

Chapter: Pharmaceutical and Medical Supplies	Effective Date: 5/15/15
Title: Schedule II Medication/Controlled Drugs	Page: 1 of 3
ACA: 3-JCRF-4C-08	Replaces: HHS.30.30, 7/15/11

(a) **Standard.**

Texas Juvenile Justice Department (TJJD) facilities keep and maintain concise files of all records, forms, inventories, manifests, and receipts pertaining to controlled substances.

(b) **Procedures.**

(1) **Controlled Substances Sent from the UTMB CMC Central Pharmacy.**

Order controlled substances for individuals from the UTMB CMC Central Pharmacy. Orders for Schedule II Controlled Substances require an original, single copy prescription form to be mailed to the pharmacy.

Person Responsible: Institutional Nurse / Psychiatrist

- (A) All controlled substances sent by the UTMB CMC Central Pharmacy to TJJD facilities are sent by overnight delivery service.
- (B) Upon receipt of controlled medications from the UTMB CMC Central Pharmacy, a staff member:
 - (i) verifies that the number of pills is consistent with the number(s) on the manifest;
 - (ii) signs the manifest; and
 - (iii) scans the manifest back to the UTMB CMC Central Pharmacy.

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

(2) **Controlled Substances Sent from a TJJD Residential Placement.**

- (A) All controlled substances sent by a TJJD residential placement are transported with the youth.
- (B) Upon receipt of controlled substances from a TJJD residential placement, **two staff members together:**
 - (i) count the newly received controlled drugs;
 - (ii) compare the number of pills received to the number marked on the delivery order;
 - (iii) sign the Transfer of Medication form, [HLS-735](#), noting the date and time of receipt;
 - (iv) scan the HLS-735 back to the sending residential placement; and
 - (v) keep a copy of the signed HLS-735 in a file.

Person Responsible: HSS/JCO

(3) **Accountability for Controlled Substances at Halfway Houses.**

- (A) When new controlled substances are received at a halfway house, complete an Individual Youth Narcotic Record as indicated by the UTMB CMC Youth Services Pharmacy Manual, Policy 20.15.
Person Responsible: HSS/JCO
- (B) Store all controlled substances securely behind two locks (not including the room door) and in a separate container from non-controlled substances (may be stored within the same cabinet).
Person Responsible: HSS/JCO

- (C) Two staff members (one off-going and one on-coming) count all controlled substances at the change of each shift and at any other time the keys to narcotic medication are exchanged between staff.
Person Responsible: HSS/JCO
- (i) Make sure there is an Individual Youth Narcotic Record form for each youth prescribed a controlled substance.
 - (ii) Verify that the physical count matches the number in the “amount remaining” column on the Individual Narcotic Record.
 - (iii) The two staff counting controlled substances, either at shift change or at the time of key exchange, initial the ‘going off’ and ‘coming on’ columns as appropriate.
- (D) Ensure that in the event there is a discrepancy in count, all off-going staff stay onsite until the problem is resolved.
Person Responsible: HSS/JCO/Superintendent/Health Services Administrator (HSA)
- (i) All discrepancies must be documented by the off-going staff and reported to the superintendent and HSA immediately.
 - (ii) Resolution is under the direction of the superintendent and HSA.
 - (iii) Report the resolution to the TJJD medical director or nursing director.
- (E) If a youth’s medication is changed, discontinued, or damaged and needs to be destroyed, implement the following steps.
Person Responsible: HSS/JCO
- (i) Store the unused controlled substances securely in accordance with instructions provided in (3)(B) above.
 - (ii) Store the unused controlled substances separately from the active controlled substances that are currently prescribed and not scheduled for destruction.
 - (iii) Maintain a perpetual inventory of unused controlled substances that are scheduled for destruction. Medication destruction occurs in accordance with the Drug Enforcement Administration (DEA) requirements.
- (I) Immediately after medications are added to or removed from the locked container designated for unused controlled substances:
- (-a) two staff members count **all** controlled substances in the locked container and mark “Y” (i.e., yes) on the Narcotic Destruction Accountability Record, [HLS-950](#), in the column labeled “Total Count of all Medications In Container;”
 - (-b) a staff member documents the perpetual inventory on the HLS-950;
 - (-c) a staff member uses a plastic lock with an identifiable number to secure the container;
 - (-d) once the container is secured with a plastic lock, a staff member documents the lock number on the HLS-950; and
 - (-e) two staff members initial the HLS-950, verifying the amount of controlled substances in the container.

- (II) If the container has not been opened (i.e., the plastic lock is unbroken), at the end of each shift and at any other time the keys to the unused controlled substances designated locked container are exchanged between staff, **two staff members**:
- (-a-) verify no controlled substances have been removed by checking the plastic lock on the container;
 - (-b-) verify that the lock number has not changed by checking the number documented on the [HLS-950](#); and
 - (-c-) document the verification on the HLS-950 by:
 - (-1-) entering the date and time in the appropriate columns;
 - (-2-) marking "N" (i.e., no) in the Total Count of All Medications in Container column;
 - (-3-) documenting the lock number in the appropriate column; and
 - (-4-) initialing.
 - (iv) DO NOT RETURN UNUSED CONTROLLED MEDICATION TO THE UTMB-CMC PHARMACY.
- (F) All records, forms, and inventories pertaining to controlled substances must be maintained at each TJJD facility for three years. The [HLS-735](#) and Individual Youth Narcotic Record forms are NOT to be filed in the youth's medical record.
Person Responsible: HSS/JCO
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