

JUVENILE COURT HEALTH SERVICES PHARMACY PROCEDURES

Subject: TIMELY AVAILABILITY OF MEDICATIONS (Y-D-02, Compliance Indicator #2)		Original Issue Date: 11/01/18 Supersedes:	Procedure # 060 Effective Date: 11/01/18
Departments Consulted: JCHS Medicine Department JCHS Nursing Department DMH Physicians	Approved By: (Signature on File) Pharmacy Supervisor (Signature on File) Medical Director	Approved by: (Signature on File) Health Services Administrator	

PURPOSE

To ensure the timely availability and administration of medications. This policy will define the expected time frames from ordering to delivery of medications, and a backup plan if the time frames cannot be met.

PROCEDURE

- A. Routine delivery of medications and supplies are defined in P059.
- B. Unless otherwise specified, orders for new medications are to be started according to the dosing scheduled defined in Nursing Policy and Procedure #022.
- C. "First Dose Now" doses, as defined in Nursing Policy and Procedure #022, are to be administered at the time the orders are entered in the PROBATION ELECTRONIC MEDICAL RECORDS SYSTEM (PEMRS).
- D. The most commonly ordered medications are readily available at the halls and camps. These medications are securely stored in Automated Drug Dispensing System (ADDS) machines or in locked/secure floor stock cabinets.
- E. Medications stored in the ADDS and nursing unit floor stock are immediately available (within 10 minutes) for administration upon an order being entered and processed in PEMRS.
- F. Medications that are not available from the ADDS or from the approved medication floor-stock supplies are delivered to the various facilities using the delivery schedule defined in P059. The Juvenile halls and camps are at remote locations from the Pharmacy. Consequently, the delivery of these medications occur within 24 hours after the order is processed in PEMRS.
- G. During Pharmacy hours of operation, any medication (not in the ADDS or floor stock) that is needed the same day it is ordered will be delivered using the contracted courier service. With a courier "STAT" response status, these medications will be available for administration within 4-5 hours upon processing of the medication order in PEMRS.