I. POLICY:

The Department of Juvenile Justice shall ensure that pharmaceutical services are provided at secure facilities on a 24-hour basis to ensure the timely dispensing of medications by a Registered Pharmacist pursuant to orders from a duly licensed physician, dentist, or advanced practice provider. Standing orders for prescription medications shall not be accepted or implemented; however, certain medications may be administered as allowed by approved departmental nursing and dental protocols. The Augusta University’s Department of Correctional Health-Juvenile Health Care (GCHC-JH) Pharmacist shall oversee pharmaceutical services.

II. DEFINITIONS:

Advanced Practice Provider: Nurse Practitioner (NP) or Physician’s Assistant (PA).

Designated Health Authority (DHA): The individual responsible for the facility’s health care services, including arrangements for all levels of health care and the ensuring of quality and accessibility of all health services provided to juveniles. The Designated Health Authority will be a Registered Nurse.

Dispense: The issuance of one or more doses of a prescribed medication, pursuant to the lawful order of a licensed physician, dentist, nurse practitioner, or physician’s assistant, in containers that are correctly labeled to indicate the name of the patient, the contents of the container, and all other vital information needed to facilitate correct drug administration.

Formulary: A written list of prescription and non-prescription medications for use.
Health Care Staff: Registered Nurse, Licensed Practical Nurse, Nurse Practitioner, Dentist, Dental Assistant, Dental Hygienist, Health Services, Health Services Office Assistant, Pharmacist, Physician’s Assistant, or Physician.

Medical Services Staff: Staff licensed as a Registered Nurse, Licensed Practical Nurse, Nurse Practitioner, Physician’s Assistant, or Physician.

Pharmacy and Therapeutics Committee: A multi-disciplinary group of health care providers that provides policies, procedures, guidelines, and training necessary to carry out the complete pharmaceutical services cycle (order, receive, store, administer, etc.) in a highly professional, consistent, and timely manner in accordance with acceptable pharmaceutical and nursing standards and applicable state and federal laws.

Regional Health Services Administrator (RHSA): Licensed health service staff that provides support to facility health staff and oversight to ensure the quality and accessibility of all health services provided in the facility.

III. PROCEDURES:

A. Medications may be prescribed by duly licensed physicians, dentists or advanced practice providers using the electronic prescribing program.

1. All prescription orders will include:
   a) Name of the facility;
   b) Youth’s name, date of birth, gender, allergies, and diagnosis;
   c) Date and time of the order;
   d) Medication name and, where indicated, strength;
   e) Dosage, route, and time/frequency of administration;
   f) Duration of therapy for non-chronic conditions. This duration must be specified separate in the “Additional Directions to Patient” section of the e-prescribe module;
   g) Name of prescriber; and
   h) Any precautionary information deemed necessary. Such information must be transmitted to the vendor pharmacy via the “Notes to Pharmacist” section of the e-prescribe module.

2. “As needed” (PRN) non-psychotropic medication orders must specify the condition for which the medication will be administered (e.g., “as needed for pain” or “as needed for sleep”) and a dosing interval (e.g., “Q4H PRN Pain” or “QPM PRN Sleep”).
3. The Psychiatrist will not write an order for psychotropic medications to be administered as needed, also known as “standing orders.”

4. Medication orders will follow DJJ 11.26, Medication Administration. All physicians, dentists, and advanced practice providers will be familiar with the DJJ Formulary (Attachment A). When prescribing medications, the provider will make every effort to adhere to the formulary.

5. When a non-formulary medication is ordered, the provider must submit a Formulary Exception Request through the Juvenile Tracking System to the Department’s Medical Director, the Chief of Psychiatric Service, or their designee. A copy of the approved/denied request will be placed in the health record. In an RYDC, approved non-formulary requests may remain in effect for 90 days, unless otherwise specified by the DJJ Medical Director or Consulting Psychiatrist. After the 90-day period, a new approval must be obtained to continue the medication. Formulary Exception Requests will be filed in the youth’s health record and will remain in the health record upon transfer.

B. Facility health care staff will promptly transmit physician’s orders to the pharmacy. All medication shipments will be delivered to the location designated in the local operating procedures. Nursing staff will be notified immediately upon arrival of medication shipments to the facility, and will determine the correctness of the order received by comparing the contents of the package and the packing slip to the original transmitted order. The pharmacy will be notified immediately if an error/omission is found or if the youth has left the facility.

C. A Registered Pharmacist will fill each prescription as ordered by a physician, dentist, or advanced practice provider in accordance with State and Federal laws.

D. Emergency needs for medication will be met by using the facility’s approved emergency medication supply or by contacting the pharmacy vendor for use of the designated back up pharmacy.

1. The telephone numbers for pharmacy services will be posted in the health services unit.

2. Each facility will have an emergency medication supply that is secured at all times, as approved by the Pharmacy and Therapeutics Committee.

3. All medications removed from the emergency medication supply will be recorded and communicated to the pharmacy.

E. A sealed, pre-packaged, modified unit dose-system may be used for capsule or tablet medications, or the medication will be in the original packaging from the approved pharmacy.
F. Pharmacy and Therapeutics Committee will meet at least quarterly to review pharmacy procedures and medication-related issues. The committee will include:

1. DJJ Medical Director;
2. GCHC-JH Medical Director;
3. Consulting Psychiatrist;
4. GCHC-JH Pharmacist
5. Consulting Pharmacist;
6. Representatives from the contracted pharmacy;
7. Regional Health Services Administrators; and
8. GCHC-JH Senior Director.

IV. LOCAL OPERATING PROCEDURES REQUIRED: YES

- Location for delivery of medication shipments