



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.

Casey Gerber

Name of Individual Certifying this Document/Proposed Document

Director, Office of Juvenile Offender Review

Title



Casey Gerber

Signature

06/24/2019

Date Signed

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

 <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 4/12/2017	PAGE NUMBER 1 of 3
	MANUAL REFERENCE	<input type="checkbox"/> New <input checked="" type="checkbox"/> Revision
	DJC POLICY # 500.31.02	Original Date: 04/01/2003
	ORIGINATED BY John D Paquin, Administrator	
	X 	Date Signed: 4/12/2017
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 type="checkbox"/> Health Services <input type="checkbox"/> Supervisory Staff Only	<input checked="" type="checkbox"/> Policy/Directive Discuss at Staff Meeting	<input type="checkbox"/> Information Read/Route/Post
	REPLACES POLICY	CLS/LHS Policy 6.23
SUBJECT: Misuse of Medication		

Purpose

The purpose of this policy is to maintain a safe medication management system.

Policy

Misuse of medication is a safety concern to youth and the facility. Youth misusing medication shall be held accountable and cared for, and steps shall be taken to prevent future occurrences to-ensure the safety of all youth and staff.

References

- DJC Policy 500.08.11 Medication Management
- Wisconsin Administrative Code 373.56- Misuse of Medication
- Wisconsin Administrative Code 383.05- Voluntary treatment with psychotropic medication

Definitions, Acronym, and Forms

- DOC-346 – Major Disciplinary Hearing
- DOC-1843 – DJC Conduct Report
- DOC-1846 – Incident Report-DJC
- DOC – Department of Corrections
- HSU – Health Services Unit
- PSU – Psychological Service Unit

Procedure

1. During orientation to the Health Services Unit (HSU), HSU staff shall discuss with youth what it means to be responsible for taking his or her medication. For the youth this includes, but may not be not limited to:
 - a. Taking the medication as prescribed.
 - b. Following expectations to show the nurse that he/she ingested the medication after each medication administration occurrence.
 - c. Communicating questions or concerns regarding a medication to HSU staff as they arise.
 - d. The right to refuse medication unless a court order exists that mandates adherence to a particular prescription.
2. A youth may not possess or take medication except as properly prescribed for the youth and in the amount and manner authorized.
3. A youth may not distribute any medications, including any over-the-counter medications, to another youth.
4. Staff shall use precaution and close monitoring while administering/delivering medication to youth to minimize the potential for medication misuse.
5. When any youth who is found or suspected to be misusing medication, HSU staff shall promptly discuss the circumstance with the youth and document the occurrence in the health care record. The HSU staff shall notify an advanced care provider for any necessary orders for monitoring and/or changes in youth's prescribed medication regimen.
6. HSU staff shall promptly notify the shift supervisor and PSU of the misuse or suspected misuse of medication.
7. When an advanced care provider is not on-site, after-hour medication misuse that is communicated to an on-call advanced care provider shall be flagged for prompt review by the prescribing advanced care provider on the next available on-site date.
8. An advanced care provider may promptly schedule a follow-up appointment with the youth or may decide to wait to review the occurrence with the youth after the completion of the DOC-346 by the hearing officer.
9. Involved health care staff shall complete a DOC 1846 succinctly describing the misuse of medication occurrence. Security staff shall complete a DOC 1843 for review/action by the hearing officer, incorporating any pertinent information from completed incident report(s).
10. Upon completion of the DOC-346 by the hearing officer, a copy shall be promptly forwarded to HSU for review by the prescribing advanced care provider.
11. HSU shall notify PSU if a medication is discontinued due to medication misuse. HSU shall also notify the parent/guardian.

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- 12. When a youth is found, or suspected, to be misusing medication on more than one occurrence, a multi-disciplinary meeting shall occur to discuss the medication misuse circumstances and determine a safe, effective treatment plan for the involved youth.
- 13. The Superintendent, Regional Chief, or Director shall determine if a referral for prosecution is appropriate.

cc: Office of the Secretary
DJC Leadership Team

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Division of Juvenile Corrections Facility/Region Implementation Procedure	
Facility/Region:	
DJC Policy Number: 500.31.02	
Subject: Misuse of Medication	
New Effective Date: 4/12/2017	Original Effective Date: 04/01/2003
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