MONTANA WOMEN’S PRISON

HEALTH SERVICES OPERATIONAL PROCEDURE

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| Procedure No.: 4.5.25b | Subject: **Medication Box Self-Administration System** | |
| Effective Date: 09/01/2015 | | Page 1 of 4 and 1 Attachment |
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1. **Purpose**

The Montana Women’s Prison utilizes medication boxes for self-administration of medication. This procedure outlines requirements for setting up medication boxes, standards for staff observation of self-medication, and nursing documentation of compliance in the Sapphire Electronic Medication Administration Record (EMAR).

**II. Definitions:**

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

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

Medication Box – a box to hold medications that is clearly labeled with the patient’s name, DOC# and days of the week. All medication boxes will be securely stored.

Medication Cart – A locked cart that secures and holds pre-setup medication boxes.

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

Administered (\*Sapphire only) – the term used by the Sapphire EMAR system to indicate a medication was taken by a patient. When documenting a patient’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 patient took the medications. This term does not indicate that the documenting nurse observed the patient taking the medication, nor does it indicate that the documenting nurse was the one who setup the medication the previous week.

Self-administration – The act of administering a medication to oneself.

**III. Procedures**

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

* 1. When medications are ordered, the provider/nurse will indicate that the medication is either KOP or directly observed (DOT). If the medication is ordered for longer than a week and the patient is housed on a unit (not secured housing) with a medication pill box, the medication will be setup in a medication box for self-administration by the patient under the supervision of correctional staff.
  2. The ordered medication will be assigned standard administration times set up in the Sapphire EMAR:
     1. QD or Am is 0800
     2. PM or HS is 2000
     3. BID (twice daily) is 0800 and 2000
     4. TID (three times daily) is 0800 1200 and 2000
     5. QID (four times daily) is discouraged for the medication box system but, if necessary, is 0800, 1200, 1600, 2000
  3. Any medication not provided through the medication box system will be assigned the following times and issued by an assigned nurse in the medical unit or on the locked units:
     1. All injections will be given according to the medical schedule for the day and will be set for 1000 in Sapphire. Appointment rosters will be posted on the units the evening before the appointment.
     2. All narcotics will be given after the morning medication pass and be timed at 0600 in the Sapphire system at the medication window by an RN. Evening narcotics will be administered by an RN at the medication window at approximately 1700 and timed at 1800 in Sapphire system.
     3. Kitchen workers will receive medication at approximately 0610.
     4. During evening medication pass on the units by correctional staff, officers will allow an opportunity for the patients to get medications during a “last call” if patients are on movement or activities during the first call of medications on the unit.

1. **Medication Box Setup Using Sapphire**
2. Utilize the laptop, ensuring it is connected to the internet. Go to the medication pass area on the Sapphire Home page and click on the icon that looks like paper to the right of the Total Bar.

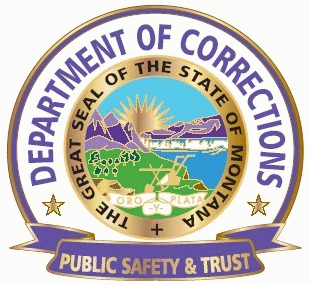
1. Unselect the times to leave checked 0800, 1200, 1600 and 2000 then click the Box Labeled Update Live Pill Pass. This will show each patient that has a medication scheduled for any of these times. This will show all of the patient’s medications and which time the medication is scheduled.
2. The best way to ensure that patients are not missed is to go through each patient and fill in alphabetical order and place boxes into correct unit. These will need to be filled by the nurse for self-administration by the patient using the medication pill box system in the housing units.
3. Starting with the first patient, search each patient’s name, load the patient’s electronic chart on a second internet explorer page and compare the medications on the prep list and the chart. This ensures that every-other-day orders and mid-week dosage changes are not missed.
4. Fill the boxes according to the orders. If the medications in the cart are low or not available, order the medication utilizing the refill button on the right side of the medication order. If stock is available, it may be used to fill the medication box until the refill is available. In the event that medications are not available in the cart or in stock, the nurse will report this to the oncoming shift nurse. The box should be left in the medication room with a detailed note stating what needs to be placed in the box once medication arrives.
5. All new orders received in the week following the assigned box fill dates 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. The clinic nurse will add these to the medication box.
6. As the medication boxes are filled, the nurse filling the medication box will create a note on each patient’s electronic chart and document the box fill (ie: self-administration medication box setup filled for week 10/22-10/28 Jane Doe RN).
7. Each Tuesday (or another day as staffing allows) a nurse will be assigned to document in the Sapphire EMAR compliance of each patient with the self-administration medication box system.
   1. Using the Sapphire system, the nurse will go to the medication pass area on the sapphire home page and select the each day of the fill week and load the pill passes for 0800, 1200, 1600, and 2000 and documents the compliance for each patient’s box. (ie: if box collected on Monday, the documented week will be Tuesday of the previous week though Monday).
   2. The nurse will utilize the Sapphire System buttons “administered” and “refused” 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 patient’s compliance (ie: administered means that the medications were not in the box when it was collected). The use of the “refused” button in the Sapphire system when dealing with self-administration medication boxes implies the patient chose not to take her medications (ie: medication is left in box) for that day/days or time/times. This does not imply the patient verbally refused or that the nurse witnessed refusal.
   3. 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. 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.
8. **Staff Responsibilities**
   1. Morning pill pass will be held between 0600 and 0800 as set by the Unit.
   2. Evening pill pass will be held between 1800 and 2200 as set by the Unit.
   3. Inmates must report to the pill pass locker in the unit at the time designated by the unit. If the inmate does not report at the assigned time, she will not receive the medication at an alternate time.
   4. Security staff will unlock the medication cart and:
      1. confirm the identity of the inmate while cross-referencing the identifying information on the pill box before the inmate removes the pill box from the medication cart;
      2. observe each inmate remove her own medication pill box from the cart;
      3. observe that the inmate takes the appropriate corresponding morning or evening dose, the inmate must take all or none of the medication for that designated time, the inmate may not select individual pills to take; and
      4. have the inmate show the staff the inside of their mouth to ensure all medications were swallowed.
   5. At the first pill pass time for the new pill box week, the inmate will review the pill box. If an inmate feels there is a discrepancy in the medication, security staff will contact medical staff to report the discrepancy. If the inmate does not feel there is a discrepancy in the medication, the inmate will sign a medication log, indicating there are no discrepancies for that week’s medication.
   6. During intake, medical staff will verbally explain the self-medication pill pass rules to inmates and each inmate will sign the *Self-Medication Pass Rules (Attachment A)*.

**IV. Closing**

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

**V. Attachments**

1. *Self-Medication Pass Rules*



Self-Medication Pass Rules

1. You will be assigned a medication locker.
2. Medications will be set up weekly by nursing in your inmate assigned medication locker.
3. Morning pill pass will be held between 0600 and 0800 as set by Unit.
4. Evening pill pass will be held between 1800 and 2200 as set by Unit.
5. You will report as instructed to the medication cart 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.
6. The security officer will unlock and open your assigned medication locker.
7. You will retrieve your medication 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.
8. 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.
9. 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.
10. OnTuesday 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 units 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.
11. 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 form.

Pill pass times are subject to change to accommodate shift needs as necessary.

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

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Inmate Name (Please Print) AO#

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Inmate Signature Date

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Staff Signature Date

MWP Procedure 4.5.25b Attachment A Self-Medication Pass Rules - Revised 8/7/15