



**FLORIDA DEPARTMENT OF JUVENILE JUSTICE
DETENTION SERVICES
FACILITY MEDICAL POLICIES**

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| Superintendent _____ Signature Designated Health Authority _____ Signature | Effective Date: November 1, 2016 | Revised Date: July 5, 2018 | Procedure Number: 8028 Medical Services |
| Subject: MEDICATION MANAGEMENT – MEDICATION ADMINISTRATION BY LICENSED AND NON-LICENSED STAFF | | Reference: Health Services Manual – 11-17 – 11-18 Quality Improvement Standard 4.33, 4.34 | |
| Purpose: | The purpose of this policy is to outline the procedures for medication administration. | | |

PROCEDURE:

- A. Medication Administration shall occur as scheduled in a comprehensive, accurate and organized manner.
- B. Medication delivery and control of medications is the sole responsibility of the nurse during the time of administration.
- C. Only when licensed nurses are not available on site to administer oral prescription medications or over-the-counter (OTC) medications, shall trained non-healthcare staff deliver medications to youth.
- D. Staff that have completed the facility’s training curriculum for Assisting with Youth Self-Administration of Medications shall be delegated this responsibility if deemed competent by the nurse. A list of trained non-healthcare staff will be maintained at the front of the medication administration record book.
- E. Parenteral medications (e.g. medications that are injected or provided other than into the mouth/alimentary canal) will only be administered by a licensed healthcare staff.
- F. The administration or assistance with medication shall include at a minimum the following, when conducted by either licensed or non-licensed staff:
 - a) The clinic shall be clean and organized. No other documentation or medications will be present on work surface of the medication cart except for the MAR binder ,the current youth’s medication and the medical alert.
 - b) Non-licensed staff may only access one medication at a time for youth.
 - c) The medications shall be locked and only removed from the cabinet when in use.
 - d) Medications shall never be left unattended outside of the medication cart when youth are present.

- e) That the Five Rights of Medication Administration will be reviewed for every individual youth
 - i. Right Youth: Verify youth with picture on MAR
 - ii. Right Medication: Verify Physician's order on MAR with prescription label on medication bottle. They must match exactly.
 - iii. Right Route: Verify that the route on the prescription bottle corresponds to the route identified on the MAR (by mouth, topically, etc.)
 - iv. Right Dosage: Compare dosage on MAR with prescription label on the medication. They must match exactly.
 - v. Right Time: Check time that medication is to be delivered on the MAR. Medication must be delivered within one hour of scheduled delivery timeIf any of the five rights are incorrect, notify the Designated Health Authority to obtain further instructions.
 - f) Youth shall be brought individually into the clinic by the assigned officer. There shall never be more than one youth at the medication cart at one time. The officer shall never be separated from the youth by a closed door while in the clinic for medication pass.
 - g) The medication cart shall be placed in a manor to prohibit youth from access to the medication cart during medication pass.
 - h) The allergy and medical alert status will be confirmed during each administration or assisting with medication.
 - i) An inquiry as to side effects of the medication will be made prior to administration or assisting with medication.
 - j) Staff that assist or administers medications must print their name/initials and sign on the designated area of the MAR in addition to ensuring that both the youth and staff have appropriately initialed receipt of the designated medication in the correct individual box.
 - k) Medication Refusal will be appropriately indicated with the staff initials, a circled "R", and completion of the refusal of treatment form. If the youth refuses to sign the form a witness must sign the form.
- G. Youth in restricted housing shall be brought to the clinic for medication administration. In the event the youth cannot be removed from the restricted housing the nurse may bring the medication to the youth with escort by two officers.
- H. Documentation and perpetual inventory of controlled substances shall also be documented on the DJJ OHS form HS008 Controlled medication inventory.
- I. A subsequent shift-to-shift inventory shall be performed and documented for each controlled medication.