

JUVENILE COURT HEALTH SERVICES PHARMACY PROCEDURES

Subject: Youth's Own Medications Brought into Juvenile Hall or Camp		Original Issue Date: 04/01/14 Supersedes:	Procedure # 050 Effective Date: 04/01/14
Departments Consulted: Department of Medicine Nursing Department	Approved By: (Signature on File) Pharmacy Supervisor (Signature on File) Medical Director	Approved by: (Signature on File) Health Services Administrator	

PURPOSE

To ensure compliance with standards regarding quality, safety, and security of youths' medications brought from home.

POLICY

All medications and/or medication containers brought into a Juvenile Hall or Camp by a youth will be sent home with the youth's family or guardian.

Note: Every attempt to notify a youth's family or guardian to have medications taken home must be documented in PEMRS.

PROCEDURE

1. All medications brought into a Juvenile Hall or Camp by a youth will be returned to the youth's family or guardian whenever possible.
2. If the youth does not have a parent and or guardian to pick up the medication(s):
 - a. The youth's medication will be sent to pharmacy for proper storage and/or destruction.
 - b. The admitting nurse will identify and catalog the medications. This information is to be recorded on the "Youth's Own Medication Inventory Form" (see attachment).
 - c. The admitting nurse will then place all medications in sealed tamper proof plastic bag with the following information
 - i. Youth's Name
 - ii. PDJ number
 - iii. The completed "Youth's Own Medication Inventory Form" attached to the bag.
 - d. The medications will then be sent to the Pharmacy at Central Juvenile Hall for proper storage and disposal
 - i. Pharmacy staff will verify the identity and the quantity of the medications on the form
 - ii. The youth's own medication, along with the form will be kept in a segregated cabinet in the main pharmacy storage area.
 - e. If the youth is released without their own medications, the youth's medications can be picked up at a later date at Central Juvenile Hall by the youth's parents or guardian.

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	Health Services Administrator's Initials:	

- f. Pick up of youth's own medication will only be available during the normal pharmacy hours of operation (M-F 7:30-5:30, Sat-Sun 8:00-4:30).
- g. The youth's personal medication will be stored at the pharmacy for up to 14 days after the youth is released. All unclaimed medications will be sent for destruction.
- 3. The youth's medication can be picked up by a parent or guardian at any time during the youth's detainment period.
 - a. The parent or guardian will contact the hall or camp nursing staff and provide a date and time the medication will be picked up. Nursing staff shall inform parents/guardian that Pharmacy requires at least 2 days advance notice of the desired pick-up date in order to coordinate delivery of the medication to any camp or hall other than Central Juvenile Hall.
 - b. After being notified by the nursing staff to transfer the youth's medication, Pharmacy will arrange for transfer on the next regular daily delivery to the halls and camps.
 - c. When releasing the medications, the nursing staff will complete the bottom section of the "Youth's Own Medication Inventory Form".
 - d. Once completed, a copy of this form will be returned to the pharmacy via fax/email, and the original copy will be given to the light vehicle drivers.
 - e. If the medication is not picked up by parent/guardian on the specified date, it will be returned to the pharmacy as soon as possible.

ATTACHMENTS

Youth's Own Medication Inventory Form