

DATE:	MARCH 25, 2022
NUMBER:	M.45
SUBJECT:	TRANSPORTATION OF MEDICATIONS
RELATED SECTIONS:	M.35, MSD P.1

PURPOSE

To create a secure and accountable system for the transfer of medications between facilities and to prevent delays to prescribed medications for incarcerated persons 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 health and sworn staff.

PROCEDURE

I. MEDICATION TRANSFER BAGS

Locked, zippered bags labeled with serial numbers will be used to transport all medications between facilities.

1. The medication transfer bag(s) must have a tag denoting where they originated from and where they are being transferred to.
2. 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 health staff and PTD staff with an additional key kept in the watch commander office of every facility.

II. FACILITY ISSUING MEDICATION

Health staff will place the medication being transferred in the medication transfer bag(s). The medication transfer bag(s) 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 any 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 in the PTD daily log. PTD deputies will only transport medication transfer bag(s) 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 in the PTD daily log noting the medication transfer bag(s) and note the serial number of the bag(s) dropped off. The PTD

deputy will notify sworn staff responsible for receiving transfers (e.g., processing, out-courts, etc.) of the medication transfer drop-off. Sworn staff will call medical to advise the SRN (supervising nurse) or charge nurse of the medication transfer bag delivery.

IV. FACILITY RECEIVING MEDICATION

Upon receiving notification of medication transfers arriving at the facility, sworn staff responsible for receiving transfers will notify health staff. Health staff will retrieve 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 supervising nurse or designee to notify the on duty watch commander or designee of the missing medication.