

Correctional Officer Observation of Inmate Self-Administered Medication and Issuance Procedure

I.	Purpose	1
II.	Definitions	1
III.	Nurse Responsibility	2
IV.	Correctional Officer Responsibility	2
V.	References	3
VI.	Action	4
	Referenced Forms	4

Section-14 Medical Services Resource Manual	MSRM-140143-02	Page: 1	Effective Date: 1/23/2020
Correctional Officer Observation of Inmate Self-Administered Medication and Issuance Procedure		ACA Standards:	
Joel McCurdy, MD, Chief Medical Officer Oklahoma Department of Corrections		Signature on File	

Correctional Officer Observation of Inmate Self-Administered Medication and Issuance Procedure

I. Purpose

The purpose of this procedure is to define a process for the control and accountability of inmate self-administered medications observed by correctional officers.

All medications for inmate self-administration are specific for that inmate, and are considered the inmate’s personal property. Medications are secured under a lock and key in an environment that maintains the integrity of the medication. All medication encounters for inmate self-administration are documented/recorded on the “Community Corrections Supervised Medication/Syringe Count Log” ([DOC 140130J](#)). Correctional officers observing inmate self-administration of drugs are not responsible for any adverse medical events that may occur following inmate self-administration. All medical evaluations and interventions are the responsibility of medical, dental, or mental health providers, or qualified health care professionals of the host facility.

II. Definitions

Administration - Administration of a medication is defined as the direct application of drug, whether by ingestion, application, inhalation or any other means, to the body of a patient/inmate by a health professional licensed to administer medications in Oklahoma.

Self-Administration – Direct administration of drugs by the inmate.

Issuance - The provision or distribution medications for self-administration. This includes dose-by-dose inmate self-administration, and/or issuance of medications for Keep-On-Person (KOP). Non-healthcare staffs (e.g., correctional officers) are permitted to issue medications for inmate self-administration.

III. Nurse Responsibility

1. Obtain the medical, dental, mental health provider's order for the medication and send order to the contract pharmacy provider.
2. Receive medications and check against the medical, dental, mental health provider's order.
3. Fill out the "Community Corrections Supervised Medication/Syringe Count Log" ([DOC 140130J](#)) with inmate name and DOC number, medication name, prescription number, and instructions for issuing the medication. The starting quantity is listed on the top and as the doses are self-administered they are subtracted in the balance column. The balance remaining must always match the amount/quantity on hand. Insulin quantity issued will be one vial, and is exempt from the running balance count.
4. Place the medications and the "Community Corrections Supervised Medication/Syringe Count Log" ([DOC 140130J](#)) form in a manila envelope with the inmate name and DOC number written clearly on the outside of the envelope.
5. At Community Corrections Centers, nursing staff will verify the balance count is correct each day.
6. Provide patient education concerning the medication and how to take it.
7. Restock medication as needed.
8. Remove the card and the sheet upon completion of the medication or if the inmate no longer wishes to take the medication.
9. Answer any questions raised by the patient or by the correctional officer concerning the medication

IV. Correctional Officer Responsibility Observation of Inmate Self-administration:

1. Verify the inmate's ID matches the name and DOC number on the medication container/package.
2. Take the manila envelope with inmate's name and DOC number from the secured site.
3. Hand the inmate the medication and the "Community Corrections Supervised Medication/Syringe Count Log" ([DOC 140130J](#)).
4. Observe the inmate taking the medication and signing the "Community Corrections Supervised Medication/Syringe Count Log" ([DOC 140130J](#)). Ensure the inmate takes the correct dose prescribed by the medical provider. If the directions state, "Take one tablet twice a day then the inmate is to take one tablet in the morning and one at night." **Only the prescribed dose is to be taken at the prescribed time.** If the inmate misses the morning dose, they are not to take an extra tablet to make up for the missed dose.
5. Co-sign verification of count on the "Community Corrections Supervised Medication/Syringe Count Log" ([DOC 140130J](#)) for controlled substances.

6. Return the “Community Corrections Supervised Medication/Syringe Count Log” ([DOC 140130J](#)) and medication to the manila envelope.
7. When not in use, secure medication under lock and key, double lock if it is a controlled substance.
8. Fingerstick Observation (Blood Sugar Monitoring):
 - a. Provide inmate with Glucometer, Strip, and Lancet.
 - b. Observe inmate performing fingerstick.
 - c. Ensure that the lancet is placed in sharps box.
9. Insulin Administration Observation:
 - a. When not in use, secure insulin syringes under lock and key.
 - b. Verify the inmate’s ID matches the name and DOC number on the medication container/package.
 - c. Have inmate sign-out syringe on the “Community Corrections Supervised Medication/Syringe Count Log” ([DOC 140130J](#)).
 - d. Hand syringe to inmate.
 - e. Staff must co-sign verification of count on the “Community Corrections Supervised Medication/Syringe Count Log” ([DOC 140130J](#)).
 - f. Observe the inmate draw up and self-administer insulin, and document on the “Community Corrections Supervised Medication/Syringe Count Log” ([DOC 140130J](#)).
 - g. Witness that the used syringe is placed in sharps container.
 - h. Notify medical when sharps container is $\frac{3}{4}$ full, and a new sharps container will be issued.
10. KOP Issuance:
 - a. Verify the inmate’s ID matches the name and DOC number on the medication container/package.
 - b. Have inmate sign the pharmacy drug manifest as proof of receipt.
 - c. Fax completed manifest to host facility health administrator.

V. References

OP-140130, entitled “Pharmacy

Operations” OP-140143 entitled “Nursing Service”

IV. Action:

The chief medical officer (CMO) will be responsible for compliance with this procedure.

The chief medical officer (CMO) will be responsible for the annual review and revisions.

Any exceptions to this procedure will require prior written approval from the director.

This procedure will be effective as indicated.

Replaced: MSRM 140143.02 entitled "Correctional Officer Observation of Offender Self-Administered Medication and Issuance Procedure" dated November 4, 2015.

Distribution: Medical Services Resource Manual

Referenced Forms	Title	Location
DOC 140130J	"Community Corrections Supervised Medication/Syringe Count Log"	OP 140130