

WEBER COUNTY CORRECTIONAL FACILITY

Volume

INMATE HEALTH CARE

Chapter

JH 07 - ACCEPTANCE OF MEDICATION

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OPERATIONAL DRAFT

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JH 07/00.00 **GENERAL**

JH 07/01.01 **Purpose**

The purpose of this chapter is to provide policy, procedure and rationale for the acceptance, handling, and storage of medications delivered to the WCCF on behalf of inmates.

JH 07/01.02 **Cross Reference**

JG 05 - Inmate Property

JH 07/01.03 **Definitions**

Arrestee/ Prisoner	persons taken into custody and transported to the jail for booking
Inmate	arrestees or prisoners who are housed within the facility beyond the booking process.
JMS	computerized Jail Management System
Medical staff	for the purpose of this policy, include MD, PA, RN, or LPN assigned to the WCCF medical unit
OIC	Officer-In-Charge
OTC drugs	over the counter medication which can be legally purchased without a prescription
Property Inventory Sheet	a form listing all property in the possession of the inmate at the time of booking
Properly Labeled Container	a container identifying contents to include (for prescriptions): the Rx number, issuing physician, date issued, name of person for whom the Rx is prescribed, and the number/ amount of Rx., and (for OTC's): containers identifying non-prescription medications
WCCF	Weber County Correctional Facility
WCMH	Weber County Mental Health

JH 07/02.00 **ACCEPTANCE OF MEDICATION**

JH 07/02.01 **Policy**

It is the policy of the WCCF to:

- A. accept prescription medication from outside sources when properly labeled;
- B. securely store accepted medication; and
- C. document the disposition of all accepted medications.

JH 07/02.02 **Rationale**

- A. A prisoners' medication should be confiscated at the time of admission:
 - 1. to protect the prisoner/inmates medication from theft; and
 - 2. to interdict the introduction of contraband or unauthorized medications or controlled substances into the WCCF.
- B. A written inventory of prisoner medication should be made to:
 - 1. safeguard WCCF staff from claims of theft by prisoners;
 - 2. protect against the loss of medication as a result of theft or mishandling; and
 - 3. document the receipt and disposition of medication.

JH 07/02.03 **Procedure: Accepting Medications at the WCCF Administration Window**

- A. The WCCF staff member receiving medication at the administration window shall:
 - 1. verify that the inmate is currently incarcerated;
 - 2. ensure that the medication is in a properly labeled container;
 - 3. fill out a WCCF Property Inventory Sheet documenting:
 - a. the date and time the medication is received;
 - b. the inmates name and name number; and

- c. the inmates current housing location.
 - 4. place the medication and the Property Inventory Sheet in a plastic zip lock bag and secure it in the medical safe located in the WCCF administration area.
- B. Pre-packaged medication delivered by a pharmacy to the WCCF administration window shall be:
- 1. placed in a zip lock bag;
 - 2. properly labeled with:
 - a. name of medication as labeled in the container;
 - b. inmates name and name number; and
 - 3. secured in the medical safe located in the WCCF administration area.
- C. Medication received by other approved sources shall be documented on a Property Inventory Sheet containing the following information:
- 1. the date and time the medication is received;
 - 2. the inmates name and name number;
 - 3. the inmates current housing location;
 - 4. the name of the person delivering the medication, verified by picture I.D.;
 - 5. type of medication as identified on the container;
 - 6. quantity of medication;
 - a. the medication shall be counted in the presence of the person delivering the medication and the person should sign the Property Inventory Sheet verifying quantity.
 - 7. the signature of the staff member receiving the medication; and
 - 8. place the medication and the form in a plastic zip lock bag and secure it in the medical safe located in the administration area.

JH 07/02.04 **Procedure: Accepting Medication in the WCCF Booking Area**

- A. Medication confiscated in the pre-booking area from an arrestee should be in the properly labeled container and shall be documented on the Property Inventory Sheet along with:
 - 1. the date and time;
 - 2. the inmates name and name number;
 - 3. verification that the medication belongs to the arrestee as identified on the container;
 - 4. the type of medication as identified on the container;
 - 5. the quantity of medication verified by the arrestee and the arresting officer; and
 - 6. the signature of the WCCF booking staff member and the arresting officer.
- B. Confiscated medication shall be:
 - 1. secured in the booking safe located behind the booking counter; OR
 - 2. delivered to and signed for by the WCCF medical Unit staff member without delay.
- C. WCCF booking staff shall enter all medications confiscated at intake into the property screen of the JMS.

JH 07/02.05 **Procedure: Denied/ Non-Approved Medications**

- A. Arrestee medication accepted at intake must be screened and approved or denied by the WCCF physician.
- B. Medications which are not approved or are otherwise denied by the WCCF physician shall be delivered to WCCF Property Unit staff and stored with the inmates personal property.
- C. Medication received by WCCF Property Unit staff shall be documented on the Property Inventory Sheet along with:
 - 1. the inmates name and name number;

2. the date and time received;
 3. the type of medication as identified on the container;
 4. the quantity of medication verified by the Property Unit staff member and the staff member delivering the medication; and
 5. the signature of the Property Unit staff member and the staff member delivering the medication.
- D. Property Unit staff shall enter the medication into the JMS as “seized property”.
- E. Once received by the Property Unit, the medication shall be placed in a zip lock bag and secured in the inmates assigned property storage locker.

JH 07/02.06 **Procedure: Medication Safe Key Control**

- A. The medication safe located in the WCCF Administration area has 2 (two) keys.
- B. WCCF Administrative clerks shall maintain 1 (one) key.
- C. WCCF Medical Unit staff shall maintain 1 (one) key.

