

Chapter: Pharmaceutical and Medical Supplies
Title: Medical Supply Management

Effective Date: 7/15/11, T-1
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Replaces: HHS.30.10
Dated: 10/28/05

ACA Standard(s): 3-JCRF-4C-08

(a) **Standard.**

Each halfway house will have a secure (locked) area designated for medical supplies. This area will contain medical equipment, supplies, medications, records, and nurse file space. The space will be maintained per procedures in this manual.

(b) **Procedures.**

- (1) Designate a secure (locked) area with adequate space.

Person Responsible: Superintendent

- (2) Provide a cabinet that allows for proper storage of medications. Prescription and non-prescription medications must be stored separately. Within these two categories, external and internal medications must be kept separate.

Person Responsible: Superintendent

- (3) Narcotics must be stored behind two secured locks.

Person Responsible: Superintendent

- (4) Designate a space for the daily health record binder(s) (HHS.85.15), and the health service management system binder(s) (HHS.85.20) to be kept.

Person Responsible: Superintendent

- (5) Designate a space for the nurse to store his/her notebooks, forms, correspondence, etc. and a box or file for staff to place information for the nurse.

Person Responsible: Superintendent
