



# WISCONSIN DEPARTMENT OF CORRECTIONS

Governor Tony Evers / Secretary Kevin A. Carr

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## 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><b>WISCONSIN DEPARTMENT OF CORRECTIONS</b></p> <p><b>Division of Juvenile Corrections</b></p> <p><b>Policy and Procedure</b></p>	EFFECTIVE DATE enterStatus	PAGE NUMBER 1 of 4
	MANUAL REFERENCE	<input checked="" type="checkbox"/> New <input type="checkbox"/> Revision
	DJC POLICY # 500.80.15	Original Date: [Comments]
	ORIGINATED BY Ron E. Hermes, Administrator	
	X Date Signed:	
DISSEMINATION <input type="checkbox"/> All Staff <input type="checkbox"/> Confidential – Security Related <input type="checkbox"/> Facilities <input type="checkbox"/> Health Services <input type="checkbox"/> Supervisory Staff Only	PRIORITY <input checked="" type="checkbox"/> <b>Policy/Directive</b> Discuss at Staff Meeting <input type="checkbox"/> <b>Information</b> Read/Route/Post	
	REPLACES POLICY	

**SUBJECT: Transfer of Medication**

**Purpose**

The purpose of this policy is to provide guidelines for the transfer of medication.

**Policy**

All Division of Juvenile Corrections facilities shall ensure medications are transferred with the youth when a youth is transferred from one facility to another. Current medications shall be given at any temporary hold facility and reissued to the youth or administrative designee upon arrival at the final receiving facility.

**References**

Standards for Health Services in Juvenile Detention and Confinement Facilities, National Commission on Correctional Health Care, 2015, Y-D-01 Pharmaceutical Operations, Y-D-02 Medication Services, Y-E-12 Continuity and Coordination of Care during Incarceration.

Wisconsin Statute § 302.386 - Medical and dental services for prisoners and forensic patients

DJC Policy 500.30.06 – Transfer of Youth Patient

DJC Policy 500.50.06 – Management of Health Care Records

DJC Policy 500.80.10 – Accountability of DEA Controlled Medications

**Definitions, Acronyms, and Forms**

Non-Controlled Medication (KOP medication) – Medications that are issued to youth and do not remain under direct supervision of staff. They are kept in youth rooms and are self-administered by the youth.

Controlled Medications – Medications which have been designated by the DJC to be under staff control and kept in a secured location.

DEA Controlled Medications – A subset of Controlled Medications and includes 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.

DHS Facility – A Department of Health Services facility such as Mendota Juvenile Treatment Center (MJTC)

DJC – Division of Juvenile Corrections

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DOC – Department of Corrections

EMR – Electronic Medical Record

HSU – Health Services Unit

KOP – Keep on Person

Transport Bag – Designated bag that includes all medications and the health care record upon transfer.

Temporary Hold Facility – Interim facility that a youth may stay at while awaiting transportation to a final destination.

DOC-3026 – Medication/Treatment Record

DOC-3246A – DEA Controlled Substance Perpetual Inventory – HSU Medication Room

DOC-3246B – DEA Controlled Substance Perpetual Inventory – Point of Delivery

## **Procedure**

### I. Sending Facility, Prior to Youth Transfer

- A. Assigned facility staff shall retrieve the youth's medications from point of administration or delivery, along with any KOP medications and current DOC-3026 (as applicable), and place in transfer bag.
- B. Assigned facility HSU staff shall gather any backup medication and place in the transfer bag.
- C. Transfer bag shall be labeled with youth name, DOC Number, receiving facility.
- D. Each facility shall allow youth to keep prescribed nitroglycerin tablets and rescue inhalers on their person during transport, unless specific security concerns exist. Exemptions shall be approved by the security director or designee in consultation with the responsible health authority.
- E. EpiPens shall be controlled by staff during transport unless otherwise specified.
- F. DEA Controlled Medications
  1. Youth DEA Controlled medications in use shall have respective DOC-3246B form sent in transfer bag.
  2. Youth DEA Controlled medications in medication room shall have DOC-3246A sent in transfer bag.
- G. Transfer bags shall be sent to secure designated transportation area of facility prior to youth departure.

### II. Receiving Facility (Permanent DOC facility)

- A. Upon arrival, all prescribed medications shall be sent to the facility HSU.
  1. Assigned HSU staff shall reconcile medication in transfer bags against DOC-3026 (as applicable) or otherwise shall be completed through the EMR.
    - a. All prescribed "in-use" KOP medications shall be reissued to the youth.
    - b. All prescribed "in-use" controlled medications shall be reissued to the appropriate point of administration or delivery along with an accompanying DOC-3026 (as applicable).
    - c. Backup medication shall be stored in the HSU medication room for future issuance.

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B. DEA Controlled Medications

1. Youth DEA Controlled medication(s) in use shall have respective DOC-3246B form sent with the medication card to the housing unit at point of administration or delivery.
  2. Youth DEA Controlled medication(s) for the medication room shall have respective DOC-3246A filed in appropriate binder or log book in the medication room.
- C. Any missing or unavailable medication shall be reordered from the BHS Central Pharmacy or obtained from on-site stock or a local pharmacy.

III. Medications Remaining at Sending Facility, Post-Transfer

- A. Sending facility shall collect and package any remaining medications if youth has already departed.
- B. Sending facility shall immediately forward medications to receiving facility to the attention of the facility HSU.
- C. Any medications requiring refrigeration shall be packaged accordingly and labeled as containing refrigerated contents but not shipped on a Friday or the day prior to an observed state holiday.

IV. Transfer to Non-DOC Facilities

A. DHS Facilities

1. Only emergency medications, such as rescue inhalers, prescribed nitroglycerin tablets, or EpiPens, shall be sent to youth transferring to a DHS facility. All other youth medication shall not be sent to a DHS facility unless previous arrangements have been made by HSM or designee and DHS staff.
2. Medication not sent with a youth upon transfer to a DHS facility shall be returned to the BHS Central Pharmacy.

B. County Jails or Detention Facilities

1. A seven day supply of all current medications, including insulin and diabetic supplies, shall be sent with a youth going to a county detention facility or county jail for a court appearance or stay unless otherwise specified by the receiving county.
2. Medications shall be given to the official transporting the youth.

cc: Office of the Secretary  
DJC Leadership Team

<b>Division of Juvenile Corrections Facility/Region Implementation Procedure</b>	
Facility/Region:	
DJC Policy Number: 500.80.15	
Subject: Transfer of Medication	
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