



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.

Kristin Nissen

Name of Individual Certifying this Document / Proposed Document

Program and Policy Chief

Title


Kristin Nissen

Signature

4/17/2020

Date Signed

Department of Corrections – Wisconsin
Office of the Secretary
Wis. Stat. § 227.112(6)
DOC-2910 (Rev. 12/2019)

 <p style="text-align: center;">WISCONSIN DEPARTMENT OF CORRECTIONS Division of Juvenile Corrections</p> <p style="text-align: center;">Policy and Procedure</p>	EFFECTIVE DATE enterStatus	PAGE NUMBER 1 of 5
	MANUAL REFERENCE	<input type="checkbox"/> New <input type="checkbox"/> Revision
	DJC POLICY # 500.80.07	Original Date: [Comments]
	ORIGINATED BY Ron E. Hermes, Administrator	
X		Date Signed:
DISSEMINATION	PRIORITY	
<input type="checkbox"/> All Staff <input type="checkbox"/> Community Facilities <input type="checkbox"/> Institution <input type="checkbox"/> Confidential-Security Related <input type="checkbox"/> Field Offices <input type="checkbox"/> Supervisory Staff Only <input checked="" type="checkbox"/> Health Services	<input type="checkbox"/> Policy/Directive Discuss at Staff Meeting <input checked="" type="checkbox"/> Information Read/Route/Post	
REPLACES POLICY		
SUBJECT: Labeling of Medications		

Purpose

The purpose of this policy is to ensure consistent and proper labeling of medication.

Policy

The Division of Juvenile Corrections 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 youth 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 Chapter 450 – Pharmacy Examining Board
- Wisconsin Statutes Chapter 961 – Uniform Controlled Substances Act
- Wisconsin Statute § 302.386 - Medical and dental services for prisoners and forensic patients
- 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
- Wisconsin Administrative Code Ch. Phar 15 – Sterile Pharmaceuticals
- DJC 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.

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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-3651 – Blank Prescription Drug Stock Dispensing Label

EMR – Electronic Medical Record

HSU – Health Services Unit

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

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

Procedure

- I. Medication Labeled at the BHS Central Pharmacy
 - A. All prescription medication dispensed by the BHS Central Pharmacy to an individual youth 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 youth 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 youth 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.

4. Medication dispensed in the original manufacturer bottle shall have the prescription label applied in such a way that the youth 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 youth shall be labeled as above in I. A.
- D. Medication provided by the BHS Central Pharmacy for HSU floor stock shall be labeled by Central Pharmacy as indicated below prior to shipment.
1. Prescription medication to be used as stock which is in a medication card, shall be labeled with a facility stock label.
 2. Medication to be used as stock which is not in a medication card (whole bottles, inhalers, boxed medicine, creams, etc.) need not to be labeled by Central Pharmacy.
 3. OTC medication provided in a medication card shall be labeled as indicated above in I.D.1.
- 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 a DJC Facility HSU Med Room
- A. All medication dispensed from HSU med room shall be labeled by licensed staff in accordance with current State and Federal law as well as relevant pharmacy practice standards.
 - B. Medication from stock shall be labeled with a Central Pharmacy prepared and printed EMR label, Central Pharmacy stock label, or a DOC-3651 which allows for blank areas to be filled in by licensed HSU staff as indicated above.

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- C. Any prescription stock medications dispensed from the HSU med room shall be documented on the DOC-3447.
- D. Medication labels shall include:
 - 1. Youth Name (Right Patient, first identifier)
 - 2. DOC Number (Right Patient, second identifier)
 - 3. Medication Name (Right Medication)
 - 4. Medication Dosage (Right Dosage)
 - 5. Right Route
 - 6. Frequency (Right Time)
 - 7. Prescriber
 - 8. Start Date or Date of Administration for single dose medications
 - 9. Nurse initials
- E. The prescriber may direct HSU staff to include additional labeling on medications, such as youth-specific directions for use.
- F. Altering or removing labels
 - 1. HSU staff shall not alter a label or re-label a medication provided by the BHS Central Pharmacy.
 - 2. HSU staff shall not remove a label from a previously dispensed medication for the purpose of re-dispensing the medication to another youth.

cc: Office of the Secretary
DJC Leadership Team

Division of Juvenile Corrections Facility/Region Implementation Procedure	
Facility/Region:	
DJC Policy Number: 500.80.07	
Subject: Labeling of Medications	
New Effective Date: enterStatus	Original Effective Date: [Comments]
Will Implement: <input type="checkbox"/> As Written <input type="checkbox"/> With following procedures for facility implementation	
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