



FLORIDA DEPARTMENT OF JUVENILE JUSTICE DETENTION SERVICES FACILITY MEDICAL POLICIES

Superintendent _____ Signature Designated Health Authority _____ Signature	Effective Date: November 1, 2016	Revised Date: July 5, 2018	Procedure Number: 8025 Medical Services
Subject: MEDICATION MANAGEMENT – MEDICATION, SHARPS INVENTORY & CONTROLLED MEDICATIONS		Reference: 63M-2.023 through 63M-2.037 F.A.C. Quality Assurance Standard 4.30; 4-31	
Purpose:	The purpose of this policy is to outline the procedures for inventory of medications and sharps (including narcotics and psychotropics).		

PROCEDURE:

A. Any Medical Equipment Classified as Sharps

- a. Any medical equipment classified as sharps (i.e. syringes, needles, scissors, suture removal kits, etc.) will be secured and inventoried by using a routine perpetual inventory descending count as each sharp is utilized and disposed of.
- b. The smallest number of necessary syringes, needles, phlebotomy equipment, suture removal kits, and all other potentially dangerous sharps and other devices will be kept in the area where they are to be used. This is called “the working inventory”.
- c. The stocked supply of sharps will be securely stored.
- d. A perpetual inventory and a weekly inventory of all sharps (stocked and working supplies) will be conducted. The Designated Health Authority and the facility superintendent will be notified when any discrepancies are found in the perpetual or weekly inventory counts.

B. Prescription and Over-The-Counter Medications

- a. The dose-by-dose daily administration and documentation of a medication will be the perpetual inventory process for the daily distribution of non-controlled prescription medication and over-the-counter medications. Documentation of each individual dosage of medication administered to youth will be maintained on the youth’s Medication Administration Record (MAR) to demonstrate the distribution of medications.
- b. Although it is not required to count non-controlled patient-specific medications, the licensed nurse will be responsible for monitoring the routine distribution of prescription and over-the-counter medication and reporting to the Superintendent and DHA any notable discrepancies with medications.
- c. The licensed nurse will perform the weekly inventory count for all open bulk supplies of over-the-counter medications and all stock non-working inventory. This process will include the documentation of the weekly counting of each tablet in an open bottle of over-the-counter medication. This includes the inventories of OTC’s that are

administered by health care staff during Sick Call as well as all OTC's maintained in the medical department.

- d. A perpetual daily running inventory of medication utilization for all prescription medications (utilizing the MAR) and over-the-counter medications will be maintained.
- e. Weekly inventory counts for all over-the-counter medications shall be maintained.

C. Controlled Substances

- a. The facility controlled substances will be double locked, with daily perpetual inventories and running balances maintained.
- b. If a controlled substance is administered to a youth as ordered through a prescription the number of pills, tablets or dosages remaining after each administered dosage must be documented on the youth's individualized Controlled Medication Inventory Record that is received with the medicine from the pharmacy or DJJ Controlled Medication Inventory form HS008. Additionally, the administration of the medication will be documented on the MAR in the youth's Individual Health Care Record.
- c. Shift-to-shift inventory counting of controlled substances shall also be maintained.
- d. Strict control and accountability of the running balance for each narcotic shall be maintained. Supervisory level non-healthcare staff trained in the delivery and oversight of medication self-administration may perform these duties only when nursing staff are not on site.
- e. The DHA or Superintendent will be notified immediately for any discrepancies with the daily controlled substance inventory count.
- f. Prior to transport of youth with controlled substance a shift to shift inventory shall be conducted and documented on HS 008. A copy of the HS008 shall be maintained at the initiating facility and the original sent with the youth and the controlled substance. A Medication Receipt Transfer & Disposition form (HS 053) shall be utilized for documenting the custody of the controlled substance.