



## POLICY DIRECTIVE

Policy:	<b>DOC 4.5.50 MEDICATION ADMINISTRATION TRAINING</b>
Effective Date:	01/04/2021 <span style="float: right;">Page 1 of 2</span>
Revision Date(s):	04/24/2026
Department Director Signature:	/s/ Eric Strauss, Director
Medical Director Signature:	/s/ Dr. Paul Rees, MD
Health Services Bureau Chief Signature:	/s/ Cynthia McGillis-Hiner, RN, MSN

### I. POLICY

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

### II. APPLICABILITY

All secure facilities Department-owned and contracted.

### III. DEFINITIONS (see Glossary)

### IV. REQUIREMENTS

#### 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 about this policy should be directed to the Health Services Bureau Chief.

**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*