



Administrative Policies and Procedures: 20.17

Subject:	Management of Pharmaceuticals and Medical Instruments/ Devices in a Youth Development Center
Authority:	TCA 37-5-105(3), 37-5-106, 63-10-101, 63-10-102
Standards:	COA: PA-RPM 4.01, 4.05, 4.06, 4.07, 4.08
Application:	To All Department of Children's Services Youth Development Center Clinic Employees
Policy Statement:	
A Department of Children's Service Youth Development Center shall control and regulate the handling of medications and medical instruments used at the facility in accordance with professional standards of care, standardized security practices, and appropriate state and federal laws and guidelines.	
Purpose:	
To ensure proper management of pharmaceuticals and medical devices in a Youth Development Center clinics.	
Procedures:	
A. Facility clinic procedures	<p>The Health Administrator or designee must maintain a written protocol covering the control of medications, syringes, needles, and medical and dental instruments/devices within the clinic.</p> <ol style="list-style-type: none">1. Storage –The protocol identifies and describes the location and secure storage of medication, syringes, needles and other medical instruments/devices.2. Keys –Only approved nursing staff have clinic keys and access to medication, syringes, needles, and other medical instruments/devices. See the <u>Manual for Key and Tool Control in a Tennessee Youth Development Center</u>.a) The medication room is not accessible to youth or unauthorized personnel and it provides security for the medications and medication preparation.b) Access is limited to health care personnel authorized by the Health Administrator or designee and Superintendent.3. Inventory – The protocol requires the nursing staff keep and accurate perpetual inventory covering:<ul style="list-style-type: none">♦ Needles

	<ul style="list-style-type: none"> ◆ Syringes ◆ Medical instruments/devices ◆ Narcotics <p>4. Records – The protocol requires that records concerning medications, needles, syringes, and medical instruments are maintained either in a central warehouse or in the clinic. The records include:</p> <ul style="list-style-type: none"> ◆ Purchase orders/ requisitions ◆ Items received at the facility ◆ Date of delivery and signature of person who received the items. <p>5. Disposable needles and syringes – The protocol specifies how to dispose of used needles and syringes.</p> <p>6. Medication disposal –The protocol describes the process for disposal or return to pharmacy of outdated or discontinued medications in accordance with the Tennessee Board of Pharmacy Laws and Regulations and requires that a record be maintained of such disposal/return.</p> <p>a) A licensed pharmacist will destroy discontinued or excess controlled medications to be discarded. This is done on-site with a witness and documented on form <i>CS-0712, Medical Disposition Record</i> or equivalent form.</p> <p>b) Discontinued medication will not be used for another youth.</p> <p>7. Bio-Hazardous waste-Management of bio-hazardous waste and decontamination of medical and dental equipment/instruments comply with applicable local, state, and federal regulations and DCS Policy <u>29.1 Monitoring and Conducting Fire, Sanitation, Environmental Conditions and Occupational Safety Inspections in a YDC.</u></p>
<p>B. Prescription medication</p>	<ol style="list-style-type: none"> 1. Prescription medications are administered with an order from a licensed physician, dentist, or other independent provider licensed to prescribe medications. 2. Nursing staff observe and assess the effect of medication on the service recipient and consult with medical professionals as necessary. 3. The contract physician may delegate the prescribing of certain medications to a physician assistant (PA) or nurse practitioner (NP) in accordance with DCS Policy <u>20.1 Health Services Administration.</u> 4. The contract provider documents prescriptions on the Physician's Order Sheet. 5. Prescriptions received from an outside consultant are reviewed by the contract physician who takes appropriate action. If the prescription is not used, the contract physician writes "VOID" on it and puts it in the youth's chart. 6. Verbal orders – Licensed providers' verbal orders for medication are given only to a licensed nurse, pharmacist, or PA/NP. They are recorded immediately in the health record on the Physician's Order Sheet and signed by the person receiving the order.

<p>C. Periodic review of prescriptions</p>	<ol style="list-style-type: none"> 1. The physician periodically reviews medication prescriptions for youth that ensure that the medication therapy remains appropriate to the needs of the youth. Under all circumstances youth have their medication therapy reviewed by a physician, dentist, or PA/NP at a minimum every ninety (90) days and the medications reordered as appropriate. 2. Automatic stop orders of medications apply to all medication orders unless: <ul style="list-style-type: none"> ◆ The order indicates an exact number of doses being prescribed; ◆ A period of time or duration is specified; or ◆ The attending practitioner reorders the medication. 3. Automatic stop orders are as follows: <ul style="list-style-type: none"> ◆ Non-narcotic analgesics – 10 days ◆ Controlled substances Schedule II – 3 days ◆ Controlled substances Schedule III, IV, and V – 7 day
<p>D. Drug formulary</p>	<ol style="list-style-type: none"> 1. All contract providers must utilize the TennCare Preferred Drug List (PDL) which is available on the TennCare Pharmacy web site. 2. If a generic substitute or less costly alternative or an over-the-counter medication is available, that is considered.
<p>E. Pharmacy services</p>	<ol style="list-style-type: none"> 1. Prescription medications and over-the-counter medications are procured from a licensed pharmacy or by state contract in accordance with federal and state laws and regulations. 2. A YDC clinic does not procure or maintain bulk stocks of prescription medications. A few prescription medications may be kept for urgent situations as approved by the contract physician. Over-the-counter medications may be stocked at the YDC clinic. 3. Periodic inspections – the contract pharmacy services vendor makes quarterly, documented, periodic inspections of a YDC medical clinic in accordance with the pharmacy contract. This inspection includes reviews of all medications and pharmaceutical materials kept in areas of the clinic and the clinics' adherence with state laws.
<p>F. Storage of pharmaceuticals</p>	<ol style="list-style-type: none"> 1. The Health Administrator or designee ensures there is a secure area, physically separate from other health care services, that is designated as the medication room. 2. Arrangements are made to ensure that emergency medications are secure, yet conveniently accessible, to health care personnel in the event of an emergency. 3. All medications are double-locked. Medications requiring refrigeration are kept in a locked refrigerator. The refrigerator used for medications is not used for food, lab specimens, or other storage.

	<ol style="list-style-type: none"> 4. All medications are in their original packaging and/or closed containers and correctly labeled. 5. Care is taken to rotate stock to minimize waste. 6. Nursing staff check medications at least monthly for removal of out-of-date, medications, unused prescriptions, or medications no longer needed. 7. Over-the-counter medications such as acne creams and lotions, other dermatological creams and ointments, and special shampoos may be kept with a youth in their dorm room if authorized by the Health Administrator or designee and Superintendent.
G. Stat kits	<ol style="list-style-type: none"> 1. The Health Administrator may maintain a stat kit in a portable container for ease of movement in case of serious trauma or life-threatening illness or injury. 2. The stat kit is sealed and securely maintained so it is not accessible to unauthorized individuals. 3. A perpetual inventory is maintained of the contents of the stat kit. 4. Nursing staff must check the staff kit at least monthly to make sure the contents are not missing or outdated.
H. Emergency medications	<ol style="list-style-type: none"> 1. Each contract physician may authorize the maintenance of a limited quantity of emergency medications, in specific quantities, required for immediate use. 2. A perpetual inventory is maintained of the emergency medications kept in the facility and medications are restocked as necessary. 3. Authorized nursing staff administering emergency medication are responsible for properly documenting use.
Forms:	<u>CS-0128, Drug Administration Record</u> <u>CS-0712, Medical Disposal Record</u>
Collateral documents:	<u>Incident Reporting Review Manual</u> <i>Tennessee Board of Pharmacy Laws and Regulations</i> <u>Policy 1.4, Incident Reporting</u> <u>Policy 20.1 Health Care Administration</u> <u>Manual for Key and Tool Control in Tennessee a Youth Development Center</u>

Glossary:	
Term	Definition
Formulary:	A list of medications including preferred drugs and non-preferred drugs