

**Chapter: Medication Administration**  
**Title: On-Campus Medication Administration**

**Effective Date:** 5/1/13  
**Page:** 1 of 3  
**Replaces:** HHS.31.05, 11/21/12

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

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(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 Correctional Managed Care (CMC) and TJJD medical directors.
- (2) All TJJD staff 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 student with his/her prescribed medication accurately utilizing six rights of medication administration:
  - Giving the **right** medication,
  - To the **right** person,
  - At the **right** time,
  - At the **right** dose,
  - By the **right** route, and
  - With the **right** documentation.
- (4) With the exception youth who are authorized to self-administer medication under HHS.31.07 or HHS.31.15, all medication is administered by the HSS/JCO who prepares the medications.
- (5) Each youth receiving medication has a Medication Administration Record (MAR), HLS-510. The HLS-510 is placed in the daily health record binder in the section labeled with the youth's name and TJJD number. A photograph of the youth is included in each section.

(b) **Procedures.**

- (1) Fax all off-site orders to the assigned institutional medical clinic for entry into the EMR.  
**Person Responsible: HSS/JCO**
- (2) Fax a copy of the generated MAR from the institution to the halfway house. File a copy of the generated MAR that was faxed from the institution in the daily health record binder. Use the MAR may temporarily document medication administration during Pharmacy Replacement System (PRS) downtime greater than 24 hours. Otherwise, use the MAR only to verify the medication order in PRS.  
**Person Responsible: Nurse/HSS/JCO**
- (3) Verify the order with the PRS before giving the first dose.  
**Person Responsible: HSS/JCO**
- (4) Wash hands prior to administering medication.  
**Person Responsible: HSS/JCO**
- (5) Using the PRS, one medication at a time, compare the instructions on the medication container to the instructions in PRS. If they match, proceed to (6) below. If they do not match, contact the assigned institutional medical clinic.  
**Person Responsible: HSS/JCO**

- (6) Remove the medication from the container and place the prescribed medication directly into the medication cup. Do not touch the medication with your hands or place the medication in the youth's hands.  
**Person Responsible: HSS/JCO**
- (7) Count/sign out narcotics if indicated.  
**Person Responsible: HSS/JCO**
- (8) Have the youth approach when giving medications.  
**Person Responsible: HSS/JCO**
- (9) Give the youth his/her medication along with a cup of water.  
**Person Responsible: HSS/JCO**
  - (A) If the youth questions the medication, compare the instructions on the PRS and on the container to the physician's order. If they do not match, **DO NOT GIVE MEDICATIONS.**
  - (B) Give medication as ordered by the physician.
  - (C) If medication names do not match, look up the names in an approved drug reference book for comparison of generic vs. brand name or call the pharmacy.
  - (D) If medication is not given, code appropriately in PRS. Make a note on the Treatment and Intervention Record, HLS-505, as to why the medication was not given and what was done.
  - (E) Coordinate with the pharmacy and the nurse to resolve any discrepancy.
- (10) Observe youth taking his/her medication.  
**Person Responsible: HSS/JCO**
- (11) Examine the youth's mouth to ensure medication has been swallowed.  
**Person Responsible: HSS/JCO**
- (12) Document on the PRS. Refer to Pharmacy Manual 40.10 – Administration and Distribution of Patient Medication. Document an explanation for all missed doses on the HLS-505 form.  
**Person Responsible: HSS/JCO**
- (13) Repeat the procedure each time medications are given. Use PRS to document each dose.  
**Person Responsible: HSS/JCO**
- (14) **REFUSAL:**
  - (A) If a youth refuses a medication, ensure the youth completes a Refusal Form, HLS-520. File the form in the daily health records binder and report the refusal to the superintendent and the nurse in accordance with HHS.70.10.  
**Person Responsible: HSS/JCO**
  - (B) If a youth refuses **one dose** of a medication for a **life-threatening** condition (e.g., diabetes, seizure disorder, etc.), notify the nurse and superintendent immediately.  
**Person Responsible: HSS/JCO**
  - (C) If a youth refuses a psychotropic medication three times consecutively:
    - (i) notify the youth's TJJD case manager, superintendent, and nurse and document notification on the HLS-505.  
**Person Responsible: HSS/JCO**
    - (ii) meet with the youth within three workdays to discuss reasons for the medication refusal, document the discussion on a Chronological Record: Medication Non-Compliance, CCF-

520med, and place the form in the daily health records binder and the youth's masterfile;  
and

**Person Responsible: Youth's TJJD case manager**

- (iii) scan the CCF-520med into the EMR during routine nursing visits and contact the prescribing provider for direction.

**Person Responsible: Nurse**

(15) **MEDICATION CHEEKING OR MISUSE:**

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

**Person Responsible: HSS/JCO**

- (B) Contact the prescribing provider for direction.

**Person Responsible: Nurse**

- (C) Meet with the youth within three workdays to discuss reasons for the medication non-compliance, document the discussion on a Chronological Record: Medication Non-Compliance, CCF-520med, and place the form in the daily health records binder and the youth's masterfile.

**Person Responsible: TJJD case manager**

- (D) Scan the CCF-520med into the EMR during routine nursing visits.

**Person Responsible: Nurse**

- (16) Review PRS for accuracy and refusals during routine visit.

**Person Responsible: Nurse**

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