

OREGON DEPARTMENT OF CORRECTIONS
Operations Division
Health Services Section Policy and Procedure #P-D-01.3

SUBJECT: STORAGE OF MEDICATIONS

POLICY: All medications and supplies will be stored in a manner consistent with patient and staff safety and federal and state regulations.

REFERENCE: NCCHC Standard P-D-01
OAR 855-041-0160
OAR 855-041-0177
OAR 855-065-0010

PROCEDURE:

A. Pharmacy

1. Disinfectants, detergents and other cleaning supplies will be stored in an area separate from medications.
2. External use medications will be stored separately from medications intended for internal use.
3. Medications for ophthalmic, otic, nasal or inhalation use will be stored separately from each other and medications for external or internal use.
4. Injectable medications will be stored separately from all other medications.
5. All medications will be stored in appropriate temperatures: Drugs required to be stored at room temperatures will be stored between 59 and 86 degrees F. Medications requiring refrigeration will be stored between 36 and 46 degrees F. Prescribed food supplements requiring refrigeration will be stored in a separate area of the refrigerator or a separate refrigerator.
6. All refrigerators will display daily temperature logs. These logs will be updated daily as assigned by the Medical Services Manager, or designee.

Storage of Medications

B. Health Service Facility

1. All medication storage areas will be locked except to administer medications.
2. Schedule II, III, IV and V medications will be stored in a designated area under a double-locking system.
3. Medications will be stored in clearly defined areas by route of administration, which will be reviewed and approved by the pharmacist during medication room review.
4. Disinfectants, detergents and other cleaning supplies will be stored in an area separate from medications.
5. External use medications will be stored separately from medications intended for internal use.
6. Medications for ophthalmic, otic, nasal or inhalation use will be stored separately from each other and medications for external or internal use.
7. Injectable medications will be stored separately from all other medications.
8. All medications will be stored in appropriate temperatures: Drugs required to be stored at room temperatures will be stored between 59 and 86 degrees F. Medications requiring refrigeration will be stored between 36 and 46 degrees F. Prescribed food supplements requiring refrigeration will be stored in a separate area of the refrigerator or a separate refrigerator.
9. All refrigerators will display daily temperature logs. These logs will be updated daily as assigned by the Medical Services Manager, or designee.

Effective Date: _____

Review date: October 2008

Supersedes P&P dated: August 2008

**Attachment - SCCI
P&P P-D-01.3**

1. The medication key is obtained by giving a medical key chit to control. The key is secured in a lock box with only medical staff having access.
2. All medication in the storage area will be double locked except to administer medications. The key will be in the possession of the licensed professional responsible for issuing medications at all times during normal hours of operation.
3. Schedule II, III, IV and V medications will be stored in a designated area.
4. Medications will be stored in clearly defined areas by route of administration, which will be reviewed and approved by the pharmacist during medication room review.
5. Disinfectants, detergents and other cleaning supplies will be stored in an area separate from medications.
6. External use medications will be stored separately from medications intended for internal use.
7. Medications for ophthalmic, otic, nasal or inhalation use will be stored separately from each other and medications for external or internal use.
8. Injectable medications will be stored separately from all other medications.
9. All medications will be stored in appropriate temperatures: Drugs required to be stored at room temperatures will be stored between 59 and 86 degrees F. Drugs required to be stored in a cold place will be stored between 36 and 59 degrees F. Medications requiring refrigeration will be stored between 36 and 46 degrees F. Prescribed food supplements will be stored in a separate area of the refrigerator or a separate refrigerator.

**Attachment - EOCI
P&P P-D-01.3**

1. Medications for EOCI are shipped Monday through Friday from the SRCI pharmacy via UPS. Orders entered before the delivery sheets are run are processed and shipped later that morning. UPS will deliver the shipment on the following weekday (non holiday) in the afternoon.
2. Delivered medications are then inventoried by either nursing staff, or, the medication room technician. General population medications are then placed into the respective secured medication carts/or med refrigerator as indicated. Segregation medications are placed into the secured medication room into their respective bins.
3. Segregation medications are taken to their respective areas by nursing staff that are assigned to these areas and placed into the respective secured medication carts.
4. Keys to the above listed areas are accessed and obtained in the following manner:
 - General population medication cart keys: Keys are passed from shift to shift, using a key chit system, to the nurses who are responsible for administering medications to general population.
 - Segregation medication cart keys: The key set is passed from shift to shift, using a key chit system, to the nurse who is responsible for administering medications to segregation inmates. These key rings also contain the keys that unlock the examination room in segregation where the medication cart is stored.
 - Medication room: A key to the medication room is on all key rings. Keys are passed from shift to shift, using a key chit system, by the nurses. The desk nurse picks up the key ring which has the key to the narcotics cabinet; this nurse is also responsible for accountability of the controlled medications. The med room technician also has a key to the narcotics cabinet.

**Attachment – TRCI
P&P P-D-01.3**

1. TRCI Health Services staff faxes medication orders to the pharmacy at SRCI.
2. Upon receipt of the medication orders, the pharmacist fills the orders.
3. The medications are then transported to TRCI, via UPS, and are received at the mailroom in the TRCI Administration Building.
4. TRCI mailroom staff immediately notifies Health Services of the arrival of the medications and the Medication Room Technician, or designee, retrieves them and transports them into the Health Services area.
5. The medications are then inventoried by the Medication Room Technician, or, designee.
6. The medications are then either placed into the designated medication carts for distribution, or, into the medication room.

**Attachment - SRCI
P&P P-D-01.3**

Answers question for section B.

Where is the key to each area in which medications are stored located 24 hours a day?

Central Medical medication room: Keys are located on designated key rings; carried by nurses 24 hours a day.

Central Medical infirmary medication room: Key is located on designated key ring and is carried by the nurse responsible for the infirmary 24 hours a day.

Housing Unit #1 Clinic: Key is carried by the nurse assigned to that area when access is required, is stored in Central Medical Control when access is not required.

Housing Unit #2 Clinic: Key is located on designated key ring and is carried by the nurse assigned to that area when access is required, is stored in 2/3 Control when access is not required.

Housing Unit #3 Clinic: Key is located on designated key ring and is carried by the nurse assigned to that area when access is required, is stored in 2/3 Control when access is not required.

DSU/IMU Clinic: Key is located on designated key ring and is carried by the nurse assigned to that area when access is required, is stored in DSU/IMU Control when access is not required.

Minimum Clinic: Key is located on designated key ring and is carried by the nurse assigned to that area when access is required, is stored in Minimum Control when access is not required.

ATTACHMENT: CRCI
Health Services Section Policy and Procedure # P-D-01.3

1. Medications are routinely delivered to CRCI via UPS Monday through Friday. All orders entered before the daily delivery report is run will be processed and shipped out later that afternoon between 3:30 and 4:00pm. UPS will deliver the shipment on the following weekday (non holiday) in the afternoon.
2. The pharmacy technician or licensed nursing staff inventories delivered medications. General population medications are placed into the appropriate secure medication cart located in the secured medication room (room 1135). Turning Point medications are placed in the secured storage cart and bins.
3. Keys to the medication room are located on key rings restricted to Health Services nursing staff and pharmacy technician. These keys are maintained in the control center during off duty hours.
4. The keys to the narcotic locker and the secure medication carts are located on the key ring that is carried by the nurse assigned to medication lines.
5. Keys are passed from shift to shift using a key chit system.

**ATTACHMENT: SFFC
Health Services Section Policy and Procedure # P-D-01.3**

1. Medications for SFFC are sent with the shipments delivered to CRCI via UPS Monday through Friday. Orders entered before the delivery sheets are run will be processed and shipped later that afternoon. UPS picks up between 3:30 and 4:00pm and will deliver the shipment the following weekday (non holiday) in the afternoon.
2. Medications are placed in the SFFC bin after being checked in by the pharmacy technician or nursing staff, and are then transported to SFFC by the nurse assigned to SFFC on Monday, Wednesday and Friday. Keep-on-person medications that are started at CRCI are issued to the inmate prior to transport back to SFFC. Controlled medications are carried by the transport officer and placed in the secure storage area in the office at SFFC.
3. Stock and prescription refill medications are kept in the clinic under secure storage. A key ring carried by the SFFC nurse contains the key which unlocks the secure medication storage cabinet, and the key which unlocks the secure refrigerator.

**ATTACHMENT: OSCI
Health Services Section Policy and Procedure # P-D-01.3**

Policy: All medications and supplies will be stored in a manner consistent with patient and staff safety, and federal and state regulations.

Procedure:

1. Medications are routinely picked up at Central Pharmacy by the Medication Room Technician Monday through Friday.
2. Medications and supplies are brought into the institution through the Inspection Gate.
3. The Medication Room Technician or Licensed nursing staff inventories the medications according to the OSCI addendum to HS P&P # P-D-02.5.
4. Medications are then placed into the appropriate medication carts/or location in the secure medication room.
5. Keys to the medication room are restricted to Health Services nursing staff and the Medication Room Technician.
6. Keys to the medication carts are restricted to Health Services nursing staff and the Medication Room Technician.
7. Keys to the narcotic lockers are restricted to Health Services nursing staff.
8. The key to the secure box for narcotics awaiting destruction are only on the Medical Services Manager's keys and the Medication Room Technician's ring. These rings are restricted to these persons only.
9. These key rings are maintained in the control center during the period between 1AM and 5AM when the clinic is closed and are restricted sets.

**Attachment – CCCF/ CCCF Minimum
Storage of Medications
P&P P-D-01.3**

1. Medications for CCCF/CCCF Minimum are shipped Monday through Friday from the Central pharmacy via UPS. All orders entered before the daily delivery report is run, will be processed and shipped out between 3:30 and 4:00 pm. UPS will deliver the shipment on the following weekday (non holiday) in the morning.
2. Upon receipt at CCCF, medications are inventoried and sorted by the medication room technicians. Any discrepancies are reconciled with central pharmacy. Once inventoried and sorted, general population, male intake, and minimum medications are placed into respective secured medication carts/or med refrigerator. Special housing medications are placed in labeled bins in the secure medication room.
3. Special housing medications are then taken to their respective areas by assigned nursing staff and placed into secured medication carts.
4. Keys to the medication carts are maintained on key sets carried by nursing staff and medication room technicians. Key rings are checked out from the facility's electronic key system.
5. Keys to the medication rooms are restricted to those key sets carried by the nurse assigned narcotic responsibilities and the medication room technicians.
6. Keys to the controlled substance cabinet in the medium medication room are restricted to the medication room technician key sets. Controlled substances may be checked out from the medication room technician once daily by the narcotic nurse and placed in the narcotic cart.
7. Narcotics currently in use for medium medication lines will be stored in a locked medication cart. The cart will be stored in the medication room. Only the nurse assigned narcotic nurse responsibilities will have a key to the cart.