



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

12/11/2019

Date Signed

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

Controlled Medications – Medications maintained under staff control until an individual dose is provided to a youth.

DEA – Drug Enforcement Administration

Deliver – The actual constructive or attempted transfer of medication from one person to another. In the DOC, non-licensed staff may deliver medications to youth as assistance for self-administration. Staff who deliver medications are not licensed as a Registered Nurse or Licensed Practical Nurse and are not supervised by the Health Services Manager so medication delivery is not a delegated medical or nursing act.

DJC – Division of Juvenile Corrections

DOC – Department of Corrections

DOC-3026 – Medication/Treatment Record

DOC-3622A – Patient Communication

HSU – Health Services Unit

Medication – Prescription and over-the-counter medication

Responsible ACP – A designated ACP who has the final authority at a given facility regarding clinical issues.

Procedure

I. Medication Administration – Licensed Health Care Staff

- A. Youth must report to the assigned administration location to receive or refuse their medications. Those youth who have been issued a DOC identification card shall have it visible for identification.
- B. Health Care staff who administer medication shall be licensed and competent in medication administration. Orientation, training, and validation of competency at a minimum shall include:
 1. The importance of youth receiving their medications within the scheduled times
 2. The importance of educating youth on the medications they receive
 3. Scope of practice as it relates to medications
 4. Security
 5. Packaging
 6. Accountability of DEA controlled substances shall be consistent with DJC Policy 500.80.10
 7. Administration procedure
 8. Documentation

C. Administration Procedure

1. The nurse and security staff shall coordinate obtaining youth that require medication administration.
2. The youth shall provide at minimum two identifiers (i.e. full name, DOC Number, date of birth).
3. The nurse shall scan youth's DOC identification card.
4. The nurse shall collect the youth's medication due for administration.

5. The nurse shall compare and scan the label on the medication to the electronic medication administration record to ensure accuracy identifying the right:
 - a. Youth name
 - b. Medication
 - c. Dose
 - d. Time
 - e. Route
6. Nurses shall administer the prescribed dose of medication with water adequate for youth ingestion.
 - a. Observe medication on youth's tongue.
 - b. Verify the youth ingested the medication by visual inspection of the patient's mouth. This may include but is not limited to instructing the youth to move their tongue outstretched, up, down, or side to side.
7. Nurses shall not administer medication specifically prescribed for one youth to another youth.

D. Documentation

1. All medications administered by nurses shall immediately be documented in the electronic medication administration record.
2. Use DOC-3026 if the electronic medication administration record is not available or not applicable. Scan the DOC-3026 in a timely manner into the electronic medical record as applicable upon the return availability of the electronic medical record.
3. Youth who refuse to take prescribed medications shall have follow-up with the nurse. The nurse shall address medication non-adherence according to DJC Policy 500.80.26.

E. Quality Assurance

1. After completing each medication pass, the nurse shall review the multi-patient task list to ensure all medication tasks have been completed.
2. At the end of shift, the assigned nursing shift leader shall review the multi-patient task list to ensure all medication tasks have been completed.

II. Medication Delivery – Security Staff

- A. Security staff whose job entails medication delivery shall be trained in medication delivery protocol upon hire at their assigned facility. Training at a minimum shall include the importance of the following:

1. Youth identification
2. Delivering the correct medication to the youth
3. Delivering the correct dose of the medication to the youth
4. Ensuring the youth correctly ingests the medication
5. Ensuring the youth receives the medication at the correct time

B. Security controls

1. Packaging:

- a. All medications shall be in unit dose packaging.
 - b. Security staff shall not remove or pour doses from a multi-dose container.
2. Accountability of medication of DEA controlled substances, perpetual inventory and counts shall be consistent with DJC Policy 500.80.10.
 3. Delivery procedure.
 4. Documentation.
 5. Common side effects of medications.

C. Delivery Procedure

1. Security staff shall collect the youth's medication that is due for delivery.
2. The youth shall provide at minimum two identifiers (i.e. full name, DOC Number, date of birth).
3. Security staff shall compare the label on the medication to the medication delivery record to ensure accuracy identifying:
 - a. Youth name
 - b. Medication
 - c. Dose
 - d. Time
 - e. Route
4. Security staff shall deliver the prescribed dose of medication with water adequate for youth ingestion.
 - a. "Punch" the medication from the blister pack either directly into the youth's hand or a cup or provide the youth a single dose of a liquid medication.
 - b. Observe medication on youth's tongue.
 - c. Verify the youth ingested the medication by visual inspection of their mouth. This may include, but is not limited to, instructing the youth to move their tongue outstretched, up, down, or side to side.
5. Security staff shall not deliver medication specifically prescribed for one youth to another youth.
6. Security staff shall not remove doses of medications in advance from actual delivery to youth.
7. Security staff shall not crush or split tablets.
8. Security staff shall immediately contact the Health Services Unit if they have questions about medication delivery to speak to a licensed on-site health care staff or the on-call registered nurse.

D. Documentation

1. All medications delivered by security staff shall be immediately documented by completing a J-Tracker incident report, DOC-3026, or prepared medication record according to facility procedure.
 - a. Document delivery immediately after delivering the prescribed medication and visual inspection of the mouth.

2. Unscheduled medications may also require documentation of the time of delivery as well as a quantity. The DOC-3026 or prepared medication record will indicate if additional information is necessary.
3. Security staff who deliver medications shall complete the bottom section of the DOC-3026 for each youth they are responsible for delivering medication to. The DOC-3026 shall be signed with a signature that includes the staff's full legible name and identifying initials.
4. Youth who refuse to take prescribed medications shall have a follow-up meeting with the nurse. The nurse shall address medication non-adherence according to DJC Policy 500.80.26.

E. Offsite appointments

1. Security staff may need to deliver a dose of medication to a youth when a youth is transported to an off-site appointment.
2. If a medication is packaged in an envelope, licensed nursing staff shall provide specific directions regarding the medication on the outside of the envelope. Direction labeling shall include: name and DOC number of the youth, medication name and strength, prescribing ACP, and the time and date of delivery.
3. Nursing staff shall document in the health care record that the medication(s) was sent with the youth for an off-site appointment when preparing a medication envelope for delivery.
4. Security staff shall document the delivery of the medication by completing a J-Tracker incident report, DOC-3026, or prepared medication record according to facility procedure.

III. Orientation and Training Records

- A. Medication delivery training programs must be approved by the DJC Administrator.
- B. Documentation of completed training in medication delivery for security staff shall be kept on file.
- C. Documentation of completed orientation, training, and competency for all nurses who administer medications shall be kept on file with the Health Service Manager.

cc: Office of the Secretary
DJC Leadership Team

Division of Juvenile Corrections Facility/Region Implementation Procedure	
Facility/Region:	
DJC Policy Number: 500.80.11	
Subject: Medication Delivery, Administration and Training	
New Effective Date: 12/12/2019	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