


Chapter:	<b>Health Care</b>	Classification:	<b>Public Document</b>
Subject:	<b>Medication Distribution</b>		
For:	<b>Correctional Facilities</b>	 <small>Authorized by Executive Director</small>	


**1. Policy**

- 1.1 The Nova Scotia Health Authority (NSHA) or IWK Youth Clinical and Forensic Services are responsible for medication distribution to individuals in custody.
- 1.2 Designated non health care staff are authorized to distribute medication in the absence of health care staff.
- 1.3 Superintendents are responsible to ensure that designated correctional staff distributing are made aware of the principles of safe distribution of medication by the Nova Scotia Health Authority (NSHA) or IWK Youth Clinical and Forensic Services delegate.

**2. Medication Storage/Security**

- 2.1 Unsecured medication will not be left unattended. All medication will be locked in a cart or cupboard when not in use. The medication cart will also be locked whenever it is not in immediate view of staff.
- 2.2 Narcotics and controlled drugs will be stored separately from other medication in a double locked cupboard, safe or other designated area in the portable medication cart. A locked cupboard within a locked room will be considered as double-locked.
- 2.3 Narcotics and controlled drugs will be signed out by correctional staff designated to distribute medication.
- 2.4 In adult facilities, narcotics and controlled drugs will be counted and signed for at the change of each shift by two correctional staff.
- 2.5 Medication is to be stored in accordance with the time for administration and the individual's location, e.g. Dayroom C North, Unit 5A, Cottage 2B.

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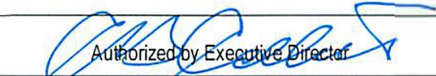
**3. Missing Medications**

- 3.1 If in the absence of health care, correctional staff identifies a discrepancy between the actual and recorded count, the correctional staff will notify the superintendent/designate, who will notify NSHA or IWK Youth Clinical and Forensic Services delegate.
- 3.2 When health care verifies a discrepancy between the actual and recorded count, the superintendent and the NSHA or IWK Youth Clinical and Forensic Services delegate will be informed.

**4. Medication Errors/Incidents**

- 4.1 Correctional staff distributing medication to individuals in custody will report medication errors/incidents that occur to the Nova Scotia Health Authority (NSHA) or IWK Youth Clinical and Forensic Services delegate and to the superintendent or delegate.
- 4.2 NSHA or IWK Youth Clinical and Forensic Services delegate will provide the facility with community contact numbers to report incidents where health care is not available.
- 4.3 A medication error/incident occurs when
  - 4.3.1 wrong medication is given
  - 4.3.2 medication is given at the wrong time
  - 4.3.3 medication is not received
- 4.4 The correctional staff will report medication errors verbally and by way of an information report to
  - 4.4.1 health care or the community contact where health care is not available
  - 4.4.2 the superintendent or delegate
- 4.5 In situations where contacts are unavailable as established in subsection 4.1, correctional staff may contact 811 or the local emergency room.

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- 4.6 Correctional staff will complete an information report and include
  - 4.6.1 the date and time of incident
  - 4.6.2 the name and dosage of the drug
  - 4.6.3 the type of incident, e.g., incorrect medication, late administration
  - 4.6.4 description and events surrounding the incident
  - 4.6.5 any problem the individual may experience
  - 4.6.6 any corrective action taken
  - 4.6.7 actual information provided by the person involved in the incident
  - 4.6.8 date and time community contact was notified
  
- 4.7 Information obtained from other individuals will be clearly identified as such.
  
- 4.8 The original report will be forwarded to health care and a copy to the superintendent or delegate.

**5. Missing Medication**


- 5.1 Correctional staff will document and report missing medication noticed during administration in accordance with Policy and Procedures, Subject 46.07.00, [Medication Distribution](#).

**6. Medication and Blister Pack Disposal**

- 6.1 The Nova Scotia Health Authority and IWK Youth Clinical and Forensic Services will arrange for the return of unused medication to the pharmacy.
  
- 6.2 In correctional facilities without seven-day a week health care coverage, the superintendent, in consultation with health care staff, will determine designated areas for the storage of unused medication until it can be disposed of by health care.
  
- 6.3 Prior to returning unused medications for disposal or disposing of empty blister packs, the name of the individual and other identifying information about the individual, and all medication information on a pharmacy-affixed label, must be obliterated using a black marker.

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- 6.4 All medication for destruction or disposal is to be placed in a sealed envelope, stored and subsequently transported to the pharmacy or other approved location in accordance with local standard operating procedures.
- 6.5 For facilities where health care staff are available, the health care staff must dispose of empty blister packs in the health unit garbage bin.
- 6.6 For facilities without a health unit, empty blister packs must be disposed of in garbage bin in the medication storage area.

**7. Standard Operating Procedures**

- 7.1 Superintendents will ensure standard operating procedures are developed to identify medication distribution procedures for non health care staff and include
  - 7.1.1 non health care staff designated to distribute medication to offenders
  - 7.1.2 medication distribution times
  - 7.1.3 medication security and control
  - 7.1.4 instructions for distribution
  - 7.1.5 required documentation
  - 7.1.6 for the disposal of unused medications and empty blister packs.