

 <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 5
	<b>Original Effective Date:</b> 10/01/02	<b>New Effective Date:</b> 01/11/21
	<b>Supersedes:</b> BHS800:15	<b>Dated:</b> 08/28/13
	<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> Transfer of Medication		

**POLICY**

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

**REFERENCES**

Standards for Health Services in Prison, National Commission on Correctional Health Care, 2018, P-D-01 - Pharmaceutical Operations; P-D-02 - Medication Services  
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  
Wisconsin Statutes s. 302.85 – Medical Care of Prisoners

**DEFINITIONS, ACRONYMS AND FORMS**

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

CPS - Central Pharmacy Service

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

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

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HSU – Health Services Unit

KOP – Keep on Person

Medication Transport Bag – Designated bag in which all medications are transferred.

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

WRC – Wisconsin Resource Center

## **PROCEDURE**

### **I. General Guidelines**

- A. Medication transfer bags shall be ordered from the BHS Central Pharmacy (CPS).
- B. Medication transfer bag shall be labeled with patient name, DOC Number, receiving facility.
- C. Any medications purchased in canteen are considered personal property and shall not be packed in medication transfer bags.
- D. All medication transfer bags shall be sent to secure designated transportation area of facility prior to patient departure.
- E. Any medications requiring refrigeration shall be packaged accordingly and labeled as containing refrigerated contents.

### **II. Sending Facility, Prior to Patient Transfer**

- A. Medication transfer bags shall include medications from the following locations:
  1. KOP medications.
  2. Staff controlled medications from all points of delivery.
  3. Patient specific medications from the medication room.
- B. Each facility shall allow 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 ACP in consultation with the Security Director/designee.
- C. EpiPens shall be controlled by staff during transport unless otherwise specified.
- D. DEA Controlled Medications
  1. DEA Controlled medications in use shall have the respective DOC-3246B – DEA Controlled Substance Perpetual Inventory – Point of Delivery form sent with card currently in use in – the medication transfer bag.

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2. DEA Controlled medications in the HSU medication room shall have DOC-3246A – DEA Controlled Substance Perpetual Inventory – HSU Medication Room currently in use sent with card in the medication transfer bag.
- E. Post transfer, sending facility shall immediately forward any remaining medications to receiving facility to the attention of the facility HSU.
- III. Temporary Hold Facility (if applicable)**
- A. If a patient is transferred to a temporary site, the facility shall ensure the patient receives all prescribed medications.
  - B. Unavailable medication shall be reordered from CPS, obtained from stock or a local pharmacy.
- IV. Receiving Facility (Permanent DOC facility)**
- A. Upon arrival, all prescribed medications shall be sent to the HSU.
  - B. Assigned HSU staff shall reconcile medications with the active orders in the healthcare record.
  - C. KOP medications shall be reissued.
  - D. Controlled medications shall be reissued to the appropriate point of delivery/administration.
  - E. Unavailable medication shall be reordered from CPS, obtained from stock, or a local pharmacy.
  - F. Medications purchased from canteen shall be reissued to the patient, according to facility procedure.
- V. Transfer to Non-DOC Facility**
- A. WRC
    1. No medication shall be sent with any patient transferring to WRC, with the exception of emergency medications
    2. Medication for 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 a patient going out to a county jail for a court appearance unless otherwise specified by the receiving county.
    2. Medications shall be given to the official transporting the patient.
    3. DEA controlled medications shall not be sent with patients.

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

\_\_\_\_\_ **Date Signed:** \_\_\_\_\_  
Vacant, Medical Director

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

\_\_\_\_\_ **Date Signed** \_\_\_\_\_  
Makda Fessahaye, Administrator

**DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES**

<b>Facility:</b> Wisconsin Correctional Center System		
<b>Original Effective Date:</b> 10/01/02	<b>DAI Policy Number:</b> 500.80.15	<b>Page</b> 5 of 5
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<b>Chapter:</b> 500 Health Services		
<b>Subject:</b> Transfer of Medication		
<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> /s/ Quala Champagne		

**FACILITY PROCEDURE**

The center ACP shall consult with the center Captain, who is the Security Director designee