



**MONTANA STATE PRISON
HEALTH SERVICES OPERATIONAL PROCEDURE**

Procedure No.: MSP HS D-02.4	Subject: MEDICATION STARTER DOSES
Reference: NCCHC Standard P-D-02, 2018	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 initiate emergency medication therapy for inmates at Montana State Prison prior to them receiving patient specific medication from the contract pharmacy.

II. DEFINITIONS

Expiration Sticker – a sticker or stamp attached to the packaging of all keep on person medication provided to inmates, indicating the end date of the medication.

Nursing Protocol Medications – non-prescription medications pre-approved by the Medical Director.

Stock Medication Card – a card containing medications not labeled for a specific patient. Stock Medication Cards are authorized for use during pill pass. The stock medication card may also be given to the inmate as keep on person, but must be labeled with dosing instructions and signed by a provider.

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

III. PROCEDURES

A. General guidelines

1. Medications are only to be removed from the MSP pharmacy on a practitioner’s order.
2. All approved medication will be prepackaged in blister packaging or unit dose form, except for inhalers, ointments and other medication not conducive to blister packaging. These medications will be provided in appropriate alternative packaging.
3. Designated health care staff will ensure all prescribed medications are labeled with the following:
 - a. Inmate’s name;
 - b. The inmate’s AO/ID number;
 - c. Issuance date;
 - d. Expiration date of medication;
 - e. Discontinued date of order;
 - f. Medication name;
 - g. Unit dosage;
 - h. Prescribing practitioner medication instructions;
 - i. Prescription number;
 - j. Instructions; and
 - k. KOP status if appropriate.

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4. Any stock medication removed by licensed health care staff from the medication room must be documented in the "Medication Sign Out" book noting:
 - a. The inmate's name;
 - b. the inmate's AO/ID number;
 - c. the inmate's current housing unit;
 - d. name of medication;
 - e. the amount of pill removed; and
 - f. their initials.
5. Pharmacy Aides will monitor the stock medication binder daily and utilize the log for tracking and ordering purposes. Pharmacy Aides will fax completed logs Monday through Friday to Diamond Pharmacy for pharmacy review.
6. Upon issuing prescription medications from stock each nurse will:
 - a. Utilize the order within the Sapphire EMAR system to clearly note the dosing instructions on the medication package.
 - b. Request the provider to review the medication and noted instructions, then initial the stock medication card.
 - c. Document the number of pills provided in the Sapphire EMAR system.
7. The Pharmacy Aides will review all medications in the pharmacy at least once each week to ensure adequate stock.

IV. CLOSING

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

V. ATTACHMENTS None