



**Department of Juvenile Justice
Health Services Operating Procedure**

HSOP VOL IV – 4.3 – 3.07	Statutory Authority: Title 66 of the <u>Code of Virginia</u>
Subject: Medication Administration	Regulations: 6VAC35-140-192; 6VAC35-140-210; 6VAC35-51-790; 6VAC35-51-800
	Board Policy: 12-001; 12-004; 12-005 ACA # 4-JCF-4C-05; 4-JCF-4C-06; 4-JCF-4C-07; 4-JCF-4C-32; 4-JCF-4C-49 NCCHC # Y-A-01; Y-A-09; Y-B-03; Y-D-02; Y-E-07; Y-E-11; Y-H-01; Y-I-04

3.07-1.0 PURPOSE

To ensure medication services are clinically appropriate and provided in a timely, safe and sufficient manner

3.07 -2.0 SCOPE

These procedures apply to all Juvenile Correctional Center (JCC) employees staff assigned to the JCCs by other units, agencies, or departments.

3.07-3.0 DEFINITIONS

5 Rights +2 – The verification of the right resident, medication, dose, time, route, documentation and allergies.

Local Health Authority – The designated Registered Nurse (RN) (e.g., head nurse) who has been delegated the responsibility for management of all of the facility's health services, including medical, nursing, and dental and ensuring the quality and accessibility of all health care services provided to residents. Final medical judgments shall be the sole province of the Chief Physician.

Medical Department – The location at which the health services staff are located in the JCCs to provide health services to residents. The medical department includes the nursing station, examination room, infirmary, and dental office.

Medication Administration Record (MAR) – The form used to document, on a dose-by-dose basis, the administration of medications (including prescribed and over-the-counter), and any physical health treatments which have been ordered for an individual resident.

Medication Contraband – Unauthorized medication found in, on, or around JCC grounds or confiscated from a staff, resident, or visitor or an allegation by a resident that he or she swallowed unauthorized medication.

Physician's Order – Directions, written or verbal, provided by a provider for a specific medication to be administered to a resident.

3.07-4.0 PROCEDURES

The nurse shall accurately administer the medications following the 5 rights +2 verification

process.

3.07-4.1 The 5 rights +2

1. **RIGHT RESIDENT** – Ask the resident to state his/her full name (including middle initial) and birth date. Compare the resident’s picture to the resident for positive identification. If there is no picture or you cannot recognize the resident, ask the assigned juvenile correctional officer (JCO) to verify the resident. If the JCO is unsure of the resident’s identity:
 - a. Ask the resident to move to the back of the line while medications are administered to the other residents.
 - b. Request that the JCO call the shift commander to identify the resident.
 - c. After the resident has been identified by the shift commander or designee, the nurse shall administer the medication to the resident.
 - d. Do not administer the medication until the resident is positively identified.
2. **RIGHT MEDICATION** – Check the name of the medication on the medication package against the name of the medication on the MAR. If unsure, do not administer the medication until after checking the medication against the Physician’s Order and/or Medication Reference.
3. **RIGHT DOSE** – Check the dose and strength on the medication package against the dose and strength on the MAR. Use extra caution when giving medications requiring split or multiple tablets.
4. **RIGHT TIME** – Medications must be given within one hour before or one hour after the time scheduled for administration. The administration of medications outside of the standard two hour window requires a Physician’s Order.
5. **RIGHT ROUTE** – Check the route on the medication package against the route on the MAR.
6. **RIGHT DOCUMENTATION** – Complete all documentation on the MAR at the time the medication is given.
7. **ALLERGIES** – Check the medication against the allergies listed on the MAR.

3.07-4.2 Medication Security Procedure - Administering the Medications using the 5 Rights +2 Verification Process

The nurse shall follow these steps when administering medication to residents:

1. Identify the resident and ask the resident for his/her full name (including middle initial) and birth date.

2. Review the MAR and find the correct package of medication.
3. Check the 5 Rights +2.
4. Remove the dose from the medication packaging.
5. Verify that crushing the medication is not prohibited via the MAR.
6. Crush all medication that is permitted to be crushed. Float the medication(s) in a semi-transparent plastic cup with a minimum of 3oz of water or applesauce.
7. Open all medication that cannot be crushed. Float the medication(s) in a 30cc oral medication cup of water or applesauce.
8. Observe the resident taking the medication(s).
9. Have the resident drink a second cup of water.
10. Have the resident forcefully cough after the second cup of water. The resident shall then follow the nurse's instructions for discarding the cup.
11. The nurse and JCO shall complete a comprehensive mouth check:
 - a. Have the resident lean forward slightly and open his/her mouth.
 - b. Have the resident use his/her finger to sweep under the tongue and the space between the lips and gums.
 - c. After completing the sweep, have the resident raise his/her tongue and evert the lips (gently pull outward and down on the lower lip and outward and up on the upper lip).
 - d. The nurse and JCO are responsible for visually inspecting all of the mouth areas. If the resident does not sufficiently complete the mouth sweep, have the resident repeat the sweep until a comprehensive mouth check has been completed.
12. Secure medication package in the medication cart.
13. Immediately document the dose(s) given. The nurse shall not leave blank slots on the MAR.
14. If the resident fails to comply with these medication security procedures or there is a suspicion that he/she is attempting to check or divert a medication, the JCO shall instruct the resident to comply.
 - a. The resident shall be held accountable for his/her noncompliance in accordance with SOP 108 (Resident Discipline).

- b. The nurse shall document the failure to comply on the back of the MAR.
- c. An incident report shall be completed in accordance with SOP 100 (Incident Reports).
- d. The nurse shall notify the nursing supervisor and the chart shall be referred to the provider for review at the next scheduled clinic.

3.07-5.0 RESPONSIBILITY

The Local Health Authority and Superintendent shall be responsible for implementing this procedure.

3.07-6.0 INTERPRETATION

The Health Services Administrator and Deputy Director of Operations shall be responsible for the interpretation and the exception approval to this procedure.

3.07-7.0 CONFIDENTIALITY

All procedures and bulletins are DJJ property and shall only be used for legitimate business purposes. Any redistribution or the documents or information contained in the procedures or bulletins shall be in accordance with applicable state and federal statutes and regulations and all other DJJ procedures. Any unauthorized use or distribution may result in disciplinary and/or criminal action, as appropriate and applicable.

3.07-8.0 REVIEW DATE

This procedure shall remain in effect until rescinded or otherwise modified by the appropriate authority.

Approved by Director: <i>Mark G. Sevel</i>	Date: 7/25/13
Approved by Health Administrator: <i>[Signature]</i>	Date: 7/29/13
Approved by Chief Physician: <i>[Signature]</i>	Date: 7/26/13
Effective Date: August 26, 2013	Office of Primary Responsibility: Health Services; Division of Operations
Supersedes: HS-19 Pharmaceuticals (2005)	Forms: None.