

Chapter: Medication Administration	Effective Date: 8/1/15
Title: Medication Administration During Furloughs	Page: 1 of 2
ACA: N/A	Replaces: HHS.31.20, 7/15/11

(a) **Standard.**

For youth who have been prescribed medication that must be taken while on an authorized, non-staff-supervised furlough, designated Texas Juvenile Justice Department (TJJD) staff provides the youth's parent/guardian or an approved adult (referred to in this procedure as the "responsible adult") all medications that the youth will be required to take while on furlough and necessary medication administration instructions.

(b) **Applicability.**

- (1) This standard applies to youth who have been prescribed medication that must be taken while on an authorized, non-staff supervised furlough with a responsible adult.
- (2) This standard does not apply to halfway house youth who are prescribed insulin. (Insulin is administered in accordance with procedures in [HHS.31.15.](#))

(c) **Procedures.**

- (1) If the Multi-Disciplinary Team determines the youth meets eligibility criteria for a furlough, notify the health services administrator and the human services specialist of the upcoming furlough at least five workdays before the proposed furlough start date.
Person Responsible: Case Manager
- (2) Notify the assigned institutional medical clinic of the upcoming furlough.
Person Responsible: Human Services Specialist (HSS)/Juvenile Correctional Officer (JCO)
- (3) Notify the UTMB CMC Pharmacy of the upcoming furlough if medication is needed and submit orders for all medications that will be required for the youth to take while on furlough.
Person Responsible: Nurse
- (4) When the furlough-prescribed medications are received, using 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 (5) below. If they do not match, contact the assigned institutional medical clinic.
Person Responsible: HSS/JCO
- (5) Place all furlough-prescribed medications in a plastic or paper bag labeled with the youth's name and TJJD number. Store the bag in a locked area.
Person Responsible: HSS/JCO
- (6) On the day of the furlough, repeat procedure (4) above to ensure that the responsible adult receives all medications as prescribed. Review the medication instructions (e.g., medication name, purpose, dosage, time) with the youth and responsible adult.
Person Responsible: HSS/JCO
- (7) Instruct the youth and the responsible adult to sign the Release of Medication to Parent/Guardian/Approved Adult for Youth Furlough form, [HLS-303](#), indicating receipt of medications and medication instructions.
Person Responsible: HSS/JCO

- (8) Place the signed [HLS-303](#) form in the daily health record binder for completion upon the youth's return from furlough.
Person Responsible: HSS/JCO
- (9) Document the following in PRS at each designated medication dosage time while the youth is on furlough:
- (A) click "Hold;"
 - (B) select "Patient Not Available;" and
 - (C) document "Furlough" in "Comments" section.

Refer to Pharmacy Policy and Procedure 40.10 – Administration and Distribution of Patient Medication. Note: Staff documents that the youth was on furlough and does not document that any medication was administered.

Person Responsible: HSS/JCO

- (10) Upon a youth's return from furlough, retrieve all medication container(s) from the responsible adult, count the number of pills remaining (should be zero), and document the number on the Treatment and Intervention form, [HLS-505](#). Instruct the responsible adult to certify that all medication was administered by signing the HLS-303 form. If the youth or responsible adult reports any medication-related issues, as indicated on the HLS-303 form, document the issues on the HLS-505 form and place the form in the daily health record binder.
Person Responsible: HSS/JCO
- (11) During onsite visits, review PRS for accuracy along with the daily health record binder. Scan the HLS-303 and HLS-505 forms into the Electronic Medical Record.
Person Responsible: Nurse
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