



**STATE OF MONTANA  
DEPARTMENT OF CORRECTIONS  
POLICY DIRECTIVE**

Policy No. DOC 4.5.50	Subject: <b>MEDICATION ADMINISTRATION TRAINING</b>
Chapter 4: FACILITY/PROGRAM SERVICES	Page 1 of 2
Section 5: Clinical Services	Effective Date: January 4, 2021
Department Director Signature: /s/ Cynthia Wolken	Revised:
Medical Director Signature: /s/ Dr. Paul Rees	
Clinical Services Division Administrator Signature: /s/ Connie Winner	

**I. POLICY**

The Department of Corrections will ensure that staff who administer or deliver prescription medication are appropriately trained and/or licensed.

**II. APPLICABILITY**

All secure care facilities Department-owned and contracted.

**III. DEFINITIONS**

**Facility Administrator** – The official, regardless of local title (administrator, warden, superintendent), ultimately responsible for the facility or program operation and management.

**Health Care Staff** – Includes qualified health care professionals and non-licensed health care staff (e.g., medical records staff health care aides) responsible for offender health care administration and treatment.

**Mental Health Staff** – Qualified health care professionals who have received instruction and supervision in identifying and interacting with individuals in need of mental health services.

**Medication Administration** – Accounting-is the act of recording, summarizing, analyzing, verifying, and reporting medication usage.

**Administering medication** – The act in which a single dose of an identified drug is given to a patient.

**Dispensing** – The placing of one or more doses of a prescribed medication into containers that are correctly labeled to indicate the name of the patient, the contents of the container, and all other vital information.

**Disposing** – The destruction of medication after its expiration date of when retention is no longer necessary or suitable.

**Distribution** – The system of delivering, storing, and accounting for medications from the source of supply to the nursing station or point where they are administered to the patient.

**Procuring** – The act of ordering medications for facilities.

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#### **IV. DEPARTMENT DIRECTIVES**

##### **A. General Requirements**

1. Custody, health care, and mental health staff who administer or deliver prescription medication to offenders must be permitted by state law to do so.
2. Medication Administration training is approved by the responsible physician or designee and facility administrator or designee.
3. Documentation of completed training and testing is kept on file for staff who administer or deliver medications.

##### **B. Training**

1. Staff who administer or deliver prescription medications are trained in matters of:
  - a. security;
  - b. accountability;
  - c. common side effects;
  - d. dispensing,
  - e. disposing
  - f. distributing
  - g. documentation of medicines; and
  - h. procuring

#### **V. CLOSING**

Questions concerning this policy should be directed to the Clinical Services Division Administrator.

#### **VI. REFERENCES**

- A. *P-C-05; National Commission on Correctional Health Services, 2018*
- B. *MH-C-05; National Commission on Mental Health Services in Correctional Facilities, 2015*
- C. *Y-C-05; National Commission on Correctional Health Services in Juvenile Detention and Confinement Facilities, 2015*

#### **VII. ATTACHMENTS**

None