

Chapter: Pharmaceutical and Medical Supplies	Effective Date: 4/15/17
Title: Medical Supply Management	Page: 1 of 1
	Replaces: HHS.30.10, 7/15/11

(a) **Standard.**

Medical supplies, medical equipment, medication, health-related records, and nurse files at a halfway house are stored in a secure, locked area maintained according to the procedures in this manual.

(b) **Procedures.**

- (1) The **superintendent** designates secure, locked areas with adequate space where medical supplies, equipment, medication, health-related records, and nurse files are stored.
 - (2) The **human services specialist (HSS)** ensures that prescription medication is stored in a locked medication area and is filed alphabetically by the youth's last name.
 - (3) Over-the-counter medication includes both protocol medication and non-protocol stock medication.
 - (A) Protocol medication that is used frequently may be stored in the locked medication cart, in a drawer separate from prescription medication.
 - (B) The **superintendent** or the **HSS** ensures that stock medication is stored in a locked cabinet or locked storage closet, with medication for external use stored on a shelf separate from oral/internal medication.
 - (4) The **superintendent** or the **HSS** ensures that controlled substances are stored behind two secured locks. Controlled substances maintained for destruction are stored in a container separate from active controlled substances.
 - (5) The **superintendent** designates a space:
 - (A) for the Daily Health Records Binder (as described in [HHS.85.15](#)) and the Health Services Management Binder (as described in [HHS.85.20](#));
 - (B) for notebooks, forms, correspondence, and other documents to be stored by the nurse; and
 - (C) for a box or file for staff to place information for the nurse.
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