



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

<b>HSOP VOL IV – 4.3 – 3.11</b>	<b>Statutory Authority:</b> Title 66 of the <u>Code of Virginia</u>
<b>Subject:</b>  <b>Disposal of Medications</b>	<b>Regulations:</b> 6VAC35-140-192; 6VAC35-140-210; 6VAC35-51-790; 6VAC35-51-800; 6VAC35-71-1070
	<b>Board Policy:</b> 12-001; 12-004; 12-005
	<b>ACA #</b> 4-JCF-4C-05; 4-JCF-4C-06; 4-JCF-4C-07; 4-JCF-4C-32; 4-JCF-4C-49 <b>NCCHC #</b> Y-A-01; Y-A-09; Y-E-07; Y-E-11; Y-H-01; Y-I-04

**3.11-1.0 PURPOSE**

To ensure discontinued and unused medications are disposed of in accordance with state and federal requirements.

**3.11 -2.0 SCOPE**

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

**3.11-3.0 DEFINITIONS**

*Controlled Medication* – Drugs that come under the jurisdiction of the Federal Controlled Substances Act. They are divided into five schedules (I through V). Requirements of the Controlled Substances Act and a list of controlled drugs can be obtained from any office of the Drug Enforcement Administration (DEA).

*Health Services Staff* – The staff at the JCC consisting of Licensed Practical Nurses, Registered Nurses, dental assistants, and providers who provide health services to residents.

*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.

*Provider* – The Physician, Nurse Practitioner, Physician’s Assistant, or Dentist providing health services to residents.

**3.11-4.0 PROCEDURES**

**3.11-4.1 Disposal of Medications**

1. Resident prescriptions (controlled and non-controlled medications) and over-the-counter medications shall be returned to the pharmacy.

2. Medications shall be stored and then disposed of one (1) week after the date of discontinuation unless the provider has ordered a different hold/destruction date.
  - a. Controlled medication counts and completion of the Control Medication Inventory Sheet shall continue until the medication is returned to the pharmacy.
  - b. Do not allow medications to stock pile.
3. The return of controlled medications shall require two licensed nurses.
  - a. Both nurses shall complete and sign the Controlled Medication Inventory Sheet.
  - b. The second nurse shall verify the count and both nurses shall sign the Controlled Medication Return Sheet.
  - c. A copy of both forms shall be included with the returning medications.
4. Controlled medications shall be separated from non-controlled medications by placement in a stapled paper bag in the medication return tote. The tote shall be locked with a numbered controlled inventory tag and stored securely in the medical department pending pick-up. The tote shall be handed directly to the pharmacy employee for pick-up. Culpeper shall return controlled medication via the designated carrier.

**3.11-5.0 RESPONSIBILITY**

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

**3.11-6.0 INTERPRETATION**

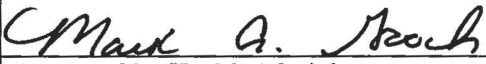

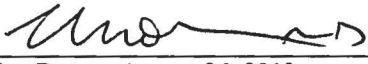
The Health Services Administrator shall be responsible for the interpretation and the exception approval to this procedure.

**3.11-7.0 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.

**3.11-8.0 REVIEW DATE**

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

<b>Approved by Director:</b> 	<b>Date:</b> 7/25/13
<b>Approved by Health Administrator:</b> 	<b>Date:</b> 7/29/13
<b>Approved by Chief Physician:</b> 	<b>Date:</b> 7/26/13
<b>Effective Date:</b> August 26, 2013	<b>Office of Primary Responsibility:</b> Health Services
<b>Supersedes:</b> HS-19 Pharmaceuticals (2005)	<b>Forms:</b> None.