

City of St. Louis Department of Public Safety / Division of Corrections
POLICY & PROCEDURES

CHAPTER:	4	Facility Services	4. 2. 19
SECTION:	2	Health Services	EFFECTIVE DATE: 7 / 21 / 2020
SUBJECT:	19	Medication Pass	
STANDARDS: ACA – 4 – ALDF: 4C-38 (M)			
APPROVED: _____			REVIEW DATE: 7 / 21 / 20
Dale Glass COMMISSIONER OF CORRECTIONS			REVISION DATE: 7 / 30 / 20
Rescind: 4.2.19 dated 8/29/16 Cancel:			

I. POLICY

It is the policy of the Division of Corrections to ensure that medication is properly managed and correctly dispensed to inmates in accordance with applicable laws and regulations.

II. RESPONSIBILITIES

All Division of Corrections staff and contracted medical providers are responsible for adhering to the following procedures.

III. DEFINITIONS

None

IV. PROCEDURES

A. General Information

1. The Division of Corrections requires that the administration of medication to inmates be performed only by persons properly trained, and is under the supervision of the contracted healthcare provider.

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2. It is the responsibility of the contracted medical staff to ensure that management of pharmaceuticals includes a formulary and a formalized method for obtaining non-formulary medications.
3. Medications are stored in the Medication Room, locked in the medicine cabinet or medication carts and secured at all times.
4. Medication Pass is conducted as needed and the contracted medical staff is responsible for administering or distributing medication in a timely manner.
5. Inmates that are officially not available at the time of medication pass will receive their medication per guidelines set by the healthcare administrator/designee.
6. The involuntary administration of psychotropic medication to inmates would be in accordance with the provisions of the Division of Corrections policy #4.2.28: Involuntary Administration of Medication and, #3.1.21: Use of Force.
7. Inmates are required to sign Release of Responsibility Form if they refuse medication. Obtaining inmate's signature will not be substituted with merely checking off the refusal box in the electronic record, (See Procedure A, item #2 below).
8. Prior to reporting to floors for medication pass, the Medical Officer notifies Floor Supervisor that medication is in route to their designated floors.

B. Distribution of Medication in General Housing/Dormitory Units, (MSI & CJC)

1. Prior to medication pass, the Housing Unit/Dormitory Officer informs all inmates receiving medication to have their cup of water ready:
 - a. When medical staff arrives, inmates receiving medication forms a single line. Inmates identified as enemies will not come out at the same time to receive medication.
 - b. The Medical Staff verifies inmate receiving medication by the ID wristband and gives floating medication under the supervision of a custody staff.
 - c. The Medical and Custody Staff verifies that the medication had actually been swallowed by instructing the inmate to raise tongue up, and visually examining both sides of inmate's cheek. Once verified, the inmate is instructed to return to cell.

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- d. The Medical Staff instructs any inmate that refuses to take medication to sign a Release of Responsibility Form. If inmate refuses to sign, the Medical Staff notates "Refused" and signs the Form which will be witnessed and signed by Custody staff. The signed Form will be placed in the inmate's medical folder. The Medical staff notates inmate's refusal in the electronic record as well.
2. The Custody Staff and the Medical Staff exit the Housing/Dormitory Unit and repeats the process in the other areas until all the inmates have received their medication.
3. In the Disciplinary Segregation Unit, staff will adhere to institutional post order for management of aggressive and maximum assault inmates. The Housing Unit Officer will:
 - a. Accompany the Nurse to the cell of each inmate receiving medication,
 - b. One-by one, manually opens the inmate's food pass with a key, and
 - c. Instruct the inmate to come to the door with a cup of water to receive medication.
4. In the Infirmary, Custody and Medical staff will enter the cell and verify inmate on bed restriction by ID wrist band and give floating medication to the inmate and, verify that medication is swallowed.
5. The Medical Staff instructs any inmate that refuses to take medication to sign a Release of Responsibility Form. If inmate refuses to sign, staff follows process note in item number 1(d) of this Procedure.
6. If inmates are not present, the Medical Staff arranges for them to receive their medication at another time.

C. Late Distribution of Medication (MSI &CJC)

1. If an inmate is not in the Housing/Dormitory Unit, the Housing Officer records the absence in Daily Activity Log/IJMS-Event Log.
2. The Medical Staff takes the medication back to Medical Unit.
3. When the inmate returns, the Housing Officer notifies the Nurse by telephone that the inmate has returned. The nurse follows, Procedure A as appropriate.