

Chapter: Pharmaceutical and Medical Supplies	<b>Effective Date: 4/15/17</b>
<b>Title: Medical Supply List</b>	Page: 1 of 2
	Replaces: HHS.30.15, 7/1/15

(a) **Standard.**

All Texas Juvenile Justice Department (TJJD) halfway houses have first-aid supplies and basic medical supplies available.

(b) **Procedures.**

(1) The **human services specialist (HSS)** ensures that the following items are on hand at all times.

<u>Medication/Hygiene Items:</u>	<u>Supplies:</u>
Acetaminophen/Non-Aspirin	4x4 gauze
Analgesic balm, 30-gram tube	Adhesive bandages (e.g., Band-Aids®)
Antacid (calcium carbonate, 420mg chewable tablet)	Alcohol prep pads
Benadryl® (diphenhydramine) capsules, 25mg	Cotton swabs
Benzoyl peroxide cream 10%	Disposable oral or tympanic thermometer
Calamine lotion	Electronic blood pressure cuff
Chlorphen, 4 mg	Refrigerator for medical purposes
Hydrocortisone cream 1%	Refrigerator thermometer
Ibuprofen	Salt
Loperamide HCL tabs, 2mg milk of magnesia	Tape
Monistat® vaginal suppositories, 100mg, 7-day dosing (as appropriate, based upon population)	Telfa pads
Orajel® with benzocaine 20% gel	Weight scale
Phenylephrine, 10mg	
Tolnaftate cream 1% (Tinactin®)	
Triple antibiotic ointment	
Vicks® VapoRub®	

(2) On a weekly basis, the **HSS** or a **juvenile correctional officer (JCO)** inventories the items listed in the table above and reorders supplies as needed to maintain an adequate supply.

Note: The **HSS** or **JCO** orders medications from the University of Texas Medical Branch Correctional Managed Care (UTMB-CMC) Central Pharmacy, supplies from the UTMB-CMC Central Warehouse, and benzoyl peroxide cream 10% from the TJJD warehouse.

(3) The **HSS:**

(A) examines the above supplies at least monthly to ensure packaging has not been damaged and to see if the supplies have passed their expiration dates;

(B) replaces expired or damaged items immediately; and

(C) documents the examination of the supplies on the [Medical Supply Inventory form, HLS-911](#).

(4) The **HSS** or the **institution nurse** orders and maintains an adequate number of supplies and equipment for special-needs youth.

- (5) The **institution nurse**:
    - (A) monitors all orders for non-prescribed medications and supplies on routine visits; and
    - (B) notes any need and/or discrepancy on a [Non-Institutional Facility Nurse Visit Report, HLS-909](#).
  - (6) Expired or discontinued non-controlled medication is returned to the UTMB-CMC Central Pharmacy weekly, in accordance with the UTMB-CMC Youth Services Pharmacy Manual, Policy 15.35. The **HSS** completes the [Pharmacy Returns/Reclamation form, HLS-736](#), which includes two staff signatures to verify contents. Controlled substances are disposed of according to the procedures outlined in [HHS.30.30](#).
  - (7) The **institution nurse** records returned medication and supplies on the HLS-909.
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