>Dated:</b> 11/01/17, 12/27/12, 01/01/09
	<b>Administrator's Approval:</b> Makda Fessahaye, 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> Emergency Prescribed Medication for Self-Administration by Patients		

**POLICY**

The Division of Adult Institutions shall provide access to medications prescribed for the emergency treatment of life threatening conditions. Planning for emergency health care ensures that all staff are prepared to effectively respond during emergencies.

**REFERENCES**

Standards for Health Services in Prisons, National Commission on Correctional Health Care, 2018 D-07 Emergency Services and Response Plan.  
Executive Directive 59 – Department of Corrections Provided Medical Alert Wristbands.  
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**

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

BHS – Bureau of Health Services

DAI – Division of Adult Institutions

DOC – Department of Corrections

Emergency Medication – Medication that must be taken immediately upon the development of symptoms in order to address potentially life-threatening conditions, for example: EpiPens for allergic reactions; nitroglycerin for chest pain; and rescue inhalers for asthma.

Incident Report (WICS)

Keep on Person (KOP) Medication – Medication self-administered by the inmate patient.

RH – Restrictive Housing

**PROCEDURE****I. General Guidelines**

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- A. Designation of emergency medications for KOP shall be determined by the responsible ACP and/or the BHS Pharmacy and Therapeutics Committee.
- B. Designated DOC emergency medications include:
  - 1. Nitroglycerin.
  - 2. Rescue Inhaler.
  - 3. EpiPen.
- C. Patients are allowed to keep nitroglycerin and rescue inhalers in their possession at all times, including while they are off the housing unit, in RH and off-site. In RH:
  - 1. Facilities may post notices that maintain confidentiality of protected health information on cell doors alerting staff of the presence of an emergency medication in a cell
  - 2. Patients may be required to provide their emergency medications to staff prior to exiting their cell per security direction.
- D. Patients shall have two EpiPens, located where staff are able to deliver it to the patient quickly.
  - 1. One shall be located in the housing unit.
  - 2. The location of the second one shall be based on where the patient spends a significant amount of time and/or the type of allergy.
  - 3. Patients who go off-site for work release, community service or project crews shall be allowed to carry their EpiPen.
  - 4. Security and HSU shall develop a plan when a patient is identified by the ACP as needing immediate access to an EpiPen due to a severe allergy.
- E. EpiPens designated as KOP shall be labeled patient specific.
- F. HSU nursing staff shall educate the patient on the need for and use of emergency medications. Education shall be documented in the health record.
- G. Patients prescribed an emergency medication shall be offered a medical alert bracelet according to Executive Directive 59.
- H. HSU staff shall review patient emergency medications for expiration dates and concerns related to use.
- I. Non-health staff shall immediately notify HSU if there is a concern reported regarding the use of a KOP emergency medication.
- J. EpiPen use requires immediate HSU notification and a WICS Incident Report completed by non-health staff.
- K. Used EpiPens shall be disposed of in a sharps container immediately.

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**II. Removal of Emergency Medications by Staff**

- A. Security staff may remove emergency medications from inmate’s possession in an emergency but must contact HSU or On-Call RN immediately. Maintain a security vigil until HSU provides further direction.
- B. HSU staff shall be consulted, if possible, before KOP emergency medications are removed from a patient’s possession.
- C. Only the ACP can determine if an emergency medication needs to be under staff control.

**III. Emergency Medications Maintained by Staff**

- A. Emergency medication(s) not designated as KOP shall be kept in a location that will allow staff to deliver it to the patient immediately upon request.
- B. The patient shall be housed in a cell that allows close monitoring.

**IV. Transporting Inmate Patients with Emergency KOP Medications**

- A. Each facility shall allow patients to have on their person, nitroglycerin and rescue inhalers during transport, unless specific security concerns exist and are noted and approved by the Security Director/Designee in consultation with the facility health authority.
- B. Epi-pens shall be controlled by staff during transport unless otherwise specified.
- C. Patients who cannot keep emergency medications on their person must have the medications immediately available by escorting staff.
- D. Collaboration among security staff, health services staff, and patients staff shall occur to ensure that emergency medication are available when going off-site

**Bureau of Health Services:** \_\_\_\_\_ **Date Signed:** \_\_\_\_\_  
Michael Rivers, Director of Administration

\_\_\_\_\_ **Date Signed:** \_\_\_\_\_  
Paul Bekx, Medical Director

\_\_\_\_\_ **Date Signed:** \_\_\_\_\_  
Mary Muse, Nursing Director

**Administrator’s Approval:** \_\_\_\_\_ **Date Signed:** \_\_\_\_\_  
Makda Fessahaye, Administrator

## DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES

<b>Facility:</b> Prairie du Chien Correctional Institution		
<b>Original Effective Date:</b> 06/20/10	<b>DAI Policy Number:</b> 500.00.02	<b>Page</b> 4 of 5
<b>New Effective Date:</b> 01/19/21	<b>Supersedes Number:</b> 500.00.02	<b>Dated:</b> 07/27/18
<b>Chapter:</b> 500 Health Services		
<b>Subject:</b> Emergency Prescribed Medication for Self-Administration by Inmate-Patients		
<b>Will Implement</b> <input type="checkbox"/> As written <input checked="" type="checkbox"/> With below procedures for facility implementation		
<b>Warden's/Center Superintendent's Approval:</b> Warden Peter J. Jaeger		

### REFERENCES

#### DEFINITIONS, ACRONYMS, AND FORMS

MDI – Metered Dose Inhaler (Albuterol Inhaler) – also called a rescue inhaler

MPAA – Medical Program Assistant Associate

DOC-3332B – Medical Restrictions / Special Needs

#### FACILITY PROCEDURE

- I. **KOP medications** will be designated on the DOC-3332B.
- II. **Recreation leader/recreation officer** shall maintain control of emergency medications for inmates who request to have it placed in staff control while attending recreation.
- III. **EpiPens and MDI's**
  - A. An EpiPen will be KOP unless otherwise designated.

A second inmate-specific EpiPen shall be stored in the bottom drawer of the officer medication cart in HSU. B. Transport team shall maintain control of two EpiPens when transporting inmates to off-site appointments.

1. MPAA shall document on the off-site envelope, "Has an EpiPen prescription", in red ink.
2. MPAA shall place EpiPen in the blue medication bag and deliver to the gatehouse with the off-site envelope.
3. Inmate shall bring KOP EpiPen to the gatehouse when preparing to leave. It will be placed into the blue medication bag during transport and shall be returned to the inmate upon returning to the institution..

#### C. Off-site Project Crew

1. MPAA shall notify the project crew sergeant by email when an inmate requiring an emergency medication has been hired. Per policy, the inmate will keep the EpiPen on-person.
2. Project crew sergeant shall pick up the second EpiPen at HSU before the work crew exits the facility grounds and shall return it to HSU upon returning to the institution.

**DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES**

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D. Restrictive Housing (RH)

1. All medications shall be transferred immediately after inmate transfer to or from RH.
2. The second EpiPen shall be stored in the HSU medication cart in RH.
3. Inmate patients housed in RH shall have a designated colored triangle located on their cell doors identifying what ordered emergency medication(s) are prescribed. The designated colors are as follows:
  - a. Nitroglycerin - Brown
  - b. Rescue Inhaler - Blue
  - c. EpiPen – Yellow
4. Staff may require an inmate to hand over his emergency medications during movement to/from his cell. If required, staff escort shall maintain possession of emergency medications during movement and shall return to the inmate immediately upon return to his cell.