

Chapter: Medication Administration	<b>Effective Date: 4/15/17</b>
<b>Title: Off-Campus Staff-Administered Medication</b>	Page: 1 of 2
	Replaces: HHS.31.10, 4/15/15

(a) **Standard.**

- (1) 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 medical director and the TJJD medical director.
- (2) All TJJD staff members responsible for administering medication receive training by a qualified health care professional or health-trained staff prior to administering medication to youth. Staff demonstrate competency annually by taking the training and/or passing the written Medication Administration Post-Test.
- (3) It is the responsibility of TJJD staff to provide each youth with his/her prescribed medication accurately by utilizing the six “rights” of medication administration:
  - (A) giving the right medication;
  - (B) to the right person;
  - (C) at the right time;
  - (D) at the right dose;
  - (E) by the right route; and
  - (F) 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 Scanned Medication Administration Recording Technology (SMART) system, the **human services specialist (HSS)** or a **juvenile correctional officer (JCO)** compares the instructions on the medication container/blister pack to the instructions in SMART, one medication at a time. If the sets of instructions match, the **HSS** or **JCO** proceeds to (3). If the instructions do not match, the **HSS** or **JCO** contacts the assigned institution infirmary.
- (2) If the medication being given is ordered according to the Protocols for the Care of Minor Health Conditions ([Appendix B](#) of this manual), the **HSS** or **JCO** reviews the Daily Health Records Binder for any youth allergies or other contraindications to administering the protocol medication.
- (3) For each medication, the **HSS** or a **JCO** writes the following on a separate designated envelope:
  - (A) date;
  - (B) youth name;
  - (C) youth TJJD number;
  - (D) medication name;
  - (E) medication dose as written on the medication order; and
  - (F) scheduled medication administration time, if applicable.
- (4) The **HSS** or **JCO**:
  - (A) removes the medication from the container or blister pack without touching the medication with his/her hands;

- (B) places the prescribed medication directly into the designated medication envelope;
  - (C) seals the envelope;
  - (D) counts and signs out controlled substances in accordance with [HHS.30.30](#), if applicable;
  - (E) places the sealed medication envelope(s) in a locked, portable container for transport; and
  - (F) ensures the container also includes:
    - (i) a [Certification of Off-Campus Medication Administration Log, HLS-302](#); and
    - (ii) a [Refusal Form, HLS-520](#).
- (5) At the time medication is scheduled to be given, the **HSS** or a **JCO**:
- (A) removes the sealed envelope from the portable container;
  - (B) re-locks the container;
  - (C) opens the sealed envelope in the youth's presence;
  - (D) provides hand sanitizer to the youth if needed; and
  - (E) provides medication to the youth, along with drinking water.
- (6) The **HSS** or **JCO** observes the youth swallow his/her medication. If the youth refuses to take the medication, refer to the procedures given in [HHS.70.10](#).
- (7) Once the medication has been swallowed, the **HSS** or **JCO**:
- (A) instructs the youth to sign the HLS-302 form;
  - (B) signs the form;
  - (C) notes the time the medication was administered; and
  - (D) places the used medication envelope(s) back in the locked container for disposal at the halfway house.
- (8) To document medication administration in SMART, the **HSS** or a **JCO** uses the "Custom Entry" tab in SMART to document the actual time the medication was administered. (Refer to Pharmacy Policy and Procedure 40.10, Administration and Distribution of Patient Medication.)
- (9) For a single dose of protocol medication, the **HSS** or a **JCO** documents the medication name and dose, the date and time administered, and the name of the protocol used/chief complaint on the [Treatment and Intervention Record, HLS-505](#).
- (10) For multiple doses of the same protocol medication, the **HSS** or a **JCO** completes a [Medication Administration Record \(MAR\), HLS-510](#), for each dose of medication administered.
- (11) The **HSS** or a **JCO**:
- (A) repeats the procedure each time medications are given off-campus;
  - (B) explains on an HLS-505 any time a medication is missed; and
  - (C) places the completed, signed, and dated HLS-302, HLS-505, MAR, and HLS-520 forms, as applicable, into the Daily Health Records Binder for the nurse's review during a routine visit.
- (12) During a routine visit, the **institution nurse** reviews, initials, dates, and scans the HLS-302, HLS-505, MAR, and HLS-520 forms, as applicable, into the electronic health record (EHR).
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