

 <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> 500.80.25	<b>Page</b> 1 of 3
	<b>Original Effective Date:</b> 12/21/11	<b>New Effective Date:</b> 01/25/21
	<b>Supersedes:</b> 500.80.25	<b>Dated:</b> 10/06/14
	<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> Medication Services		

**POLICY**

The Division of Adult Institutions shall ensure medications are provided in a timely, safe and sufficient manner.

**REFERENCES**

Standards for Health Care in Prisons, National Commission on Correctional Health Care, 2018, P-D-02 – Medication Services

DAI Policy 500.80.03 – Medication Reconciliation – Continuation of Medication

DAI Policy 500.80.04 – Over the Counter Medications

DAI Policy 500.80.05 – Formulary – Approved Medications for Use

DAI Policy 500.80.15 – Transfer of Medication

Wis. Stat. s. 302.38 – Medical Care of Prisoners

Wis. Stat. s. 302.385 – Correctional Institution Health Care

**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 a patient by any of the following: an advanced care provider, or his or her authorizing agent; a patient at the direction of an advanced care practitioner; or a pharmacist.

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

CQI – Continuous Quality Improvement

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

HCR – Healthcare Record

HSU – Health Service Unit

OTC – Over the Counter Medications

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Responsible Physician – Designated physician who has final authority at a given facility regarding clinical issues.

**PROCEDURES**

**I. General Guidelines**

- A. Prescription medications are administered or delivered to the patient only on the order of an ACP. The facility shall have a procedure identifying the expected time frames from ordering to delivery and a backup plan if the time frames cannot be met.
- B. OTC medications may be provided by the HSU or purchased by the patient from canteen as described in DAI Policy 500.80.04. OTCs obtained through HSU shall be documented in the healthcare record (HCR).
- C. The responsible physician determines prescriptive practices in the facility in accordance with DAI Policy 500.80.05.
- D. Medications are only prescribed when clinically indicated; (e.g., psychotropic and behavior-modifying medications are not used for disciplinary purposes).
- E. Patients entering the facility on prescription medication shall continue to receive the medication in a timely fashion as described in DAI Policies 500.80.03 and 500.80.05 for intake admissions and by DAI Policies 500.80.03 and 500.80.15 for patient transfers, providing the medication is medically indicated. Acceptable alternative medication may be provided as medically indicated.
- F. The ordering ACP shall be notified of impending expiration of an order so the ACP can determine whether the drug administration is to be continued or altered.
- G. Periodic CQI review of medication services is required.

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

\_\_\_\_\_ **Date Signed:** \_\_\_\_\_  
Paul Bekx, MD, 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> Wisconsin Correctional Center System		
<b>Original Effective Date:</b> 12/21/11	<b>DAI Policy Number:</b> 500.80.25	<b>Page</b> 3 of 3
<b>New Effective Date:</b> 03/18/21	<b>Supersedes Number:</b> 500.80.25	<b>Dated:</b> 10/06/14
<b>Chapter:</b> 500 Health Services		
<b>Subject:</b> Medication Services		
<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		

### DEFINITIONS, ACRONYMS AND FORMS

PIOC – Person in Our Care

RN – Registered Nurse

### FACILITY PROCEDURE

#### I. General Guidelines

- A. The centers HSU is responsible for the ordering of medications and refilling the medication cart.
- B. When a PIOC's prescribed medication runs out at a time when there is not a RN on-site, the on-call RN should be contacted for further guidance.
- C. Medication times are identified as AM, NOON, PM and HS. When there is a delay of one hour or more, the centers RN shall be notified to determine when the medication can be delivered to the PIOC. After hours the On-Call RN shall be contacted for further guidance.