

## Utilization of Pharmaceutical Products

### 2112.1 PHARMACY MANAGEMENT

All personnel shall adhere to state and federal regulations relating to the dispensing, distributing, or administering of medications. Medications shall only be distributed or administered by a qualified member of the medical staff in accordance with the physician's orders.

- (a) A full time Pharmacist is employed by the County Health Care Agency (HCA) and CHS. All pharmacy procedures shall adhere to applicable state and federal laws and to the regulations established by the Federal Controlled Substances Act relating to controlled substances.
- (b) All pharmaceuticals shall be prescribed in accordance with the Central Drug Formulary which shall govern the approved prescription and non-prescription medications allowed for use in the facility.
- (c) All prescriptions must be signed by a qualified health professional licensed and authorized by the appropriate jurisdiction.
- (d) All health care personnel shall conform to the ordering and inventory procedures as established by the Medical Director and Pharmacist. These guidelines include frequent inventory of all controlled substances, syringes and needles.

### 2112.2 MEDICATION DISTRIBUTION OR ADMINISTRATION

- (a) CHS is responsible for dispensing, administering and maintaining records for all medications and pharmaceutical items given to inmates in each facility.
- (b) All over-the-counter medications may be distributed by qualified medical personnel without prior physician approval, subject to the written procedures contained in the Health Care Agency's (HCA) Administrative Policies and Procedures Manual.
- (c) The administration of all medications shall be recorded on the approved form and shall become a part of the inmate's medical record. Each dose shall be documented with respect to date and time of administration and shall be signed or initialed by the person administering the medication.
- (d) Absent exigent circumstances, CHS staff shall verify an inmate's identity to ensure that medication is disbursed to the correct individual. Generally, this will be done by the inmate presenting their ID card. However, when this is not feasible, CHS staff will use other appropriate methods of identification, including but not limited to verifying personal information and relying on staff's working knowledge of inmate.
- (e) A Deputy shall escort and provide security for CHS staff during medication distribution. Deputies should closely observe all inmates during medication disbursement to reduce the risk of medication hoarding. In cases where CHS staff have identified and requested monitoring of an inmate due to a high risk of substance abuse, staff shall closely monitor the inmate to verify ingestion, application or inhalation of the medication has occurred. Close monitoring may include observing the inmate during administration and, when appropriate, conducting a visual inspection of the inmate's mouth. In the event an inmate is found to be hoarding medication, CHS will be notified

# Orange County Sheriff-Coroner Department

## Custody and Court Operations Manual

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and the inmate will be subject to disciplinary action. Refer to CCOM Section 1600.2(m) (11) - Orange County Jail Rules and CCOM 1710.1(a)(4) - Purpose of Search.

- (f) If an inmate refuses a prescribed medication, the inmate will be required to sign a refusal form which will be placed in the inmate's medical record. If the inmate refuses to sign the form, a CHS staff member and a security staff member will both witness the form by signature, and write, "Refused to sign" in place of the inmate's signature.
- (g) If an inmate arrives at the facility with their own medication, or if the inmate states he/ she is on prescribed medication, CHS will verify the prescription with the inmate's doctor (after obtaining the inmate's consent). CHS will dispense any authorized medications from its own controlled supply.
- (h) The application of involuntary medication in Jail Operations is an option only when every other effort to gain the voluntary compliance of the inmate has been attempted. When situations occur where CHS requests a Deputy's assistance in the application of involuntary medication, CHS will be called upon to assist in an attempt to obtain voluntary compliance. If CHS is unable to obtain compliance, medication may be administered involuntarily.