



CORRECTIONS MEDICINE
Pharmaceutical Services
ACA Standard: 4 ALDF – 4C – 38

Effective: September 2001
Revised: June 2015, April 2016, April 2019, Aug 2019
Reviewed: January 2006, June 2013, May 2013, June 2018

Policy Number:
CM – 28

- I. **PURPOSE:** To maintain control, consistency and expediency of pharmaceuticals delivered to the Buzz Westfall Justice Center, and to assure proper ordering, receipt and distribution of medications.
- II. **POLICY:** Saint Louis County Department of Public Health (DPH) Corrections Medicine program shall contract for pharmaceutical benefit management services (PBM) to provide medications to incarcerated individuals. Urgent medications that are needed in less than 24-hours shall be ordered using a local back-up pharmacy.
- III. **RESPONSIBILITY:** All staff working in the Corrections Medicine program are responsible for the content of this policy and procedures as well as adherence to the policy.
- IV. **PROCEDURES:**
 - 1. Ordering Medications
 - a. Medication orders are entered into the electronic medical record by providers and faxed directly to the PBM.
 - b. Nurses may fax verbal orders directly, but the order shall be forwarded to the provider for written sign off. Orders may also be printed and a prescription form can be manually faxed.
 - c. When ordering a controlled substance, the prescription shall be faxed to the pharmacy and the paper prescription with the physician’s signature shall be mailed to the PBM within 72 hours. According to federal laws and regulations, these prescriptions must be kept on file at the PBM to allow an accurate audit and account of controlled medications.
 - d. Medications that are prescribed to be administered as needed (PRN) shall specify the condition for which they are to be administered.
 - e. Topical medication orders should state the site for topical administration.
 - 2. Receiving Daily Orders
 - a. All medications from any pharmacy are to be delivered to the Buzz Westfall Justice Center in a suitable sealed container.
 - b. Upon receipt of the medication, the medication order will be compared to medications received for accuracy.
 - 3. Medication Labels
 - a. All prescription medications and pharmacy related items are labeled by the PBM in accordance with federal, state, and local laws, and in accordance with standards of pharmacy practice.

4. Generic Substitution
 - a. Generic medications will be considered as the chemical or common name of products having the same active ingredients and will be dispensed if available.
 - b. Only FDA approved medications, biologicals and other related therapeutic items shall be accepted at the facility.

5. Discontinued Medication
 - a. Only a provider can discontinue a prescription order. When medications are discontinued, the PBM shall be alerted. The provider's order to discontinue the medication may be faxed to the PBM.

6. Controlled Substance
 - a. All controlled substances are locked in a secure medication box. Medications are counted and recorded as they are removed from the controlled substance lock box.

7. Pharmacy Consulting Services
 - a. The PBM's pharmacist provides consulting services to the Corrections Medicine department. The pharmacist shall:
 - i. Perform quarterly on-site consultations to support of the facility's pharmaceutical divisions.
 - ii. Provide an overall inspection of the pharmaceutical division (med room, infirmary and intake) on a quarterly to ensure that all drugs are approved and dispensed in compliance with federal and state laws, as well as the facilities current policies and procedures.
 - iii. Provide recommendations for process changes, as indicated by results of the quarterly inspection reports.
 - iv. Be available for emergency and routine consultations.
 - v. Review all non-formulary medication orders and communicate formulary alternatives to the Corrections Medicine providers.

8. Formulary Medications

The PBM holds regular pharmacy and therapeutics meeting with DPH providers and leaders. Providers are encouraged to prescribe from the approved drug formulary when possible. Non-formulary medications shall be sent for review for therapeutic alternatives.

V. **REFERENCE:**

American Correctional Association: Performance –Based Standards for Adult Local Detention Facilities, fourth edition; Standard 4ALDF-4C-38