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.

Kristin Nissen

Name of Individual Certifying this Document / Proposed Document

Program and Policy Chief

Title

Signature

4/17/2020

Date Signed
SUBJECT: Obtaining Medications

**Purpose**

The purpose of this policy is to establish guidelines for obtaining medication.

**Policy**

The Division of Juvenile Corrections shall obtain medication primarily through Central Pharmacy Services and use other pharmaceutical sources only as needed.

**References**

- Standards for Health Services in Health Services in Juvenile Detention and Confinement Facilities, National Commission on Correctional Health Care, 2015, Y-D-01 Pharmaceutical Operations and P-D-02 Medication Services
- Wisconsin Statute § 450 – Pharmacy Examining Board
- Wisconsin Statute § 302.386 - Medical and dental services for prisoners and forensic patients
- Wisconsin Statutes Chapter 961 – Uniform Controlled Substances Act
- Wisconsin Administrative Statutes Ch. MED 17 – Standards for Dispensing and Prescribing Drugs
- Wisconsin Administrative Statutes Ch. Phar 8 – Requirements for Controlled Substances
- DJC Policy 500.80.10 – Accountability for DEA Controlled Medications

**Definitions, Acronyms, and Forms**

- Advanced Care Provider (ACP) – Provider with prescriptive authority.
- BHS – Bureau of Health Services
- Central Pharmacy Services (CPS) – DOC operated pharmacy
- Contingency Stock – Medication located in the medication room and not currently assigned to an individual (i.e., medication without a youth’s name on it).
- DEA – Drug Enforcement Administration
DEA Controlled Substance – 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.

DJC – Division of Juvenile Corrections

DOC – Department of Corrections

Electronic Health Record Job Aids – A document to help end users with their responsibilities with use of the electronic health record and health care delivery.

Globalscan – Method of sending information available on multi-function devices that provides a more legible copy of a document than a fax machine.

HSM – Health Services Manager

HSU – Health Services Unit

OTC – Over the Counter

P-Card – Purchasing Card

DOC-92A – Prescription pad, printed on tamper proof paper, specifically for each facility with their address.

DOC-3005 – Pharmacy Service Requisition

DOC-3023 – Prescriber’s Orders (plus other forms in the 3023 series)

Procedure

I. General Guidelines

A. Each facility shall maintain a medication tracking system to ensure recording and prompt distribution of medication received from CPS.

B. Each facility shall have a tracking system to assure medications that are ordered from CPS are received at the facility.

C. In the event that an electronic medication request application is unavailable and it is necessary to obtain a refill of a youth medication(s), DOC-3005 may be utilized.

II. Obtaining Medications through CPS

A. All medication orders are completed through the electronic health record or DOC-3023 series. If using DOC-3023 series, form shall be faxed or global-scanned to CPS whether or not the prescription is obtained from CPS, a local pharmacy, or facility stock. This allows for:

1. CPS pharmacists to check for drug interactions and drug allergies.
2. CPS to ensure a complete and accurate list of the youth’s medication.

B. Orders for Controlled Substances

1. Orders for controlled substances shall include a quantity to dispense and refills authorized if allowed.

2. Schedule II drug orders shall be completed through the electronic health record or on DOC-3023 series and faxed or scanned to CPS. In addition, an original DOC-92A shall be sent securely to CPS via first class mail or hand delivered before the prescription can be provided to the requesting facility.

C. Staff obtaining refill medications from CPS shall follow the electronic health record job aids regarding ordering or requesting medication and communicating with CPS.
III. Obtaining OTC Medications
   A. All facilities are expected to maintain stock supplies of OTCs to meet the needs of youth.
   B. All DJC HSUs shall obtain OTC medications from CPS or the approved vendor as needed.
   C. Facilities may order certain bulk items from CPS through a pharmacy requisition or the facility specific stock ordering sheets.

IV. Obtaining Medications From a Local Pharmacy
   A. Facilities shall use an approved local pharmacy vendor, unless the approved local pharmacy is unable to fill the order. Alternatives shall be identified by the HSM.
   B. Medications ordered from a local pharmacy shall be limited only to the amount needed until a supply can be obtained from CPS. The local supply shall not exceed seven days.
   C. Medications shall be requested in a blister pack whenever possible.
   D. Medications received from a local pharmacy in a multi-dose container may need to be repackaged into a blister pack by a nurse at the facility.
   E. All Schedule II controlled substances require a written prescription on DOC-92A.
   F. All DEA controlled medications obtained locally require the facility DEA number along with the ACP suffix.
   G. All purchases from a local pharmacy shall be paid for with a P-card.
   H. When the medication arrives at the facility the original receipt shall be forwarded to the P-card holder.

V. Obtaining Contingency Stock Prescription Medications
   A. The Pharmacy and Therapeutics Committee has established a master contingency stock medication list to meet imminent or emergent youth needs at each facility. This list is posted on the DOC intranet site.
   B. A facility specific contingency stock list and quantity chosen from the master contingency stock list shall be developed for each facility.
      1. This list shall be based on ACP preference.
      2. The list shall be reviewed periodically by the ACP and the HSM for revision based on changes in prescribing habits, and a review of medications that need to be obtained from the local pharmacy
   C. Only the CPS director may approve a medication that is not on the master contingency list. Facility requests, with the justification of need, shall be submitted to the CPS director.

cc: Office of the Secretary
    DJC Leadership Team
### Division of Juvenile Corrections Facility/Region Implementation Procedure

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<tr>
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Superintendent’s/Regional Chief’s Approval:

### REFERENCES

### DEFINITIONS, ACRONYMS, AND FORMS

### FACILITY PROCEDURE

I.

A.

B.

1.

2.

a.

b.

c.

3.

C.

II.

III.

### RESPONSIBILITY

I. Staff

II. Youth

III. Other