

DATE:	MARCH 14, 2018
NUMBER:	M.45
SUBJECT:	TRANSPORTATION OF MEDICATIONS
RELATED SECTIONS:	M.35 , MSD P.1

PURPOSE

To create a secure system for the transfer of Diamond Pharmacy bulk medications between facilities; preventing delays to already prescribed medications for inmates being transferred between facilities.

POLICY

The Prisoner Transportation Detail (PTD) may transfer medications between detention facilities. Tracking and accountability for medications during transport and delivery is the responsibility of both medical and sworn staff.

PROCEDURE

I. MEDICATION TRANSFER BAGS

Locked, zippered bags labeled with serial numbers will be used to transport all medications between facilities. The medication transfer bag(s) must have a tag denoting where they originated from and where they are being transferred to. After being prepared for transport, the medication transfer bag(s) will be kept in locked boxes located in an area in each detention facility accessible to PTD deputies. Keys to the locked boxes will be retained by medical staff and PTD staff with an additional key kept at key control of each facility.

II. FACILITY ISSUING MEDICATION

The medical staff will place the medication being transferred in the medication transfer bag(s). The medication bag will be secured in the facility designated "RX Pick-Up Box."

III. TRANSPORTATION RESPONSIBILITIES

- A. The transporting deputy will check the "RX Pick-Up Box" for medication transfer bag(s) for their corresponding route. PTD will log the pick-up of the medication transfer bag(s) and note the serial number of the bag(s) picked up. PTD deputies will only transport medication transfer bags placed inside the "RX Pick-Up Boxes."
- B. Upon delivery, PTD will place the medication transfer bag(s) in the receiving facility's "RX Pick-Up Box." PTD will also make a log entry noting the medication transfer bag(s) and note the serial number of the bag(s) dropped off. Additionally, PTD will notify sworn staff responsible for receiving transfers (e.g. processing, out courts, etc.) of the medication transfer drop-off.

IV. FACILITY RECEIVING MEDICATION

Upon receiving notification of medication transfers arriving at the facility, sworn staff responsible for receiving transfers will notify medical staff. Medical staff will pick-up the medication transfer bag(s) from the designated "RX Pick-Up Box."

V. MEDICATION TRANSFER ACCOUNTABILITY

In the event any medications are found to be missing during inventory of the medication transfer bag(s), it will be the responsibility of the originating and receiving facility's medical and pharmacy staff to resolve the issue.