



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 #: 500.80.07	Page 1 of 6
	Original Effective Date: 10/01/02	New Effective Date: 05/06/15
	Supersedes: 500.80.07	Dated: 08/14/13
	Administrator's Approval: Cathy A. Jess, 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: Labeling of Medications		

POLICY

The Division of Adult Institutions shall ensure all medications are labeled according to current standards and statutes to ensure the proper and effective safeguards for the health and welfare of the inmate patient. Prescribed medication shall be obtained from the BHS Central Pharmacy whenever possible.

REFERENCES

Standards for Health Services, National Commission on Correctional Healthcare, 2014, P-D-01 – Pharmaceutical Operations and P-D-02 – Medication Services
Wisconsin Statutes Ch. 450 – Pharmacy Examining Board
Wisconsin Statutes Ch. 961 – Uniform Controlled Substances Act
Wisconsin Administrative Code Ch. Med 17 – Standards for Dispensing and Prescribing Drugs
Wisconsin Administrative Code Ch. Phar 7 – Pharmacy Practice
Wisconsin Administrative Code Ch. Phar 8 – Requirements for Controlled Substances,
Wisconsin Administrative Code Ch. Phar 15 – Sterile Pharmaceuticals
DAI Policy 500.80.11 – Medication Administration, Delivery and Training

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 a practitioner or his or her authorized agent, a patient at the discretion of a practitioner, or a pharmacist.

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

BHS – Bureau of Health Services

Dispensing – To deliver the prescribed drug or device to an ultimate user pursuant to the prescription order of a practitioner, including the compounding, packaging or labeling necessary to prepare the prescribed drug or device for delivery.

DOC-3447 – Prescription Drug Stock Dispensing Log

DOC-3571 – Delegation of Dispensing of Prescriptions

DOC-3622 – Patient Communication

DOC-3651 – Blank Prescription Drug Stock Dispensing Label

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HSU – Health Services Unit

Over-the-Counter (OTC) drugs – Medications that do not require a prescriber's order.

Prescription drug – A drug or device that may only be obtained by order of a licensed prescriber.

Prescription order – An order transmitted orally, electronically or in writing by an ACP for a drug or device for a particular inmate patient.

Single dose – Single dose of medication placed into a small envelope for delivery by a non-licensed health care practitioner.

Unit dose – Generally considered to indicate packaging for a single dose of medication. The “bingo” cards (punch cards, blister cards or bubble packs) are considered by Health Care Financing Administration to be unit-dose packages.

PROCEDURE

I. Medication Labeled at the BHS Central Pharmacy

- A. All prescription medication dispensed by the BHS Central Pharmacy to an individual inmate patient shall be labeled in accordance with current State and Federal law as well as relevant pharmacy practice standards.
 1. Prior to dispensing, cards of medication shall be labeled with a prepack label on the front of the card indicating the following:
 - a. Drug name and strength.
 - b. Quantity.
 - c. Date packaged.
 - d. Manufacturer.
 - e. Lot number(s).
 - f. Technician number.
 - g. Expiration date, not to exceed one year from date packaged.
 2. Dispensed cards of medication shall contain the following:
 - a. A prescription label on the front of the card satisfying the current requirements of the Wisconsin Pharmacy Examining Board.
 - b. An informational label (if available) on the back of the card with drug information for the inmate patient as well as reordering information for the facility HSU.
 3. Medication in a box (inhalers, creams, etc.) shall have the prescription label applied in such a way that the inmate patient name, drug name, and directions for use are clearly visible and the manufacturer barcode remains visible.
 - a. A small label shall be applied to the actual unit (inhaler, tube, etc.) unless the unit is in a protective wrap which maintains the integrity of the product.
 - b. The informational label shall be applied to the box and may be “flagged” as necessary.

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4. Medication dispensed in the original manufacturer bottle shall have the prescription label applied in such a way that the inmate patient name, drug name, and directions for use are clearly visible. The informational label shall also be applied but may be “flagged” as necessary.
 5. Medication dispensed in small bottles or tubes (eye drops, nitroglycerin bottles, etc.) shall be placed into an appropriate sized plastic vial with a snap lid and the prescription label shall be affixed to the vial.
 - a. A small label shall be applied to the actual unit unless the unit is in a protective wrap which maintains the integrity of the product.
 - b. The informational label shall be applied to the vial and “flagged” as necessary.
 6. Liquid medication dispensed in unit-dose cups, vials, or oral syringes shall have each individual unit labeled with the following information and shall be placed into a plastic bag which shall be labeled with both the prescription and informational label:
 - a. Drug name and strength.
 - b. Manufacturer.
 - c. Lot number.
 - d. Technician number.
 - e. Date packaged.
 - f. Expiration date.
- B. Prescription drugs dispensed from the BHS Central Pharmacy that are considered sterile shall be labeled as in I. A. above as well as including:
1. A control or lot number.
 2. Expiration date and time.
 3. Any appropriate auxiliary information.
 4. Storage requirements.
 5. Identification of the verifying pharmacist.
- C. OTC medication dispensed by the BHS Central Pharmacy to an individual inmate patient shall be labeled as above in I. A.
- D. Medication provided by the BHS Central Pharmacy as HSU floor stock shall be labeled as indicated below.
1. Prescription medication to be used as stock which is in a medication card shall be labeled with a facility stock label, which allows for blank areas to be filled in by HSU staff as indicated in II.A.1. below.
 2. Prescription medication to be used as stock which is not in a medication card (whole bottles, inhalers, creams, etc.) need not be labeled by the Central Pharmacy.
 3. OTC medication in the original packaging to be used as stock need not be labeled by the Central Pharmacy.
 4. OTC medication provided in a medication card shall be labeled as indicated above in I.D.1.

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- E. All medication labeled by the Central Pharmacy shall have both a technician stamp number as well as a pharmacist stamp number.

II. Medication Dispensed from Wisconsin DOC Facility HSUs

- A. All prescription medication dispensed from facility HSUs shall be labeled by licensed staff in accordance with current State and Federal law as well as relevant pharmacy practice standards.
1. For any prescription drug stock provided by the Central Pharmacy in a blister pack, staff shall fill in all blanks on the card label.
 2. For any prescription drug stock provided by the Central Pharmacy not in a blister pack (Albuterol inhalers, Triamcinolone cream, etc.), staff shall label the product with the DOC-3651 – Blank Prescription Drug Stock Dispensing Label (use Avery 5163 labels or similar).
 3. Any prescription drugs dispensed from the HSU shall be documented on the DOC-3447 – Drug Stock Dispensing Log.
 4. DEA drugs shall not be dispensed from facility HSUs, but a dose may be administered by licensed staff from HSU stock .
- B. OTC medication dispensed from facility HSUs shall be labeled as outlined below.
1. OTC drugs dispensed by facility HSUs shall be labeled at minimum with the inmate patient name and DOC number sticker. Facility policy may dictate more specific labeling requirements.
 2. The prescriber may direct HSU staff to put additional labeling on OTC medications, such as inmate patient-specific directions for use.
 3. The inmate patient-specific directions for use will be indicated on the DOC-3622 – Patient Communication.
 4. The BHS Central Pharmacy will provide, upon request, OTC medications in blister packs for inmate patients in segregation status or for appropriate reasons at the request of HSU staff.
- C. Changing or removing labels
1. HSU staff may not under any circumstance change or update a label of a medication provided by the BHS Central Pharmacy.
 2. HSU staff may not, under any circumstance, remove a label from a medication dispensed to an inmate patient for the purpose of dispensing to another inmate patient.
- D. Single dose medications that are sent with the inmate patient to off-site or work site shall be labeled with the following and shall document delivery per DAI Policy 500.80.11:
1. Name and DOC number of the inmate patient.
 2. Name of drug.
 3. Strength of drug.
 4. Prescriber.
 5. Time of administration.

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

_____ **Date Signed:** _____
Ryan Holzmacher, MD, Medical Director

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

Administrator's Approval: _____ **Date Signed:** _____
Cathy A. Jess, Administrator

DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES

Facility: Name		
Original Effective Date: 00/00/00	DAI Policy Number: 500.80.07	Page 6 of 6
New Effective Date: 00/00/00	Supersedes Number:	Dated:
Chapter: 500 Health Services		
Subject: Labeling of Medications		
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.