

Chapter: Medication Administration	Effective Date: 4/15/17
Title: On-Campus Medication Administration	Page: 1 of 3
	Replaces: HHS.31.05, 5/1/13

(a) **Standard.**

- (1) The assigned human services specialist (HSS) and juvenile correctional officer (JCO) are responsible for administering medication in accordance with provider orders and Texas Juvenile Justice Department (TJJD) policy and procedure endorsed by the University of Texas Medical Branch Correctional Managed Care medical director and the TJJD medical director.
- (2) All TJJD staff members responsible for administering medication receive training by a qualified health care professional or health-trained staff prior to administering medication to youth. Staff demonstrate competency annually by taking the training and/or passing the written Medication Administration Post-Test.
- (3) It is the responsibility of TJJD staff to provide each youth with his/her prescribed medication accurately by utilizing the six “rights” of medication administration:
 - (A) giving the right medication;
 - (B) to the right person;
 - (C) at the right time;
 - (D) at the right dose;
 - (E) by the right route; and
 - (F) with the right documentation.
- (4) With the exception of youth who are authorized to self-administer medication in accordance with either [HHS.31.07](#) or [HHS.31.15](#), all medication is administered by the HSS or JCO who prepares the medication.
- (5) Each youth receiving medication has a [Medication Administration Record \(MAR\), HLS-510](#). The MAR is placed in the Daily Health Records Binder in the section labeled with the youth’s name and TJJD number. A photograph of the youth is included in each section.
- (6) Medication refusal and/or noncompliance is reported and documented.

(b) **Procedures.**

(1) **Receipt of Medication Orders.**

- (A) The **HSS** or a **JCO** receives the MAR for each prescribed medication at the time of a youth’s admission to the halfway house. The MARs are included in the medical transfer packet.
- (B) If a youth’s medication is started or changed after admission to a halfway house, the **HSS** or a **JCO**:
 - (i) receives the MAR via email from the assigned institution; and
 - (ii) files a copy of the MAR in the Daily Health Records Binder behind the youth’s photograph, in the section labeled with the youth’s name and TJJD number.

Note: The MAR may be used temporarily to document medication administration during downtime of the Scanned Medication Administration Recording Technology (SMART) system that lasts more than 24 hours. Otherwise, the MAR is used only to verify the medication order in SMART.

(2) **Medication Administration.**

- (A) Before giving the first dose of a prescribed medication, the **HSS** or a **JCO** compares the order on the MAR with SMART and the label on the pill package to verify consistency. If the orders do not match, the **HSS** or **JCO** contacts the assigned institution infirmary for direction and does not administer the medication until the order has been clarified by the assigned institution medical/nursing staff.
- (B) The **HSS** or a **JCO** washes his/her hands or uses a hand sanitizer prior to administering medication and ensures that medication is administered in a well-lit area.
- (C) Using SMART for one medication at a time, the **HSS** or **JCO** compares the instructions on the medication blister pack to the instructions in SMART. If the instructions match, the **HSS** or **JCO** proceeds to the next step. If the instructions do not match, the **HSS** or **JCO** contacts the assigned institution infirmary for instructions.
- (D) The **HSS** or **JCO**:
- (i) removes the medication from the container;
 - (ii) places the prescribed medication directly into the medication cup without touching the medication with his/her hands or placing the medication in the youth's hands;
 - (iii) counts/signs out any controlled substance, if indicated;
 - (iv) asks one youth at a time to approach the medication administration area;
 - (v) compares the youth with the photograph to ensure the correct youth is receiving the medication;
 - (vi) asks the youth to state his/her name and TJJD number; and
 - (vii) gives the youth the medication, as ordered, along with a cup of water.
- (E) If the youth questions the medication, the **HSS** or **JCO** compares the instructions in SMART to the instructions on the blister pack. If the instructions do not match, the **HSS** or **JCO** does not give the medication to the youth until the discrepancy is clarified by the institution nurse.
- (F) The **HSS** or **JCO**:
- (i) observes the youth swallow the medication and drink the water;
 - (ii) instructs the youth to cough and looks into the youth's mouth to ensure the medication has been swallowed; and
 - (iii) repeats the procedure each time medications are given.

(3) **Documentation Requirements.**

- (A) The **HSS** or a **JCO** documents in SMART each dose of medication administered, in accordance with Pharmacy Policy and Procedure 40.10, Administration and Distribution of Patient Medication.
- (B) If the medication is not given to the youth, the **HSS** or **JCO**:
- (i) documents the missed dose in SMART with the correct code; and
 - (ii) makes a note on the [Treatment and Intervention Record, HLS-505](#), as to why the medication was not given and any actions taken.

(4) **Refusal of Medication.**

If a youth refuses a prescribed medication, refer to the procedures given in [HHS.70.10](#).

(5) **Medication Cheeking or Misuse.**

(A) If a youth is observed to be cheeking, hoarding, or otherwise misusing a prescribed medication, the **HSS** or a **JCO** documents the incident on the HLS-505 and notifies the youth's TJJD case manager, the institution nurse, and the superintendent.

(B) The **institution nurse** contacts the prescribing provider for direction.

(C) The **TJJD case manager**:

(i) meets with the youth within three workdays to discuss the reasons for the medication noncompliance;

(ii) documents the discussion on a [Chronological Record: Medication Non-Compliance, CCF-520med](#); and

(iii) places the form in the Daily Health Records Binder and the youth's masterfile.

(D) The **institution nurse** scans the CCF-520med into the electronic health record (EHR) during a routine nursing visit.

(6) **Review of SMART System.**

The **institution nurse** reviews SMART for accuracy and refusals during routine nursing visits.
