



WISCONSIN DEPARTMENT OF CORRECTIONS

Governor Tony Evers / Secretary Kevin A. Carr

GUIDANCE DOCUMENT CERTIFICATION

I have reviewed this guidance document or proposed guidance document and I certify that it complies with sections §227.10 and §227.11 of the Wisconsin Statutes.

I further certify that the guidance document or proposed guidance document contains no standard, requirement, or threshold that is not explicitly required or explicitly permitted by a statute or a rule that has been lawfully promulgated.

I further certify that the guidance document or proposed guidance document contains no standard, requirement, or threshold that is more restrictive than a standard, requirement, or threshold contained in the Wisconsin Statutes.

James Greer

Name of Individual Certifying this Document/Proposed Document


Director, Bureau of Health Services

Title

Signature

Date Signed

Department of Corrections – Wisconsin
Office of the Secretary
Wis. Stat. § 227.112(6)
DOC-2910 (6/2019)

 <p style="text-align: center;">DIVISION OF ADULT INSTITUTIONS</p> <p style="text-align: center;">POLICY AND PROCEDURES</p>	DAI Policy #: 500.80.01 (E)	Page 1 of 4
	Original Effective Date: 10/06/17	New Effective Date: 10/06/17
	Supersedes: N/A	Dated: N/A
	Administrator's Approval: Jim Schwochert, Administrator	
Required Posting or Restricted:		
<input checked="" type="checkbox"/> Inmate <input checked="" type="checkbox"/> All Staff <input type="checkbox"/> Restricted		
Chapter: 500 Health Services		
Subject: Pharmaceutical Operations (EMR)		

POLICY

The Division of Adult Institution pharmaceutical operations shall provide medication and associated health related services/devices to meet the needs of the facility and are in accordance with all applicable state and federal regulations.

REFERENCES

Standards for Health Care in Prisons, National Commission on Correctional Health Care, 2014, P-D-01 Pharmaceutical Operations

Wisconsin Statutes Ch. 450 – Pharmacy Examining Board

Wisconsin Statutes Ch. 961 – Uniform Controlled Substances Act

Wisconsin Administrative Code s. DHS 124.15 – Pharmaceutical Services

Wisconsin Administrative Code Ch. PHAR 1-2, 4-13,15-17 – Pharmacy Examining Board

DAI Policy 500.00.02 (E) – Emergency Prescribed Medication for Self-Administration by Inmate Patients

DAI Policy 500.80.11 (E) – Medication Deliver, Administration and Training

DAI Policy 500.80.19 – Attachment – Emergency Medications and Antidotes

DEFINITIONS, ACRONYMS, AND FORMS

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

CPS – Central Pharmacy Services

DEA – Drug Enforcement Administration

EMR – Electronic Medical Record

KOP – Keep on Person

P&T – Pharmacy and Therapeutics

PROCEDURES

I. CPS Shall:

- A. Be licensed by the State of Wisconsin and staffed by licensed pharmacists.
- B. Maintain a formulary for ACPs approved by the P&T Committee.

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- C. Each facility medication room shall be under the supervision of a licensed pharmacist. The assigned pharmacist shall:
 - 1. Inspect all medication rooms at least:
 - a. Quarterly at correctional institutions.
 - b. Biannually at correctional centers.
 - 2. Included in the inspection shall be:
 - a. Storage and control practices.
 - b. Record keeping and regulatory compliance.
 - c. Ordering process.
 - d. Return and/or destruction of medications practices.
 - e. Assurance that drug storage and medication areas are devoid of outdated, discontinued or recalled medications.

II. Facility Operations

- A. Facilities shall maintain procedures for the timely procurement, dispensing, issuance, administration/delivery, accounting and disposal of pharmaceuticals.
- B. Facilities shall maintain records as necessary to ensure adequate control and accountability for all medications.
- C. Facilities shall maintain maximum security storage of and accountability by use for DEA Controlled Substances.
- D. Staff controlled medications are identified by the P&T Committee and are secured and kept under the control of appropriate staff members
- E. KOP medications may be classified as staff-controlled by appropriate Health Staff.
- F. Inmate patients are allowed to carry certain medications necessary for emergency management of certain medical conditions per DAI Policy 500.00.02 (E).
- G. Facilities shall ensure non-licensed staff do not prepare, dispense, or administer medications except for delivery systems approved by DAI Policy 500.80.11 (E).
- H. Facilities shall ensure inmate patients do not prepare, dispense, or administer medications except for self-medication programs (KOP) approved by the facility Warden/designee and responsible physician.
- I. Inmate patients are allowed to carry certain medications necessary for emergency management of certain medical conditions per DAI Policy 500.00.02.

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- J. All medications shall be stored under proper conditions of sanitation, temperature, light, moisture, ventilation, segregation and security. Antiseptics, other medications for external use, and disinfectants are stored separately from internal and injectable medications.

- K. Poison control information including phone numbers for poison control and emergency services shall be posted in each facility's medication room.

- L. Adequate and proper supplies of antidotes and other emergency medications shall be readily available per DAI Policy 500.80.19 – Attachment where overdoses or toxicological or other emergencies are likely.

Bureau of Health Services: _____ **Date Signed:** _____
James Greer, Director

_____ **Date Signed:** _____

_____ **Date Signed:** _____
Mary Muse, Nursing Director

Administrator's Approval: _____ **Date Signed:** _____
Jim Schwochert, Administrator

DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES

Facility: Name		
Original Effective Date:	DAI Policy Number: 500.80.01 (E)	Page 4 of 4
New Effective Date: 00/00/00	Supersedes Number:	Dated:
Chapter: 500 Health Services		
Subject: Pharmaceutical Operations (E)		
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.