MONTANA STATE PRISON
HEALTH SERVICES OPERATIONAL PROCEDURE

Procedure No.: MSP HS D-02.3	Subject: **MEDICATION BOX SELF ADMINISTRATION SYSTEM**	
Reference: DOC Policy No. 4.5.25		Page 1 of 4 and 4 Attachments
Effective Date: May 29, 2014		Revised: October 1, 2020
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I.   PURPOSE

To explain the process for setting up medication boxes for inmate self-administration, including defining medication administration terms and the procedure for nursing documentation of compliance in the Sapphire Electronic Medication Administration Record (EMAR). The medication administration terms utilized by the electronic system are unique to the system and are defined below.

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.

Keep on Person (KOP) – a designation for a medication approved by a provider for an inmate to keep in his cell and self-administer as prescribed.

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 and Intake Unit and the two Restricted Housing units have the medication mailbox system.

Directly Observed (*Sapphire only) – the term used by the Sapphire EMAR system to indicate a unit-dose medication (medications not approved for inmates to keep in their cells).

Administered (*Sapphire only) – the term used by the Sapphire EMAR system to indicate a medication was taken by an inmate. When documenting an inmate's compliance with the medication box in the Sapphire system, the term administered is used only to indicate that the medications that were setup the previous week are no longer in the box. It is implied that the inmate took the medications. This term does not indicate that the documenting nurse observed the inmate taking the medication, nor does it indicate that the documenting nurse was the one who setup the medication the previous week.

III.   PROCEDURES

A. Medication Orders

1. Each patient who has prescribed medications will have orders entered into the Sapphire system by the provider. If the order is a verbal or phone order, a nurse will enter the order into the system.

2. When medications are ordered, the provider/nurse will indicate that the medication is either KOP or directly observed (i.e. unit dose). If the medication is ordered for longer than a week and the

inmate is housed in a unit with a medication mailbox the medication will be setup in a medication box for self-administration by the inmate under the supervision of correctional staff.

3. The ordered medication will be assigned standard administration times set up in the Sapphire EMAR:
   a. QD or Am is 0700;
   b. PM or HS is 1900;
   c. BID is 0700 and 1900;
   d. TID is 0700 1200 and 1900; and
   e. QID is discouraged for the medication box system.

4. Any medication not provided through the medication box system will be assigned the following times and issued by an assigned nurse at the infirmary:
   a. all injections will be set for 1000;
   b. all narcotics/controlled substances will be given at PRN times 0600, 1100, 1800.
   c. all orders written for less than a week will be ordered for PRN times (0600, 1100, 1800).

B. Medication Box Setup Procedure using Sapphire

1. Utilize the Desktop computer in the pill box setup room, ensuring it is connected to the internet. Log into sapphire at https://www.sapphireemr.com. Go to the med pass area on the Sapphire main page and click on the icon that looks like paper (next to the bar) for total.

2. On the left side of the page, change the date to the first day for the box you are filling (today is 12/9/15 but you are filling for week of 12/15/15 to 12/21/15) so you would change the date to 12/15/15.

3. On the left side of screen there is a box that says unit. Click on area to open dropdown to select all units except INF, RHU, SAU and MDIU.

4. After that is completed make sure only times for box setup are checked (0700, 1200, 1900), then click the box that says, "Update Live Preplist". Fill medication boxes with medications starting the Monday 1900 pill pass thru the 0700 pill pass on the next Monday.

5. Go to the top of the page and open a second window and go to https://www.sapphireemr.com. This window will be used to document box fills and double check medications. This ensures that every-other-day orders and mid-week dosage changes are not missed.

6. All medication boxes will be up on the shelves in the pill box setup room grouped by letter. All units except RHU, SAU, MDIU will be setup at this time.

7. All medication boxes must have the inmate's name and offender DOC ID # labeled on both sides of the boxes. When new orders are started or inmates are moved from MDIU, RHU or SAU; the nurse must make two boxes so there will be one to replace the one pulled on Monday night.

8. The Medication locker must have a picture located on the front of the individual door with name and offender DOC ID# and must also have one on the inside of the box.

9. Fill the boxes according to the orders:
    a. If the medications in the cart are low or not available order the medication utilizing the button for refill on the right side of the medication order;

    b. If stock is available, it may be used to fill the box until the refill is available. In the event that medications are not available in the cart or in stock, the nurse will fill out two slips: one to notify the inmate the medication is on order and the other will be put in the pharmacy so the pharmacy aid can let nursing know that medication needs to be put in the box when it arrives;

    c. If the medication will be here on Monday, the box should be left in the pill box setup room on the designated shelf with a detailed note stating what needs to be placed in the box once the medication arrives; and

    d. If a medication changes shape or color, please complete slip to notify the inmate of shape, color or size change and tape to top of box.

10. All routine new orders received in the week following the assigned box fill dates (section B. above) will not start until the next box fill unless specifically instructed by the provider writing the new order. The provider must indicate this to the clinic nurse and will document on the order to start immediately (approved through medical director). The clinic nurse or assigned nurse will add these to the medication box.

11. All filled medication boxes will be placed on the shelfs designated by units. 12. As the medication boxes are filled, the nurse filling the box will create a note on each patient's electronic chart and document the box fill as (ie: med box filled for week 12/15/15-12/21/15 Jane Doe RN).

13. Sunday the nurse will then go to OMIS and print out unit alpha rosters and load up the live prep list for each unit. With the live prep list the nurse shall mark on the alpha rosters AM, PM, BID, TID this will be used to sort the boxes into bins for each unit.

14. Monday dayshift will fix remaining boxes that are missing meds on the designated shelf and fill the boxes with narcotic per orders.

15. Every Monday-afternoon, the assigned pharmacy aide and assigned nursing staff will deliver medication boxes to the units and exchange them with the previous week's box. The boxes will be returned to the med box preparation room.

    e. The nurse will then document the inmate's name and doc id number on the compliance log if they had any missed doses. The doses missed will be marked by highlighting the corresponding date and time of the missed dose on the compliance log. The date should be filled in on the top of the compliance log to make documentation within the sapphire system easier

    f. The nurse will check any boxes that are not on the list to see if the orders have been discontinued, inmate has left, or the inmate is on detention status and will document them on separate sheet. The nurse will also document any boxes that are missing to see if the inmate has new order or the box is missing. These issues will be documented in sapphire as a hold or an issue when the compliances are documented in sapphire.

16. The night shift nurses are assigned to document in the Sapphire EMAR compliance of each inmate with the self-administration medication box system:

    g. Using the Sapphire system, the nurse will open the pill passes for each day and time of the week the box was in the unit. (ie: box picked up on 12/14/15 will be documented for week 12/8/15 to 12/14/15);

    h. The nurse will utilize the Sapphire System buttons "administered" and "refused" and then select noncompliance button in the popup box to document patient compliance for each medication box collected. The use of the "administered" button in the Sapphire system when dealing with self-administration medication boxes implies inmate compliance (ie: administered means that the medications were not in the box when it was collected).

i. Administered does not mean direct administration by the nurse. The use of the "refused" button in the Sapphire system when dealing with self-administration med boxes implies the inmate chose not to take his medications (ie: meds are left in box) for that day/days or time/times. This does not imply the inmate verbally refused or that the nurse witnessed refusal; and

j. Utilizing the "hold button" for new orders that were written for the week when the box was in the unit indicates the medication was not started (as approved by the medical director/s). If the medication is ordered to start right away, the nurse who adds the medication to the box in the unit will add a note on the patient chart and document that the new medication was added to the box in the unit.

IV.   CLOSING

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

V.   ATTACHMENTS

Self-Administration Rules	attachment A
Medication Out Refill slips	attachment B
Medication Change slips	attachment C
NEW missed medications Compliance log.xlsx	attachment D

ALL UNIT MEDICATION RULES

- You will be assigned a medication locker.
- Medications will be set up weekly by nursing in your inmate assigned medication locker.
- **Morning pill pass will be held between 6:00 am and 8:00 am as set by Unit**.
- **Noon pill pass will be held between 11:00 am and 13:00 pm as set by Unit.**
- **Evening pill pass will be held between 18:00 pm and 22:00 pm as set by Unit.**
- You will report as instructed to the pill pass lockers in your individual unit at the assigned time; if you do not report at the assigned time, you will **NOT** receive your medication at an alternate time.
- The security officer will unlock and open your assigned medication locker.
- You will retrieve your medication from your unlocked medication locker and self administer the appropriate corresponding morning or evening dose; you are not to pick and choose what medication you are taking from that day. **Either take all or none**.
- On **Tuesday** you are to check your medication box for the whole week for any discrepancy. If you feel there is a discrepancy in your medication, **do not take your medication!** You will clearly print your name, DOC number and the problem with your medication box on that unit's log book located in pill box area. A nurse or designated infirmary staff member will come to the unit after am/pm pill pass to collect slips and medication boxes that need to be fixed. The medication boxes will be fixed and returned to the unit before next pill pass. This will be your only opportunity to have discrepancies fixed for that week.
- You will be required to show the officer your mouth after swallowing your pills and abide by any reasonable request of the supervising staff member such as reciting your Offender number and/or name. (Reasonable request include: lifting tongue, visualizing the roof of the mouth, having you pull out your cheeks with your fingers, do a finger sweep, and drink extra water if requested.)
- Return your unused medication to your medication locker which will then be secured by the security officer. DO NOT save any of your medication for later, if you choose not to take a medication or miss a dose, you must leave it in your dispenser.
- If you have a new medication ordered by the Provider it will not show up until the next fill after medication is received. It takes 2-3 days for medication to arrive and boxes are filled on weekends. General questions regarding your medication should be submitted utilizing a Health Care Request "kite".

By signing below you are acknowledging that you understand and agree to abide by the above rules.

_____   _____
Inmate Name (Please Print)   DOC #

_____   _____
Inmate Signature   Date

_____   _____
Infirmary Staff Signature   Date

Compliance Log for week of **Monday PM_____ to Monday Noon_____**

Name	AO#	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	Date:							
		AM NOON PM	AM NOON PM	AM NOON PM	AM NOON PM	AM NOON PM	AM NOON PM	AM NOON PM
		AM NOON PM	AM NOON PM	AM NOON PM	AM NOON PM	AM NOON PM	AM NOON PM	AM NOON PM
		AM NOON PM	AM NOON PM	AM NOON PM	AM NOON PM	AM NOON PM	AM NOON PM	AM NOON PM
		AM NOON PM	AM NOON PM	AM NOON PM	AM NOON PM	AM NOON PM	AM NOON PM	AM NOON PM
		AM NOON PM	AM NOON PM	AM NOON PM	AM NOON PM	AM NOON PM	AM NOON PM	AM NOON PM
		AM NOON PM	AM NOON PM	AM NOON PM	AM NOON PM	AM NOON PM	AM NOON PM	AM NOON PM
		AM NOON PM	AM NOON PM	AM NOON PM	AM NOON PM	AM NOON PM	AM NOON PM	AM NOON PM
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		AM NOON PM	AM NOON PM	AM NOON PM	AM NOON PM	AM NOON PM	AM NOON PM	AM NOON PM

Your_____is on order.
(medication)

Will be filled when it arrives

Inmate:_____

AO#_____

Your_____is on order.
(medication)

Will be filled when it arrives

Inmate:_____

AO#_____

Your_____is on order.
(medication)

Will be filled when it arrives

Inmate:_____

AO#_____

Your_____is on order.
(medication)

Will be filled when it arrives

Inmate:_____

AO#_____

Your_____is on order.
(medication)

Will be filled when it arrives

Inmate:_____

AO#_____

Your_____is on order.
(medication)

Will be filled when it arrives

Inmate:_____

AO#_____

Your_____is on order.
(medication)

Will be filled when it arrives

Inmate:_____

AO#_____

Your_____is on order.
(medication)

Will be filled when it arrives

Inmate:_____

AO#_____

Your medication has changed:

Shape   Color   Size
(circle change)

Medcation:_____

Inmate:_____

AO#_____

Your medication has changed:

Shape   Color   Size
(circle change)

Medcation:_____

Inmate:_____

AO#_____

Your medication has changed:

Shape   Color   Size
(circle change)

Medcation:_____

Inmate:_____

AO#_____

Your medication has changed:

Shape   Color   Size
(circle change)

Medcation:_____

Inmate:_____

AO#_____

Your medication has changed:

Shape   Color   Size
(circle change)

Medcation:_____

Inmate:_____

AO#_____

Your medication has changed:

Shape   Color   Size
(circle change)

Medcation:_____

Inmate:_____

AO#_____

Your medication has changed:

Shape   Color   Size
(circle change)

Medcation:_____

Inmate:_____

AO#_____

Your medication has changed:

Shape   Color   Size
(circle change)

Medcation:_____

Inmate:_____

AO#_____