

# WEBER COUNTY CORRECTIONAL FACILITY

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Volume

## INMATE HEALTH CARE

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Chapter

### JH 08 - SECURITY OF WCCF MEDICAL UNIT

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JH 08/00.00    **GENERAL**

JH 08/01.01    **Purpose**

The purpose of this chapter is to provide policy, rationale, and procedure for security and the control of medical unit keys.

JH 08/01.02    **Cross Reference**

JF 11 - Key Control  
JH 01 - Medical Custody Interface

JH 08/01.03    **Definitions**

**A&D Pod Cart/  
F&G Pod Cart**

mobile medication dispensing carts used by medical staff during pill lines held in housing units

**BSL**

Blood Sugar Levels

**narcotic safe**

safe located in the nurse supervisors office intended for the storage of narcotics

**OTC Medication**

medication that can be purchased by the general public without a prescription

**medical staff**

for the purpose of this policy, shall mean MD, PA, RN, LPN, CNA assigned to the WCCF medical unit

**OIC**

Officer-In-Charge

**WCCF**

Weber County Correctional Facility

**JMS**

computerized Jail Management System

JH 08/02.00 **SECURITY OF THE MEDICAL UNIT**

JH 08/02.01 **Policy**

It is the policy of the WCCF to:

- A. control access to the medical unit by staff and inmates;
- B. control access to medical unit keys by staff;
- C. provide accountability for the distribution of medication to inmates within the WCCF; and
- D. control access to sensitive medical information by staff and inmates.

JH 08/02.02 **Rationale**

- A. Controls, restrictions, and regulations should be implemented to maintain security of the WCCF medical unit.
- B. Locks and keys are fundamental components of jail security. Proper maintenance and control of keys is essential to ensure security and control of the WCCF medical unit.
- C. A secured medical unit and pharmacy aids in preventing inmates from acquiring medication and medical equipment which could be used to threaten security.
- D. Controls and regulations are implemented to avoid the loss of medications and sensitive information as a result of theft or mishandling.

JH 08/02.03 **Procedures: Maintaining the Security of the WCCF Medical Unit**

- A. The WCCF medical unit is a designated professional office.
- B. WCCF correctional staff are allowed access this area as necessary to assist with inmates or other duties as required.
- C. Non-medical staff working in the medical unit shall not access medical unit computers, loiter at desks, read medical charts or access other sensitive materials in that area.
- D. The medical unit shall not be used as a gathering place or a place for social interaction.

- E. Staff discussions concerning inmate's medical care shall be professional and are not to be conducted while inmates are present.
- F. All information concerning medical issues is private, confidential, and not to be discussed in or out of the medical unit except on a need to know basis.
- G. WCCF medical unit staff shall not invite or encourage discussion concerning an inmate's medical issues with custody staff who may be working in the area.
- H. WCCF custody staff working in the medical unit shall not enter the pharmacy.
  - 1. The only non-medical staff who may be allowed in the pharmacy are the Sheriff, Chief Deputy, Jail Commander, and Medical Unit Supervisor unless other wise directed by competent authority as part of their duties.
  - 2. The WCCF pharmacy shall remain secured when medical staff are not present.
- I. The Central Control Room shall regulate and control staff and inmate access to the medical area.

JH 08/02.04 **Procedures: Medical Unit Key Control**

- A. WCCF medical keys shall be signed in and out of the Central Control Room on the key control log.
  - 1. Medical keys should only be signed out to medical unit staff.
  - 2. Non-medical WCCF staff requesting to use the medical keys may do so only with supervisory approval and must be accompanied by the supervisor.
    - a. A written report shall be provided to the Chief Deputy indicating the:
      - 1). date and time;
      - 2). purpose for requesting entry;
      - 3). names of non-medical staff members entering the medical unit;

- 4). supervisor authorizing entry; and
  - 5). areas accessed.
- B. There are two sets of narcotic keys for the WCCF medication carts. Each set contains two keys; one for the A&D Pod Cart, the other key for the F&G Pod Cart.
1. The narcotic drawers on the medication carts may be opened during the hours medical staff are available for the purpose of inventorying and dispensing medications to the inmates requiring narcotic prescriptions.
  2. In the event that the narcotic drawers need to be accessed after hours, the Nurse Supervisor or the Medical Supervisor shall be contacted to provide access in a timely manner.
- C. The narcotics safe in the Nurse Supervisors Office is operated by a key and combination. The Nurse Supervisor shall have the combination and the Medical Supervisor shall have the key.
1. When accessing the narcotic safe, both supervisors shall sign the control form attached to the safe and sign the control form for each medication deposited or withdrawn from the safe.
  2. Narcotics shall not be dispensed in the WCCF except as authorized by the WCCF doctor or other competent medical authority.
  3. Prescribed narcotics arriving at the WCCF in possession of arrestees shall be properly labeled and stored in the safe in the Nurse Supervisors Office consistent with WCCF policy JH03, Acceptance of Medication.

JH 08/02.05 **Procedure: Diabetic Testing Supplies**

- A. In the event that WCCF medical staff are not available to check Blood Sugar Levels (BSL), a BSL kit shall be available for non-medical WCCF staff to use.
1. A BSL kit shall be maintained in the WCCF Central Control Room. Non-medical WCCF staff shall use this kit when necessary.
  2. A BSL kit for use by medical unit staff shall be maintained in the medical unit.
  3. A BSL kit shall be maintained at the Kiesel facility in the medical unit office for use by medical and non-medical staff at Kiesel.

4. It is the responsibility of the WCCF medical staff to maintain BSL kits and keep stocked with necessary testing supplies.
- B. Each BSL Kit shall contain.
1. (1) Black 3-ring binder with instructions and a sharps log.
  2. Waste Container
  3. Sharps Container
  4. Insulin Syringes
  5. Lancets
  6. Glucometer
  7. BSL Test Strips
  8. Glucose Tables
  9. Alcohol Wipes
  10. Glucose Kit
  11. Glucose emergency kit
  12. Latex protective gloves
  13. Insulin: Novolin N, Novilin R, Novolog, Novolin 70/30, Lantus
- C. Diabetic testing kits accessed by non-medical staff shall be signed out on the Control Room Post Log to the staff member assigned to conduct BSL checks.

JH 08/02.06 **Procedure: Over the Counter (OTC) Medication**

- A. Over the Counter (OTC) medications are available to inmates housed at the WCCF facility. WCCF staff may use OTC medications when necessary.
- B. OTC medications shall be dispensed consistent with directions provided on the package label.
- C. OTC medications shall be stored in the Sergeants Office and should only be distributed by the Sergeant/designee as appropriate. OTC medication should

not be stored in the Pod Control Rooms

- D. The following OTC medication should be available:
  - 1. Tylenol
  - 2. IBU
  - 3. Antacids
  - 4. Sudafed
  - 5. Benadryl
- E. WCCF inmates requiring OTC medication when medical personnel are not on duty may be brought to the sergeants office or as otherwise directed by the OIC and:
  - 1. the inmate may then receive the dose recommended on the package label, and
  - 2. the inmate shall sign the OTC distribution log for billing purposes.
- F. OTC medication shall be available at the Kiesel Facility Intake Area. OTC medication should not be stored in control rooms.
- G. An inmate may request OTC medication when WCCF medical staff are not available by:
  - 1. making a verbal request to a WCCF officer stating the need for the medication;
  - 2. receiving approval from the duty sergeant/designee; and
  - 3. signing the OTC distribution log for billing purposes.
- H. Correctional staff at the Kiesel facility shall request OTC medication from the duty sergeant or lieutenant.
- B. It is the responsibility of the WCCF medical staff to maintain an adequate supply of OTC medication.

- A. Medication prescribed by the WCCF physician for an inmate at the Kiesel facility shall be ordered by WCCF medical staff.
- B. When the medication is received by the medical unit, it shall be delivered to the Kiesel facility medical office by the assigned nurse.
- C. Medication approved for the inmate to keep in his possession shall be delivered to the inmate by a Kiesel facility staff member.
- D. The inmate receiving the prescribed medication shall sign medication log to verify receipt.
- E. Medications that are not allowed to be in the inmate's possession shall be confiscated by staff and secured in the safe at the Kiesel facility in the Admin supply closet.
- F. There are two keys for the safe at the Kiesel facility:
  - 1. One key shall be maintained by the Nurse Supervisor; and
  - 2. One key shall be maintained by the Kiesel Captain/designee