



**MONTANA STATE PRISON
HEALTH SERVICES OPERATIONAL PROCEDURE**

Procedure No.: MSP HS C-05.0	Subject: MEDICATION ADMINISTRATION TRAINING
Reference: NCCHC Standard P-C-05, 2018; Inmate Self Medication MSP HS D-02.1, -Medication Box Self Administration System MSP HS D -02.3, Disposal of Expired, Discontinued, or Damaged Narcotics MSP HS D-02.2	Page 1 of 2 and no attachments
Effective Date: November 1, 2010	Revised: October 1, 2020
Signature / Title: /s/ Cindy Hiner / Medical Bureau Chief	
Signature / Title: /s/ Paul Rees, M.D. / Medical Director	

I. PURPOSE

To describe the training requirements for personnel who administer medication at Montana State Prison. All medications at Montana State Prison will be administered only by professional nurses who are properly licensed to administer medications. Medications will be administered in accordance with state and federal laws and regulations pursuant to direct medical orders from a provider. All prescription medications are to be recorded within the Sapphire Electronic Medication Administration Record (EMAR) according to written procedure.

II. DEFINITIONS

Sapphire Electronic Medication Administration Record (EMAR) - The web-based electronic system used by Montana State Prison Health Services for ordering, administering and managing medications.

Medication Box - A box to hold medications that is clearly labeled with the inmate's name and days of the week and stored in a secure medication mailbox in the housing unit for the inmate to self-administer under the supervision of correctional staff.

Medication Mailbox - A locked mailbox located in the housing units that secures and holds pre-setup medication boxes. All housing units with the exception of the Martz Diagnostic Intake Unit and the two Restricted Housing units have the medication mailbox system.

III. PROCEDURES

A. General requirement

1. All personnel who are assigned to administer medications will receive orientation, in-service training, and continuing education with respect to the following:
 - a. security aspects of medication delivery;
 - b. accountability for administering medications in a timely manner according to prescriber orders;
 - c. recording the administration of medications in the Sapphire EMAR system.
 - d. routes of administration; and
 - e. common side effects of specific drugs.

2. Documentation of training will be kept on file by the designated Nurse Educator.

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3. A contract pharmacist will attend the semi-annual Department All Facilities meetings to educate staff concerning the side effects of medications.
4. Designated nurses and/or pharmacy staff will ensure all prescription medications are secured in the pharmacy, in a locked medication cart/room, medication box, or transportation boxes.
5. Assigned nurses will count all narcotics/controlled drugs at the end of each shift, and maintain written records documenting these counts. If a discrepancy is found during the count, the assigned nurse will immediately complete an incident report and notify the on-duty nursing supervisor. As a measure of ensuring the systems integrity, the Clinical Services Manager or designee will perform routine checks on all narcotics.
6. The Clinical Services Manager, or designee, will arrange shipment of expired narcotics to contract reverse distributor in accordance with Federal Drug Enforcement Agency regulations (*see HS D-02.0*).
7. To ensure adequate control and accountability for all areas of medication administration, continuous quality improvement studies will be completed by nurses or pharmacy aides as areas of need are identified.

IV. CLOSING

Questions concerning this operational procedure will be directed to the MSP Clinical Services Manager.

V. ATTACHMENTS none