

New		Butler County Sheriff's Office <u>Medical Services Division</u>	Memorandum	
Amendment			Directive	
Permanent	X		P&P	1-02
Temporary			Protocol	
Written By			Effective Date	06/01/02
Authorized By	Dr. Anthony Abdullah, M.D. Medical Director		Date Amended	8/23/17
Topic	PHARMACEUTICALS		Date Purged	

PHARMACEUTICALS

It is the policy of the Butler County Sheriffs Office-Medical Services Division (MSD) to have in place guidelines that supervise and regulate all pharmaceutical agents; stored, stocked, maintained, and held within the confines of the Butler County Sheriff's Office, Medical Services medication holding area. These guidelines will address the following issues:

- Accountability of Pharmaceuticals
- Physical and Administrative Control of Pharmaceuticals
- Management of Pharmaceuticals
- Terminal Distribution
- Issuing and Dispensing
- Licensing
- Board of Pharmacy and DEA
- ORC and OAC Applications

All MSD policies and procedures for the administration of pharmaceuticals will be consistent with the, *State of Ohio Revised Codes, Board of Pharmacy, DEA, and all other federal laws and regulations concerning the dispensing, distribution, control, destruction and management of all pharmaceutical products*. Medications will be administered only by MSD Health Care Personnel, in strict compliance with physician orders, and under the direct supervision of the Medical Director. All MSD Health Care Personnel will strictly adhere to pharmaceutical policy and procedures established, approved, ordered, and implemented by the Medical Director or his designate.

"The jail shall exercise proper management of pharmaceuticals and address the following: (MSJO 5120:1-8-09 MEDICAL)

- *Physician Orders*
- *Procedures for medication receipt, storage, dispensing and administration or distribution*
- *Secure storage and monthly inventory of all controlled substances, syringes and needles*
- *Dispensing of medicine in conformance with federal and state laws*
- *Administration of medication by health-trained personnel and under the supervision or the health authority and jail administrator or designee*
- *Accountability for administering or distributing medications according to physician orders*

A "Central Drug Formulary" shall be approved for use by the Medical Director. The formulary shall list all pharmaceuticals, prescription and non-prescription, chemical and brand name, and a description of their actions.

Licensing & Permit

The MSD Administrator will see to it that all required pharmaceutical licensing and permits are acquired and maintained, as required by the "Ohio State Board of Pharmacy" and the "Drug Enforcement Agency." The Medical Director will be the responsible or controlling authority listed on all licensing and permits. The MSD Administrator will see to it that all licensing and permits are posted in the pharmacy and or infirmary areas.

Inmate/Detainee Personal Medication

Inmates/Detainee's arriving with their own prescribed medication will have their medication treated as inmate/detainee property.

If an inmate/detainee enters the facility with prescribed medication the prescription shall be handled as follows:

1. Any medication from another facility will be placed in the medical lockers located at the booking desk.
2. All other medication will be placed in a separate property bag and labeled, for example-one bottle white, round pills. Then placed in the inmate/detainee property box.
3. Medication placed in an inmate/detainee property box will be recorded the same as any other property.

The (MSD) personnel that receive inmate/detainee medication from booking/intake shall verify that said medication is allowable in the jail. If allowable, an order of said medication from Correct Rx Pharmacy should be processed when the following criteria are met:

- Medications have been verified as being valid (prescribed to the inmate/detainee). Verify medications as valid by calling the pharmacist, physician, or institute that prepared the prescription.
- The prescription medications ***shall not*** be outdated.
- Valid prescription medication deemed "unnecessary" or "non-therapeutic" by the Medical Director will not be ordered. Inmates presenting with narcotic, and or "sedative type" medications, psychotropic medication, or medication with abuse potential as deemed by the Medical Director, will not receive said medication without the direct authorization of the Medical Director and or forensic staff personnel. If the Medical Director is unavailable, contact a medical supervisor or administrator.

Prescription medication will be accepted in the lobby as long as it is:

- A valid prescription, written within the last thirty days or ninety days as applicable.
- The medication found in the container is what is prescribed on the container.
- The pill count is accurate by looking at dosage, date written and current date. (imperative to document count)
- The medication is allowable in the jail.

Note A medication Intake/Release form must be completed and scanned in the inmate/detainee medical file immediately upon intake and release.

Prescription Practices

The following procedures are mandatory prescription practices.

- All prescriptions will be ordered by a qualified health care professional that is licensed and authorized to do so by the appropriate jurisdiction, i.e. State of Ohio Board of Pharmacy and DEA.
- All prescriptions will be documented in the prisoner's medical record. Prescriptions ordered on an individual script-pad form, will be scanned into inmate medical record.
- All prescriptions will be issued for a specific time-period, not to exceed thirty days.
- All continuous prescriptions will be reviewed every thirty days for re-evaluation and status check.
- Generic medications contained in the MSD Drug Formulary, may be substituted for brand name prescriptions, with the consent of the Medical Director.
- Long-term use of sedatives, narcotics, and or other controlled substances, should be avoided whenever possible. As a rule, these types' of medications are not ordered for inmates. Strict control and monitoring of patients receiving these types of medications shall be observed. **It is desirable to crush or dissolve these type medications so they may not be hoarded and or redistributed by the inmate to other inmates.**
- All verbal order (V.O.) prescriptions will be signed off by the ordering Physician or their designate within five business days of being filled.

Distribution and Administration of Medications

This written policy and procedure shall govern all pharmaceutical practices and procedures.

- Medications shall be ordered, stored, and issued in unit dose form whenever possible.
- MSD Health Care Personnel *cannot* dispense medication, except under the written/verbal orders of a physician.
- The MSD Health Care Personnel may dispense specific medications that are listed in the Butler County Sheriff's Office-Medical Services Division Emergency Medical Protocol.
- Only a physician may permanently discontinue a course of medication therapy. (See, "TERMINATION OF MEDICATION" policy.)
- The administration of each dose of medication will be recorded on the MEDICATION ADMINISTRATION FORM, as to name of medication; strength or mg.; form; amount; the date and time; patient name; location. The medical staff member delivering the medication must affix their signature and I.D. number to the form.
- ICE Detainee's will be delivered medications that are prescribed. Any over the counter medication that is requested by an ICE Detainee will be given to that detainee as per P&P or Protocol. The Detainee will not be directed to purchase said medications or OTC's via Commissary.
- **MSD Health Care Personnel have the option to wear gloves during, or use hand sanitizer just before, and in the presence of inmates/detainees, the start of med pass.**
- **Inmates will not receive their medication without wearing their own identification wristband.**
- **MSD Health Care Personnel will identify the inmate by the inmate's wristband.**
- Inmates will not receive their medication without having a liquid present. All medications will be taken with water or some other liquid unless contraindicated, or so ordered otherwise by a physician.
- Due to HIPPA reasons, inmates are not to view the MAR of any other inmate. Keep computer shielded.

Inmates who receive medication will follow the instructions of the medical staff as they pertain to the administration of their medications. Failure to do so will result in appropriate and immediate disciplinary action of the inmate.

Psychotropic Medications

Psychotropic medication will be dispensed as ordered by the forensic physician and or their designate. The control of these medications is the same as any other prescription medication.

Security and Storage of Controlled Substances

The safekeeping and management of pharmaceuticals will be the liability of all medical personnel. Medical and Corrections Staff members will assure that no inmate is ever permitted in the medication holding area. (See "INFIRMARY ACCESS AND SECURITY" policy.)

The following procedures will be observed when warehousing medications:

- Medication requiring refrigeration will be stocked in a refrigerator confined within the clinic pharmacy.
- Needles and syringes will be stored in locked cabinets in the treatment and medication holding area.
- All controlled substances will be locked in the Knox medical box located in the medication holding area. MSD Health Care Personnel will have their own key (pin) entry code. There will a second pin number required by a secondary MSD Health Care Personnel to complete access to the Knox box. **In the event of an emergency or unforeseen circumstance where a MSD Health Care Personnel would be accessing the Knox box by themselves, the Shift Sergeant will be called to access the Knox box using a secondary PIN given to them by the HSA. Please notify the HSA by e-mail when the Shift Sergeant is called to use their secondary PIN as a new PIN has to be generated and the old secondary PIN deleted.**
- Bulk storage of "stock" medications will be in the medication holding area accessible only to authorized personnel.

Inventory

The following procedures and guidelines will be adhered to, regarding the accountability and inventory of all pharmaceutical material.

- A written account of controlled pharmaceutical inventories will be retained by the MSD Staff.
- A controlled substance prescribed by the medical director will have the count verified at the time of medication pickup from the pharmacy.
- At the beginning and end of the shifts, the oncoming and off going MSD Health Care Personnel shall count all scheduled controlled medications together to verify count and document count on the Controlled Rx inventory sheet.
- Two MSD Health Care Personnel will confirm the starting count of the controlled substance, the amount of medication removed, amount of medication remaining and the amount of medication dispensed to the inmate/detainee. This shall be recorded on the Controlled Rx inventory sheet.
- Syringe accountability will be preformed by the oncoming medical staff personnel at the start of each shift.

- Any irregularity in the counts of controlled pharmaceutical substances and or equipment will be reported *immediately* to the Medical Supervisor and the MSD Administrator via e-mail.
- All prescription medications, needles and syringes received will be documented in a log that will serve as a continuous inventory.
- On a monthly basis, the Medical Supervisor or his designee will record all pharmaceutical inventory for outdates. Items within sixty-days (60) of expiration shall be pulled for outdate and returned to the Correct Rx Pharmacy for credit.
- All inventory returned for outdate and or credit shall be recorded.
- All inventories shall be recorded in writing and signed by the Medical Supervisor.

All records concerning the management of pharmacy inventory will be maintained in each infirmary available for inspection by authorized persons.

New		Butler County Sheriff's Office <u>Medical Services Division</u>	Memorandum	
Amendment			Directive	
Permanent	X		P&P	1-04
Temporary			Protocol	
Written By	C. New HSA		Effective Date	06/01/02
Authorized By	Dr. Anthony Abdullah. Medical Director		Date Amended	05/05/17
Topic	PLACING PHARMACY ORDERS		Date Purged	

PLACING PHARMACY ORDERS

Any member of the medical staff may place a pharmacy order. To place a pharmacy order, use Correc Tek to place the order with our current Pharmacy, Correct Rx. Correct Rx pharmacy is staffed from 0600hrs-2000hrs Monday through Friday, Saturday from 0800hrs-1700hrs, and Sunday 0900hrs-1700hrs. If the order is after hours, please contact an on-call pharmacist at the 1-443-417-7294.

If an Rx need is urgent and cannot wait to be started with the regular process of ordering, or if we do not have STAT medications on hand, we will use **CVS** as a back-up Pharmacy. See Back-up Pharmacy Procedure on the 2nd page of this S.O.P.

Placing a Pharmacy Order (See Attachment, Pg. 3)

1. Order all medications through the CorrecTek application for Correct Rx Pharmacy.
2. The third shift staff will use the medication order form, with the pharmacy barcode sticker attached, to refill medications. This form will be faxed to Correct Rx. Refill continuous medications when there is 7 days left on current prescription.
3. When ordering controlled medications (other than Librium and Ativan), a hard copy prescription, signed by a physician, is needed and will be filled by taking it to **CVS** Pharmacy (Back-up Pharmacy) 28 No. Brookwood Ave, Hamilton, Ohio 45013.
4. Librium and Ativan are ordered by faxing the controlled medication order form, signed by Dr. Abdullah, to Correct Rx Pharmacy.

Receiving a Pharmacy Order

1. Medical personnel will pick-up the pharmacy order that is dropped off in the sally port off the main lobby.
3. Check the original order against the order received. Note any discrepancies found, (such a type of medication or amounts), on the pharmacy receipt.

If it is discovered that a medication was ordered and not received, call the pharmacy to see if the medication was placed on backorder. If not, follow up and make sure the medication was not sent elsewhere. *(This should only occur if the medic was unable to receive the order personally and check it upon arrival.)*

*If the pharmacy does not have the dosage or strength of a medication that you order, but substitute's different dosage strengths, you will need to change the order in the pharmacy book, the medication sheets, and the inmate medication bag, to read the proper dosage and strength. **For example: Instead of Tylenol 500mg. it will read Tylenol 250mg.II.**

New	X	Butler County Sheriff's Office <u>Medical Services Division</u>	Memorandum	
Amendment			Directive	
Permanent	X		P&P	1-04
Temporary			Protocol	
Written By	T. Vaughan Med. Supervisor		Effective Date	4/19/18
Authorized By	Dr. Abdullah, M.D. Medical Director		Date Amended	4/19/18
Topic	Emergency Backup Pharmacy		Date Purged	

County #910 BOP #911

CVS will provide medications in emergency situations after hours. You will receive a four (4) day supply of medication with the exception of inhalers or other liquids, etc. which cannot be divided and also controlled med scripts will be filled in full. The procedure for utilizing the backup pharmacy is as follows:

1. Check your emergency interim supply to make sure the medication is not on-site and available.
2. Obtain authorization from the Medical Supervisor or other authorized personnel (H.S.A.) to order from the back-up pharmacy.
3. Contact CVS Pharmacy to place the medication order.
4. After calling CVS, fax your transcribed order along with a copy of your Emergency Backup Pharmacy Procedure to CVS.
5. Fax the prescription to Correct Rx to receive the remainder of the order.

Your Emergency Backup Pharmacy Is:

CVS/Pharmacy

28 North Brookwood Avenue

Hamilton, Ohio 45013

Phone: (513) 863-8906 **Fax:** (513) 868-5681

Hours of Operation: Open 24 hours / 7 days a week

6. All emergency backup prescriptions filled for clients at the Butler County Jail MUST be submitted electronically, on-line by CVS Pharmacy. The following information is provided to facilitate this process:

PROCESSOR: MedCall

BIN: 004410

PCN: SCI

GROUP NUMBER: 2088909100 – County
2088919110 – BOP

CARDHOLDER ID: Offender ID number + Current Date (mmdd) + Offender Initials
e.g.: 1026 for October 26th e.g.: JD for John Doe

DATE OF BIRTH: REQUIRED

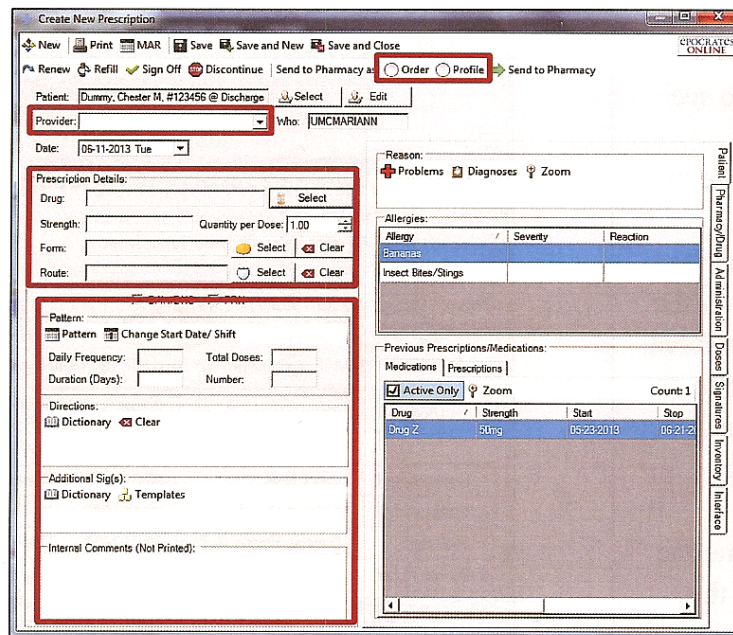
7. If CVS is having any problem processing your claim, have them call the **MedCall Help Desk** at (866) 607-6980. Correct Rx is also available to assist with this process. After regular business hours **Correct Rx's On-Call Pharmacist** can be reached via (443) 417-7294. During regular business hours contact the pharmacy at 800-636-0501.

Revised: 02/28/2018

Prescription Screen:

When creating a new prescription for a patient, the provider must be established along with the administration directions.

- Use the drop down menu to choose the **provider**.
- The **Prescription Details** box is where the user selects the desired medication.
- The **Pattern** box is where the user selects the administration pattern.

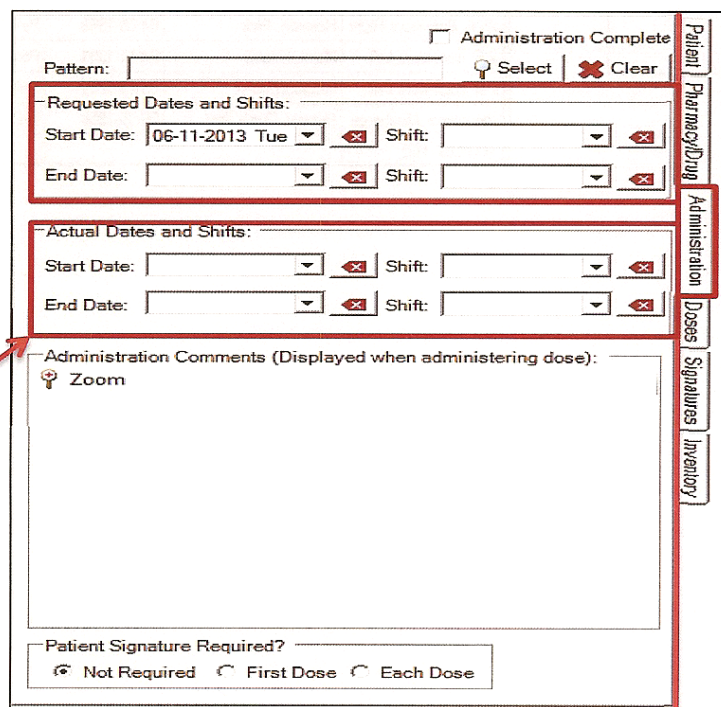


Order: Sending an order to the Pharmacy to receive the medication.

Profile: Informs pharmacy that patient is on medication, but doesn't send the order.

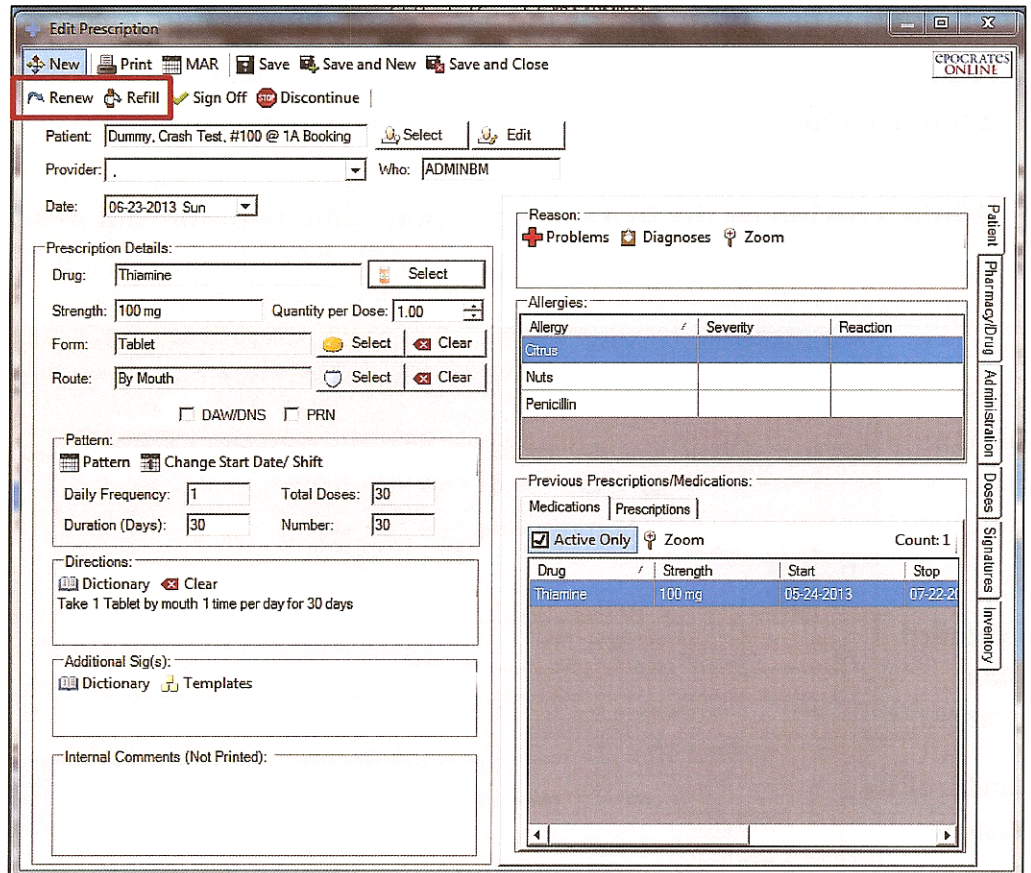
Requested Dates:
 This allows the user to select the day and shift the medication will need to be started on.

*****Do not change the actual start dates.**



Refill and Renew:

- Prescriptions can be renewed by clicking “**Renew**”.
- Renewing the prescription instantly creates a copy of the prescription with new start and end dates.
- **Refill** button alerts the pharmacy more medication is needed.



Edit Prescription

New | Print | MAR | Save | Save and New | Save and Close

Renew | Refill | Sign Off | Discontinue

Patient: Dummy, Crash Test, #100 @ 1A Booking | Select | Edit

Provider: | Who: ADMINBM

Date: 06-23-2013 Sun

Prescription Details:

Drug: Thiamine | Select

Strength: 100 mg | Quantity per Dose: 1.00

Form: Tablet | Select | Clear

Route: By Mouth | Select | Clear

DAW/DNS PRN

Pattern:

Pattern Change Start Date/ Shift

Daily Frequency: 1 | Total Doses: 30

Duration (Days): 30 | Number: 30

Directions:

Dictionary Clear

Take 1 Tablet by mouth 1 time per day for 30 days

Additional Sig(s):

Dictionary Templates

Internal Comments (Not Printed):

Reason: Problems | Diagnoses | Zoom

Allergies:

Allergy	Severity	Reaction
Citrus		
Nuts		
Penicillin		

Previous Prescriptions/Medications:

Medications | Prescriptions | Active Only | Zoom | Count: 1

Drug	Strength	Start	Stop
Thiamine	100 mg	05-24-2013	07-22-2013

Pharmacy/Drug Administration Doses Signatures Inventory

Stock & Emergency Medication List

Tablets/Capsules:

Benedryl 25mg Cap
Ammonia Inhalant
Immodium AD 2mg
Colace 100mg
Bisacodyl 5mg
Motrin 200mg
Tylenol 500mg
Warfarin 2,3,4 and 5 mg
Amlodipine 10mg
HcTz 25mg
Clonidine 0.1mg
Metoprolol 25mg
Cardizem 60mg
Lasix 20mg
Depakote 500mg
Keppra 500mg
Dilantin 100mg
Haldol 5mg
Meclizine 25mg
Metformin 500mg
PCN 500mg
Flagyl 500mg
Doxycycline 100mg
Prednisone 10mg
Zithromax 250mg
Amoxicillin 500mg
Macrobid 100mg
Augmentin 875-125mg
Phergan 25mg
Clindemycin 150mg
Librium 25mg

Insulins:

Humalog, Novolog, Hum-R, Hum-N, Lantus

Injectable:

Ativan 2mg
Phenergan 50mg/mL
Zofran 4mg/mL
Benefryl 50mg/mL
Rocephon 250mg/mL
Lidocaine 1%
Haldol 5mg/mL
Versed 50mg/10mL
Normal saline 1,000mL bag; 10mL syringes, Irrigation
Sterile Water

Inhalants:

Albuterol 2.5mg/3mL

Atrovent/Albuterol combo neb 0.5mg-3mg

Albuterol HFA 8.6G

Creams/Ointments/misc

Hydrocortisone 1%

Benzoyl Peroxide wash 10%

Tobramycin 3%

Neomycin+polymyxin+Hydrocortasone Otic

Tolnaftate 1%

Monistat

Permethrin 5%

Prep-H

MG217 2%

Fixodent

Milk of Magnesian

Antacid Tab

Earwax removal drops

Coal TAR shampoo 0.5%

Mylanta

Selson Blue

Oral Glucose

H2O2

Glucose Tabs

Emergency:

Epi 1mg/mL

Amiodarone 150mg

Mag Sulfate 5G/10mL

Lasix 40mg/4mL

NTG 0.4mg

Adenosine 6mg/2mL

Epi 1:10,000 1mg/10mL

Atropine 1mg

50% Dextrose

Narcan 2mg/2mL