

**San Diego County Sheriff's Department Detention Services Bureau – Manual of Policies and Procedures**

DATE:	NOVEMBER 18, 2019
NUMBER:	M.19
SUBJECT:	EMERGENCY MEDICATION ADMINISTRATION
RELATED SECTIONS:	<a href="#">MSD.P.2</a>

**PURPOSE**

To establish guidelines governing the administration of essential medication to inmates by sworn personnel in emergency situations.

**POLICY**

In the event medical staff shortages or other emergency situations exist, as declared by the Sheriff's Medical Services Administrator (MSA) or designee, the following options are available:

- (1) Sworn staff may deliver medication.
- (2) Medical staff may issue twenty-four (24) hour doses of medications for self-administration.

**PROCEDURE**

**I. Sworn staff administration**

- A. Sworn staff is authorized to administer inmate medications that have been packaged, labeled and prescribed by the detention facility medical staff. The package shall be labeled with:
  - 1. The name of the inmate for whom the medication is prescribed.
  - 2. The inmate's booking number.
  - 3. The location of the inmate.
  - 4. Special conditions/directions.
- B. When administering medication to an inmate, sworn staff shall verify the inmate's identity by checking the inmate's wristband.
- C. Sworn staff shall observe and verify the inmate consumed the medication.
- D. If the medication provided for the inmate is not administered, it shall be returned to the facility dispensary with an explanation (e.g., at court, refused, transferred) and sworn staff must have a Refusal To Accept Medical Care/Treatment (J-223) form signed by the inmate (if appropriate).

**II. Medical Staff Administration**

- A. Medical staff may be allowed to deliver a twenty-four (24) hour dose of medication for self-administration to inmates in the event of an emergency as defined by the MSA or designee.

- B. The twenty-four (24) hour supply of medication shall be delivered to the inmate in a properly labeled package, to include the name of the individual for whom the drug is prescribed, the booking number and the location of the inmate.
- C. "Watch take" medications shall not be delivered for self-administration

### III. Record Keeping

- A. When sworn staff administers the medication(s) they shall return all medication packages to medical staff so they can document the distribution accurately in the inmate's health record.
- B. Sworn staff shall log the time the medication was administered and the deputy's ARJIS number in the Jail Information Management System (JIMS) utilizing the drop-down "PHAR" in the inmate's "History."