

Chapter: Pharmaceutical and Medical Supplies	Effective Date: 4/15/17
Title: Schedule II Medication/Controlled Substances	Page: 1 of 3
	Replaces: HHS.30.30, 5/15/15

(a) **Standard.**

Texas Juvenile Justice Department (TJJD) facilities keep and maintain files of all records, forms, inventories, manifests, and receipts pertaining to controlled substances.

(b) **Procedures.**

(1) **Controlled Substances Ordered and Received from the University of Texas Medical Branch-Correctional Managed Care (UTMB-CMC) Central Pharmacy.**

(A) The **psychiatric provider** orders controlled substances for individual youth from the UTMB-CMC Central Pharmacy. Orders for Schedule II Controlled Substances require an original, single-copy prescription form to be mailed to the pharmacy.

(B) The **human services specialist (HSS)** or a **juvenile correctional officer (JCO)** receives controlled substances sent by the UTMB-CMC Central Pharmacy via overnight delivery service.

(C) Upon receipt of controlled substances from the UTMB-CMC Central Pharmacy, the **HSS** or a **JCO**:

- (i) verifies that the number of pills is consistent with the number on the manifest;
- (ii) signs the manifest; and
- (iii) scans and emails the manifest back to the UTMB-CMC Central Pharmacy.

(2) **Controlled Substances Sent from a TJJD Residential Placement.**

(A) All controlled substances sent by a TJJD residential placement are transported with the youth.

(B) Upon receipt of controlled substances from a TJJD residential placement, the **HSS** and a **JCO** together:

- (i) count the newly received controlled substances;
- (ii) compare the number of pills received to the number on the delivery order;
- (iii) sign the [Transfer of Medication form, HLS-735](#), noting the date and time of receipt;
- (iv) scan and email the HLS-735 back to the sending residential placement; and
- (v) keep a copy of the signed HLS-735 on file.

(3) **Accountability for Controlled Substances at Halfway Houses.**

(A) When new controlled substances are received at a halfway house, the **HSS** or a **JCO**:

- (i) completes an [Individual Youth Narcotic Record, HLS-730](#), as indicated by the UTMB-CMC Youth Services Pharmacy Manual, Policy 20.15; and
- (ii) stores all controlled substances behind two secured locks (not including the room door) and in a separate container from non-controlled substances, although controlled and non-controlled substances may be stored within the same cabinet.

(B) Two staff members (one outgoing and one oncoming):

- (i) count all controlled substances at the change of each shift and at any other time the keys to locked containers holding controlled substances are exchanged between staff;

- (ii) ensure there is an HLS-730 for each youth prescribed a controlled substance;
 - (iii) verify that the physical count matches the number in the “amount remaining” column on the HLS-730; and
 - (iv) initial the “outgoing staff” and “oncoming staff” columns as appropriate.
- (C) In the event that there is a discrepancy in the medication count, the staff discovering the discrepancy (the **HSS** or a **JCO**) notifies the superintendent and the health services administrator (HSA) and all outgoing staff to stay on-site until the problem is resolved.
- (i) The outgoing staff must document all discrepancies in the count on the HLS-730 and report any discrepancies to the superintendent and the HSA immediately.
 - (ii) Resolution of the discrepancy is under the direction of the superintendent and the HSA.
 - (iii) For unresolved discrepancies, the **superintendent** reports to the TJJD medical director or nursing director before the end of the shift.
- (D) If a youth’s controlled medication is changed, discontinued, or damaged and needs to be destroyed, the **HSS** or a **JCO**:
- (i) separates the controlled substances that are to be destroyed from the active controlled substances that are currently prescribed to youth;
 - (ii) stores in a secure location the unused controlled substances separate from the active controlled substances, as outlined in (A)(ii); and
 - (iii) maintains a perpetual inventory of unused controlled substances that are scheduled for removal/destruction. (The medication is picked up by the TJJD Office of the Inspector General and handled in accordance with Drug Enforcement Administration requirements.)
- (E) Immediately after medications are added to or removed from the locked container designated for unused controlled substances:
- (i) the **HSS** or a **JCO** counts all controlled substances in the locked container and marks “Y” (i.e., yes) on the [Narcotic Destruction Accountability Record, HLS-950](#), in the column labeled “Total Count of all Medications In Container”;
 - (ii) a **staff member** documents the perpetual inventory on the HLS-950;
 - (iii) a **staff member** uses a disposable lock with an identifiable number to secure the container;
 - (iv) a **staff member** documents the lock number on the HLS-950 once the container is secured with the lock; and
 - (v) **two staff members** initial the HLS-950, verifying the amount of controlled substances in the container.
- (F) If the locked container has not been opened (i.e., the disposable lock is unbroken), **two staff members** at the end of each shift and at any other time the keys to the lock on the controlled substances container are exchanged between staff:
- (i) verify that no controlled substances have been removed from the container by ensuring that the disposable lock on the container is intact;

- (ii) verify that the lock number has not changed by checking the number documented on the HLS-950 and comparing it to the number on the lock; and
 - (iii) document the verification on the HLS-950 by:
 - (I) entering the date and time in the appropriate columns;
 - (II) writing the prescription number;
 - (III) writing "NA" (i.e., "Not Applicable") under Medication Added and Number of Pills Added;
 - (IV) marking "N" (i.e., "No") in the Total Count of All Medications in Container column, to indicate that the medication was not removed from the box and counted;
 - (V) documenting the lock number in the appropriate column; and
 - (VI) initialing.
 - (G) Unused controlled substances are not to be returned to the UTMB-CMC Pharmacy.
 - (H) The **superintendent** or **designee** ensures that all records, forms, and inventories pertaining to controlled substances are maintained at the halfway house for seven years. The [HLS-735](#) and [HLS-730](#) forms are not to be filed in the youth's medical record.
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