

Chapter: Pharmaceutical and Medical Supplies
Title: Transfer of Medication from an Institution

Effective Date: 1/19/12, T-3
Page: 1 of 2
Replaces: HHS.30.25
Dated: 7/15/11, T-1

ACA Standard(s): N/A

(a) **Standard.**

To ensure continuity of care, all medication prescribed for youth transferring from an institution to a halfway house will be available at the time of transfer. Youth will continue to receive prescribed medication at the halfway house until seen by a medical or psychiatric provider. A contingency plan will be implemented to ensure that youth have continued access to prescribed medication unless otherwise directed by the prescribing medical or psychiatric provider.

(b) **Procedures.**

(1) Upon receipt of notice of a youth's pending transfer to a halfway house:

- (A) check to ensure that there is at least one refill remaining on the medication prescription; and
- (B) if the youth has a prescription for a controlled substance, notify the provider to write a prescription for a 30-day supply. Entering the order in advance will allow time for the prescription to be shipped from the UTMB CMC Pharmacy to the halfway house.

Person Responsible: Nurse

(2) On the day prior to the transfer, if the youth has no remaining refills and a new order is needed, enter the order in the EMR under the halfway house name.

Person Responsible: Nurse/Provider

(3) On the date of transfer, prepare the transfer package by logging all medications and an accurate pill count on the Transfer of Medication form, HLS-735. The medication that is present at the institution will be sent to the halfway house for use by the youth. All medications transported or shipped to the halfway house will be dispensed in blister pack cards. Verify the count with the transporter and ensure the nurse and transporter each sign the form.

Person Responsible: Nurse/Transporter

(4) Transport all medication in a locked container.

Person Responsible: Transporter

(5) Upon arrival at the halfway house, staff receiving medications should verify the count with the transporter and each should sign the HLS-735 in the appropriate space.

Person Responsible: Human Services Specialist (HSS)/Juvenile Correctional Officer (JCO)/Transporter

(6) When the medication count reflects fewer than five days remaining in the blister pack and a medication refill has not been received, call the sending facility to determine if the medication has been ordered from the UTMB CMC Pharmacy. If the medication has not been ordered, request that the nurse at the sending facility order it.

Person Responsible: HSS/JCO

(7) If there is going to be a delay in receiving prescribed medication from the UTMB CMC Pharmacy such that the youth will miss one or more doses of medication, notify the sending facility nursing staff and request instructions.

Person Responsible: HSS/JCO

- (8) Nursing staff at the sending facility will contact the prescribing provider or the health services administrator (HSA) for instructions. The HSA may contact the UTMB CMC Pharmacy for approval to obtain medication from a local pharmacy.
Person Responsible: Nurse/HSA/Provider
- (9) Receive written instructions from the institution and implement them. Document instructions and action taken on the Treatment and Intervention Record, HLS-505.
Person Responsible: HSS/JCO
-
-