

JUVENILE COURT HEALTH SERVICES

«Facility»

Subject: PHARMACY AND PHARMACEUTICALS		Original Issue Date: 2/16/92	Policy # D-104
		Supersedes: 7/6/11	Effective Date: 2/7/13
Departments Consulted: JCHS Pharmacy Department DHS Pharmacy Affairs	Approved By: (Signature on File) Medical Director (Signature on File) Nursing Director	Approved by: (Signature on File) Health Services Administrator	

PURPOSE

To define written guidelines describing how medications are received, stored, delivered, packaged, dispensed, and administered within Juvenile Court Health Services (JCHS).

POLICY

The acquisition, storage, distribution, dispensing, and administration of pharmaceuticals shall be in compliance with applicable Federal and State laws and the California State Board of Pharmacy Regulations.

PROCEDURE

- A. The pharmacy obtains its medications from licensed wholesalers and directly from manufacturers. Except for Central Juvenile Hall, where the pharmacy is located, other facilities obtain medications in sealed packages sent out by the pharmacy and transported by Probation Department Transportation Officers and Pharmacy Transportation staff. Medication is ordered by medical staff located at various facilities on requisitions. Logs are kept centrally of the medication sent and received by each facility.
- B. The medication is received in unit dose packaging for administration by the nurse upon the physician's orders. Prescription drugs are administered upon the written order of the physician, over the counter medications are administered based upon written nursing protocols. Individual prescriptions are prepared by the pharmacy. In the camps, individual prescriptions can be administered by the designated Probation officers when nursing personnel is not available. The officers have received Medication Administration Training by the Camp Nurse. As soon as possible, the pharmacy will prepare the individual prescription and send it out to the distant camp.
- C. All Class II controlled drugs are dispensed upon receipt of a tamper resistant prescription. Class III-V controlled drugs are dispensed by the pharmacist as patient specific supply, together with control sheets on which each dose is recorded. Doses are also recorded in the electronic medication administration record in PEMRS. Completed control sheets are then sent back to the pharmacy. For camps and halls, the medications are delivered by

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pharmacy personnel or a Transportation Officer. All medications are placed in a seal box and delivered to the reception area, where the nurse is then notified for pick up.

- D. All medications are received by the Pharmacy at Central Juvenile Hall.
- E. At the facilities, sealed boxes of medication are only received and opened by Registered Nurses. Pharmacists receive the initial delivery of pharmaceuticals.
- F. All medications are sent from the Pharmacy on an order sheet which are signed and dated by the Registered Nurse and this slip is returned to the Pharmacy and verified against a duplicate copy maintained by the Pharmacy.

Formulary Drugs

The Pharmacy is responsible for developing and maintaining a formulary for pharmaceuticals stored in the facility.

Non-Formulary Drugs

Non-formulary drugs are available when they are specifically indicated. This applies to youths seen by a specialist. To use non-formulary medication, the ordering physician must obtain approval of a Special Drug Request Form (SDRF) that is submitted through PEMRS.

Storage

All drugs are stored under proper conditions of sanitation, temperature, light, moisture, ventilation, segregation, and security.

- A. In the halls, medication is maintained in the Medical Unit areas in locked drug rooms. In the camps, the medication is maintained in locked cabinets to which only the Registered Nurse has the key. The Registered Nurse puts out the medication to be administered by trained designated Probation staff during the absence of nursing staff.
- B. Locked cabinets and drawers are used for storage and double locked cabinets are used only for controlled drugs. Only licensed nursing staff has the keys.
- C. The pharmacists and Registered Nurses are responsible for the storage and inventory of all medications. Pharmacists perform quarterly on-site surveys of all facilities.
- D. The Pharmacy maintains inventory records of what is purchased and what is received. In addition, it maintains records of what medication is sent out to the facilities and the verification that the facilities have received the medication. The medication is stored in locked metal cabinets, narcotic cabinets, safes or refrigerators, which ever is appropriate.

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In the facilities, all controlled drugs have inventory records with signatures and youth names that are filled out when the medication is dispensed. The medical record has medication sheets and physician orders which provide a record of what medication is administered to the youth either by direct physician order or pursuant to written nursing protocols. These procedures ensure control and accountability for all drugs. The log sheets are inspected and audited by the Pharmacy.

E. Maximum security storage of and accountability for DEA controlled substances and other abused items such as needles and syringes shall be secured in locked cabinets.

6. Labeling

A. All medications are labeled in the Pharmacy. The only personnel to perform the labeling or re-labeling are Pharmacy or Physicians.

B. Labeling is done in the pharmacy and this includes: the name of the drug, lot number, and expiration date. The youth's name, directions for use and prescribing physician are placed on when the medication is to be used.

7. Packaging

A. When nurses go to the living units to administer medications prescribed by the physician, they will take medication from the unit dose packaging and place it into a youth's individual medication cup for administering to the youth.

B. Packaging or re-packing is performed by the Pharmacy and Physicians.

C. Medications are packaged or repackaged by the Pharmacy in necessary containers and number. All psychotropic medications are placed in single, liquid dose containers for administration by the Registered Nurse.

8. Dispensing/Administering

A. Medications are prescribed by physicians. Registered Nurses may administer over-the-counter medications based upon written protocols. In the camps, the designated trained Probation staff may administer medications prepared by the Camp Nurse. Designated Probation staff receives training in administration and documentation of medications.

B. Physician's orders are entered onto the youth's electronic medical record in PEMRS. Prescriptions are written by the physician only when required by law or when the youth is to be discharged from the facility and medication is to be filled by an outside facility. Written prescriptions are always sent when required by law.

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- C. Medication orders are filled from in-house stock in the Pharmacy area.
- D. All medication orders are filled by the licensed Pharmacist at Central Juvenile Hall.
- E. All medication orders are filled by Pharmacy.
- D. No medications are prepared, dispensed, or administered by youth.
- E. Only single doses of medication are given to a youth at a time.
- H. The Physician Orders are maintained in individual youth records in PEMRS.
- I. If the youth is transferred to another facility within the system and is to continue with medication, the medication is sent with the youth to the new facility, whenever the youth is transferred. If the youth is sent home or to a facility outside of the Probation system served by JCHS, a written prescription needs to be provided to the guardian of the youth to ensure continuity of treatment.

9. Disposal

Disposal of medication shall be in compliance with Federal and State laws, regulations, and approved procedures.

10. Placement Medication

To provide continuity in youth's care, a prescription will be provided to the placement facility.

AUTHORITY

California Code of Regulations, Title 15, Article 8, Section 1438, Pharmaceutical Management

REFERENCE

NCCHC Standard Y-D-01