



CORRECTIONS MEDICINE
Medication Administration Training
ACA Standard: 4 ALDF – 4C – 38

Effective: January 1994

Revised: June 2015, April 2016, August 2019

Reviewed: Aug 2001, May 2013, May 2017, April 2018,
Jan 2019

Policy Number:
CM – 24

- I. **PURPOSE:** To assure that all Saint Louis County Department of Public Health (DPH) Corrections Medicine employees responsible for the handling, packaging, administering, and recording of medications are trained to administer medications safely.
- II. **POLICY:** All Saint Louis County Department of Public Health (DPH) Corrections Medicine personnel who administer medication shall be trained regarding accountability for administering medications according to procedure and provider orders.
- III. **RESPONSIBILITY:** All staff members in the Corrections Medicine program are familiar with the content of this policy and the procedures therein.
- IV. **PROCEDURE:**
 1. Medication administration training shall include instructions for recording the administration of medications as approved by the DPH and Corrections Medicine.
 2. Nursing staff are responsible for understanding the side effects of commonly used formulary medications.
 3. Staff training for medication administration will include, but will not be limited to, the following:
 - a. Review of all orientation materials regarding medication administration and Corrections Medicine policy *CM-24.1 "Medication Administration"*.
 - b. Review of the "Management of Alcohol and Opiate Withdrawal" training regarding Corrections Medicine's withdrawal protocols for alcohol, opiates, and benzodiazepines.
 - c. Review of all standing orders.
 - d. Training regarding sick call process and documentation and review of the sick call policy and procedure.
 4. Staff shall receive training on Department of Justice Services (DJS) security regulations regarding the safe keeping of medications. Medications are kept under lock and key, and out only at time of dispensation. At no time is a patient left alone with medications, nor shall patients assist in the administration of medications.
 5. Staff shall receive training regarding location of medication pass in each of the housing units, and the process for administering medications as it applies to a secure facility. Patients are to keep within a reasonable distance of Corrections Medicine staff while

administering medications at all times. There is a visual check of the oral cavity of the medication recipient by the CM and/or DJS staff.

6. It is the responsibility of the nurse performing the medication pass to identify the patient. If there is a problem identifying the patient, the nurse shall ask a member of the DJS Custody staff to assist in the identification of the patient by obtaining their identification file in the housing unit, which contains a picture of the individual, date of birth, and ID number.
7. Should a patient have an allergic reaction to the medication, the nursing staff shall notify the provider. If a DJS Custody staff member notices a patient having an allergic reaction to a medication, the Custody staff member will notify a member of the Corrections Medicine staff immediately. The nurse will notify the provider or implement emergency procedures for anaphylaxis.

V. **REFERENCES:**

National Commission on Correctional Health Care; Standards for Health Services in Jails; 2018, Standard J-D-02