

Chapter: Medication Administration	Effective Date: 4/15/17
Title: Medication Administration during Furloughs	Page: 1 of 2
	Replaces: HHS.31.20, 8/1/15

(a) **Standard.**

For youth who have been prescribed medication that must be taken while on an authorized, non-staff-supervised furlough (other than insulin, which is administered in accordance with [HHS.31.15](#)), designated Texas Juvenile Justice Department (TJJD) staff members provide the youth's parent/guardian or an approved adult (collectively referred to as the "responsible adult") with all medications that the youth is required to take while on furlough and instructions for administering the medications.

(b) **Procedures.**

- (1) If the Multi-disciplinary Team determines a youth meets the eligibility criteria for a furlough, the **TJJD case manager** notifies the health services administrator (HSA) and the human services specialist (HSS) of the upcoming furlough at least five workdays before the proposed furlough's start date.
- (2) The **HSS** or a **juvenile correctional officer (JCO)** notifies the assigned institution infirmary of the upcoming furlough.
- (3) The **institution nurse**:
 - (A) notifies the University of Texas Medical Branch Correctional Managed Care Pharmacy of the upcoming furlough if medication is needed; and
 - (B) submits orders for all medications that the youth is required to take while on furlough.
- (4) When each furlough-prescribed medication is received, the **HSS** or a **JCO** compares the instructions on the medication container to the instructions in the Scanned Medication Administration Recording Technology (SMART) system and:
 - (A) if the instructions do not match, contacts the assigned institution infirmary; or
 - (B) if the instructions do match, places all furlough-prescribed medications in a plastic or paper bag labeled with the youth's name and TJJD number and stores the bag in a locked area.
- (5) On the day of the furlough, the **HSS** or a **JCO**:
 - (A) repeats the procedure in (4) to ensure that the responsible adult receives all prescribed medications;
 - (B) reviews the medication instructions (e.g., medication name, purpose, dosage, time) with the youth and responsible adult;
 - (C) instructs 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; and
 - (D) places the signed HLS-303 in the Daily Health Records Binder for completion upon the youth's return from furlough.
- (6) In SMART, at each scheduled medication time while the youth is on furlough, the **HSS** or a **JCO**:
 - (A) clicks "Hold";
 - (B) selects "Patient Not Available"; and

(C) enters "Furlough" in the Comments section.

Note: Staff members document only that the youth was on furlough and do not document that any medication was administered. (Refer to Pharmacy Policy and Procedure 40.10, Administration and Distribution of Patient Medication.)

(7) Upon a youth's return from furlough, the **HSS** or a **JCO**:

(A) retrieves all medication containers from the responsible adult;

(B) counts the number of pills remaining (which should be zero);

(C) documents the number of pills on the [Treatment and Intervention Record, HLS-505](#);

(D) instructs the responsible adult to certify that all medication was administered by signing the [HLS-303](#);

(E) if the youth or responsible adult reports any medication-related issues, as indicated on the HLS-303, documents the issues on the HLS-505; and

(F) places the form in the Daily Health Records Binder.

(8) During an on-site visit, the **institution nurse**:

(A) reviews SMART for accuracy;

(B) ensures that appropriate documentation was included in the Daily Health Records Binder; and

(C) scans the HLS-303 and HLS-505 into the electronic health record (EHR).
