

	<b>DEPARTMENT OF PUBLIC SAFETY</b>  <b>CORRECTIONS ADMINISTRATION</b> <b>POLICY AND PROCEDURES</b>	<b>EFFECTIVE DATE:</b> 10/09/07	<b>POLICY NO.:</b> <b>COR.10.1F.06</b>
		<b>SUPERSEDES (Policy No. &amp; Date):</b> <b>COR.10C.10 (12/18/98)</b>	
<b>SUBJECT:</b> <b>SELF ADMINISTERED MEDICATIONS</b>		Page 1 of 4	

## 1.0 PURPOSE

The purpose of this policy is to identify and provide pharmaceutical guidelines for inmate self-administered medications.

## 2.0 REFERENCES AND DEFINITIONS

### .1 References

- a. Hawaii Revised Statutes; Section 26-14.6, Department of Public Safety; and Section 353C-2, Director of Public Safety, Powers and Duties.
- b. National Commission on Correctional Health Care, Standards for Health Services in Prisons and Jails, (2003).
- c. American Correctional Association, Standards for Adult Correctional Facilities, (1990), 3-4341.

### .2 Definitions

- a. Administer: The direct application of a single dose of a medication prescribed for a patient for immediate ingestion or injection. Except for self-administration, administration of medications to a patient is by licensed health professionals.
- b. Antidepressants: Drugs to treat depression.
- c. Blister Packs: A means of dispensing prescriptions for self-administration in which each dose is in a plastic bubble in a card.
- d. Contraindicate: To indicate the inadvisability of the use of certain drugs with certain other drugs or pre-existing conditions.
- e. Dispense: To issue one or more doses of a drug in a suitable container, appropriately labeled for subsequent administration, delivery, or use by a patient. Only a pharmacist, or in certain instances a physician, can dispense medication.
- f. Diflusal: A pain medication. It is neither addicting nor scheduled.

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- g. Medications for chronic conditions: Drugs that do not cure the underlying illness but instead control the symptoms and complications of a condition that usually lasts for life.
- h. Lithium: A drug to treat manic-depressive illness.
- i. Parenteral: To administer by injection.
- j. Psychotropic: Drugs to treat major psychiatric disorders.
- k. Scheduled Drugs: Medications requiring a prescription listing the provider's Drug Enforcement Administration (DEA) registration number.
- l. Self-Administration: The direct application of a single dose of medication by a patient.

### 3.0 POLICY

In order to foster inmate responsibility, prescribed medications will be dispensed to inmates for self-administration whenever possible. Scheduled drugs will be administered by nursing staff dose-by-dose.

### 4.0 PROCEDURES

- .1 Prescribed medication shall be dispensed to inmates in legal prescription form for self medication. The inmate shall receive sufficient medication for the duration of the prescription, one blister pack, or for 30 days, whichever comes first.
- .2 Clinical services shall generate a medical needs memorandum for inmates who are required to take necessary medication while on work assignment or during other activity away from the housing unit.
- .3 Medications shall be dispensed in blister packs with legal prescription labels. The prescription label shall indicate the patient's name, dose, frequency and expiration date of the prescription. Any medication that is maintained in the inmate's property beyond the expiration date of the prescription shall be contraband.
- .4 Prescription renewals shall be indicated on the prescription label. Inmates shall be responsible for notifying the nurse during sick call or medication

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pass of prescription renewals one week before the expiration of the prescription. The inmate shall present an unadulterated blister pack to the nurse obtain a renewal. The blister pack presented cannot have more than one (1) week of medication left before a renewal is requested. This is required to eliminate hoarding by the patient. The inmate and his or her belongings are subject to search for failure to return the blister pack. Medication removed from the blister pack to store elsewhere or in another container shall be considered contraband.

- .5 The following drugs or drug classes shall be administered dose-by-dose:
- a. Psychotropic (e.g., phenothiazines, butyrophenones)
  - b. Antidepressants
  - c. Lithium
  - d. Scheduled drugs
  - e. Diflunisal (DOLOBID)
  - f. All parenteral medications except Insulin, Intron A and Epipens. Epipens may not be distributed for self administration in the facility, but may be distributed to the inmate to self administer if the inmate is assigned to community or field work.
- .6 In addition to the medication listed above (4.0, .5, a-f), providers may order inmates to receive their medication dose-by-dose or in liquid form. This will be in response to inmates who do not comply with self-administration guidelines. Non-compliance with self-administration guidelines shall be documented in the inmate's medical record. Nurses shall obtain a written order from the provider to discontinue self-administration of a prescription medication. The dose, frequency and start and stop dates of all self administered medications or medications issued by nurses shall be recorded on the Medication Administration Record.
- .7 Providers shall be responsible for instructing inmates about their medications and the proper dosage, frequency and contraindications. Nursing staff shall reinforce the instructions.
- .8 Nurses shall review Form DOC 0495, Inmate Self Administration Guidelines and Agreement (Attachment A) with the inmate upon intake or not later than

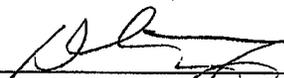
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the fourteen (14) day health appraisal. The inmate shall be given a copy and the original shall be filed in the medical record.

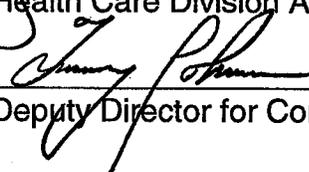
**5.0 SCOPE**

This policy and procedures applies to all branch facilities and their assigned personnel.

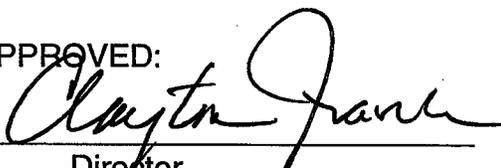
**APPROVAL RECOMMENDED:**

 10/8/07  
 Medical Director Date

 10/08/07  
 Health Care Division Administrator Date

 10/8/07  
 Deputy Director for Corrections Date

**APPROVED:**

  
 Director  
 10/09/07  
 Date

DEPARTMENT OF PUBLIC SAFETY  
\*\*HEALTH CARE SERVICES\*\*

\*The State of Hawaii requires that health care services be provided in prisons for incarcerated individuals. This does not mean that the service is free or that you will get every medical service you request.

\*This pamphlet describes available health care services, medical fees you may be responsible for, and your rights as a patient.

\*It is our goal to keep our patients healthy. It is your responsibility to participate in your continued good health by following instructions from the nurses or doctors related to your treatment. It is important that you follow any treatment plan or physical therapy ordered by the facility physician.

\*It is important that you seek medical services when you need medical care. It is just as important not to seek medical attention when it is not needed.

\*The doctor may determine that the medical service requested by you is not necessary. You have the option of paying a private provider to supply the service to you. Ask your module social worker to assist you with an appointment. You will be responsible for all of the cost.

\*All intake screenings and exams are free. Examinations for work line placement and facility transfers are free. Management of chronic illnesses that include quarterly appointments and medication reviews, workshops or counseling are free. Screenings, test and vaccinations related to sexually transmitted diseases, Hepatitis B, HIV/AIDS and regularly scheduled tuberculosis tests are free, and we encourage you to take advantage of these free services. Results are confidential.

\*You will be living very closely with other individuals during your incarceration. It is important that you seek a medical slip to stay home from your assigned work line if you feel sick so you do not spread germs associated with colds and flues.

\*You should not report to kitchen duty if you have a cough, rash, the whites of your eyes appear yellow, or if you have a sore that is draining pus until you are cleared by the medical unit.

\*Take daily showers and wash your hands before eating and after using the bathroom. Do not share toothbrushes, do not drink from another person's cup, and do not exchange body fluids (spit, sperm, semen, blood) with another person. Tattoo kits are dangerous and the sharp edge can spread Hepatitis or AIDS.

\*In approximately 2 weeks from the start of your incarceration, you will be given a physical examination in the medical unit. After this first physical examination, you will receive a regularly

scheduled physical examination according to your age. Scheduled physical examinations are free.

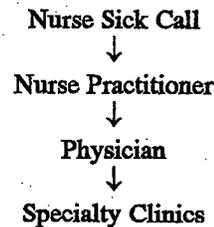
**\*ACCESS TO HEALTH SERVICES\***

You may request health care services when you have a medical complaint by filling out a medical request form available in your module or you may tell the nurse during nurse sick call.

\*If you have a medical emergency, inform the ACO and the Health Care Section will be promptly notified.

**\*TRIAGE PROCEDURE\***

Your medical request will be screened by a nurse. The nurse will take care of your complaint or the nurse may refer you to a nurse practitioner or a physician. The physician may take care of your complaint or the physician may refer you to a specialist. Approval for specialty care is based on strict guidelines.



**\*CLINICAL SERVICES\***

Clinical Services provides the necessary medical, dental and mental health services while you are in custody.

Medical  
Dental  
Psychology  
Psychiatry  
Prescription Medications  
Nutritional Counseling  
Health Education

\*Clinic hours are usually Monday through Friday. Hours will vary depending on the facility size and there may be evening clinics.

Inmates in special holding units are seen seven days a week.

\*Medical treatment is prioritized according to need. As an example, you may put in a request for service before your cell mate but if your cell mate's medical problem is more severe than yours, your cell mate may be seen before you.

**\*DENTAL SERVICES\***

Within approximately 7 to 14 days from the date of your admission into jail/prison, you will receive a dental screening. The dental screening is free.

\*After the intake screenings and examinations,

DEPARTMENT OF PUBLIC SAFETY  
\*\*HEALTH CARE SERVICES\*\*

pre-trial inmates and inmates sentenced to less than a year will receive emergency dental services only.

\*Dental treatment for inmates sentenced to more than a year are prioritized according to need. You are required to pay a \$3.00 fee per treatment. You may access dental services by filling out a medical request form or by informing the nurse during sick call.

**\*MENTAL HEALTH SERVICES\***

If you want an appointment with a psychiatric social worker, clinical psychologist, or psychiatric doctor, you may put in a medical request or tell the nurse at sick call.

\*If you feel like hurting yourself or someone else, and you need to talk to the psychiatric staff, immediately tell the ACO, the module social worker, or the nurse at sick call.

**\*MEDICAL RECORDS\***

You may request copies of your medical records. Each sheet cost \$.50 (cents) to copy. It is \$1.00 for a two sided page. You must pay for the copies before they are Xeroxed and released to you.

\*Medical records specifically relating to allegations by you of incidents of injury or mis-treatment will be released to internal investigators, the State's Attorneys and the facility Safety Officer.

\*If you claim a medical condition is related to or has caused you to commit a misconduct, the medical information related to your claim may be released to members of the Adjustment Hearing Board.

**\*INMATE RESPONSIBILITY\***

Department required or doctor ordered medical services are free. Inmate requested services have a \$3.00 co-payment charge unless you are referred by medical staff. The co-payment charge will be deducted from your spendable account. The Warden may deduct the amount from your reserved account. It does not matter if money in your account is from wage earnings or deposited by your family. The co-payment will be deducted.

\*Non-prescribed or over-the-counter medications such as aspirin and cough drops must be purchased by you through the Inmate Store Order. Include these purchases in your budget.

\*In some facilities inmate store orders are taken once a month. In other facilities, it may be twice a month. Medical staff may supply you with non-prescription medication and medical supplies if you are admitted into a facility in-between the time store orders are taken. However, after that it is your responsibility to include these purchases in your

store order. You may be charged the replacement cost of the item if medical services must dispense the item to you.

\*Prescribed medications will be issued to you at no cost. You will be required to medicate yourself according to directions from the physician or the nurse. It is a severe offense to be in possession of medications prescribed to someone else. IT IS CONTRABAND. It is a severe offense to horde your medication. Horded medication is CONTRABAND. It is a severe offense to use your medication as a trade item with other inmates. IT IS CONTRABAND.

\*Certain medications will be dispensed daily by the nurse. You must take the medication in the presence of the nurse.

\*You are responsible for the purchase of medical appliances such as eyeglasses, hearing aides and prosthesis. If you can not afford to pay the entire cost of the needed item, the Health Care Section will purchase the item for you under a contract agreement signed by you to pay the Health Care Section back on a monthly basis. The amount agreed upon will be what you can afford to pay monthly.

**\*INMATE RIGHTS\***

\*You have the right to confidential medical care.

\*You have the right to discuss your condition in privacy with the nurse or doctor.

\*You have the right to know what your medical condition is.

\*You have the right to know what alternative treatments are available to you for your medical condition.

\*You have a right to know about your medications and what side effects the medication may have.

\*You may refuse treatment offered by the facility and you have the right to seek treatment from your private physician at your own expense.

\*The facility has a living will available and you have the right to determine how you want your care managed should you become terminally ill.

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## INMATE SELF ADMINISTRATION GUIDELINES

The following guidelines have been prepared for you on self-administration of medication. This means that medication will be issued to you. You will be responsible for taking the medication according to the directions on the prescription. It is your responsibility to know what the medication is: why you are taking it and the medications relationship to your condition.

1. The nurse at sick call, or the physician in clinic will instruct you on the type of medication being prescribed to you and the proper dosage and frequency.
2. Your medication may be in a tube or a "blister pack". The blister pack is a card with either a thirty-day supply or the exact amount of medication for your condition. This means that if the prescription required you to take one tablet, twice a day, for fourteen days, your blister pack would have 28 tablets.
3. It will be your responsibility to take the medication prescribed for you for as long as required by the prescription and at the proper time during the day. Return your emptied blister pack to the sick call nurse.
4. The blister pack will contain an identifying label. **DO NOT TAMPER WITH THE BLISTER PACK. DO NOT TAMPER WITH OR REMOVE THE LABEL.** Blister packs found in your possession that have been tampered with or that do not have an identifying label will be considered contraband under Title 17, Administrative Rules of Corrections, Inmate Handbook, Chapter 17-201-7 (11).
5. Medications must remain in your cell at all times with two exceptions. You may be prescribed medication that must be taken during the workday. Work line inmates will be issued a copy of the Medical Needs Memo DOC 0449, and the correct amount of medication for the hours the inmate will be working. The second exception is for prescriptions that need to be re-filled. It is your responsibility to bring your medication to sick call one week before the expiration date so the nurse can initiate a renewed prescription.
6. Medication belonging to other inmates found in your possession is contraband.
7. Medication found in your possession beyond the expiration date of the prescription is contraband. Sometimes you may forget to take a dose. If you forget to take a dose, do not "double" up the next time you need to take the medication. All left over medication at the expiration date must be returned to the medical unit.
8. Do not share your medication with other inmates even if the other inmate is on the same prescription.
9. If you have followed your prescription properly, the blister pack will be empty at the expiration date. You must return empty blister packs.

Original: Medical Record  
Canary: Inmate

DOC 0459 (09/02)

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