

Chapter: Medication Administration	<b>Effective Date: 4/15/15</b>
<b>Title: Off-Campus Staff-Administered Medication</b>	Page: 1 of 2
ACA: N/A	Replaces: HHS.31.10, 7/15/11
Implements: N/A	

(a) **Standard.**

Designated Texas Juvenile Justice Department (TJJD) staff members are responsible for off-campus medication administration in accordance with provider orders and TJJD policy and procedure endorsed by the University of Texas Medical Branch-Correctional Managed Care (UTMB-CMC) and TJJD medical directors. 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.

It is the responsibility of TJJD staff to provide each student with his/her prescribed medication accurately using six rights of medication administration:

- (1) Giving the **right** medication
- (2) To the **right** person
- (3) At the **right** time
- (4) At the **right** dose
- (5) By the **right** route
- (6) With the **right** documentation.

(b) **Applicability.**

This standard applies to youth who have been prescribed medication that is to be administered by staff while on an authorized off-campus activity, such as employment or community service.

(c) **Procedures.**

- (1) If the medication being given is in the Pharmacy Replacement System (PRS), one medication at a time, compare the instructions on the medication container to the instructions in PRS. If they match, proceed to (3) below. If they do not match, contact the assigned institutional medical clinic.  
**Person Responsible: Human Services Specialist (HSS)/Juvenile Correctional Officer (JCO)**

- (2) If the medication being given is ordered by way of the *Protocols for the Care of Minor Health Conditions*, (HHS Appendix B) review the Daily Health Binder for any youth allergies or other contraindications to administering the protocol medication. **Person Responsible: HSS/JCO**

- (3) For each medication, write the following on a designated medication envelope:

- (A) date;
- (B) youth name;
- (C) youth TJJD number;
- (D) medication name;
- (E) medication dose as written on the provider or protocol order; and
- (F) scheduled medication administration time, as applicable.

Use a separate envelope for each prescribed medication.

**Person Responsible: HSS/JCO**

- (4) Remove the medication from the container and place the prescribed medication directly into the designated medication envelope and seal the envelope. Do not touch the medication with your hands.

**Person Responsible: HSS/JCO**

- (5) Count/sign out narcotics if indicated.  
**Person Responsible: HSS/JCO**
  - (6) Place sealed medication envelopes in a locked, portable container for transport. Ensure the container also includes:
    - (A) Certification of Off-Campus Medication Administration Log form, [HLS-302](#); and
    - (B) Refusal Form, [HLS-520](#).**Person Responsible: HSS/JCO**
  - (7) Remove the sealed envelope from the container and re-lock the container.  
**Person Responsible: HSS/JCO**
  - (8) Open the sealed envelope in the youth's presence and provide medication to the youth. Ensure water and hand sanitizer are available, as needed.  
**Person Responsible: HSS/JCO**
  - (9) Observe the youth taking his/her medication. If the youth refuses to take the medication, instruct the youth to sign a Refusal Form, HLS-520 form. Follow refusal procedures in HHS.31.05.  
**Person Responsible: HSS/JCO**
  - (10) Once the medication has been taken, instruct the youth to sign the [HLS-302](#) form then sign it yourself.  
**Person Responsible: HSS/JCO**
  - (11) Note the time medication was administered and taken and place used medication envelope(s) back in the locked container for disposal at the halfway house.  
**Person Responsible: HSS/JCO**
  - (12) For a PRS medication, use the "Custom Entry" tab in the PRS to document the actual time medication was administered. Refer to Pharmacy Policy and Procedure 40.10 – Administration and Distribution of Patient Medication.  
**Person Responsible: HSS/JCO**
  - (13) For a single dose of protocol medication, document on the Treatment and Intervention Record, HLS-505, the medication name and dose, the date and time administered and taken, and the name of the protocol used/chief complaint. For multiple doses of the same protocol medication, complete a Medication Administration Record (MAR), [HLS-510](#) form for each dose of medication administered in addition to documenting on the Treatment and Intervention Record, [HLS-505](#).  
**Person Responsible: HSS/JCO**
  - (14) All medications missed require an explanation on the HLS-505.  
**Person Responsible: HSS/JCO**
  - (15) The procedure is repeated each time medications are given off-campus. **Person Responsible: HSS/JCO**
  - (16) Place the completed, signed, and dated HLS-302, HLS-505, HLS-520 and HLS-510 forms, as applicable, into the daily health record binder for the nurse's review during weekly visits.  
**Person Responsible: HSS/JCO**
  - (17) During visits, review and scan the HLS-302, HLS-505, HLS-520, and HLS-510 forms, as applicable, into the electronic medical record.  
**Person Responsible: Nurse**
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