



MONTANA STATE PRISON OPERATIONAL PROCEDURE

Procedure:	MSP HS C-05.0 MEDICATION ADMINISTRATION TRAINING
Effective Date:	11/01/2010 Page 1 of 2
Revision Date(s):	10/01/2020; 06/30/2026
Public Safety Chief Signature:	/s/ John Schaffer, Public Safety Chief
Medical Director Signature:	/s/ Dr. Paul Rees, MD
Health Services Bureau Chief Signature:	/s/ Cynthia McGillis-Hiner, RN, MSN

I. PURPOSE

Describe the training requirements for personnel who administer medication at MSP. All medications at MSP will be administered only by professional nurses who are properly licensed to administer medications. Medications will be administered in accordance with state and federal laws and regulations pursuant to direct medical orders from a provider. All prescription medications are to be recorded within the Electronic Medication Administration Record (EMAR) according to written procedure.

II. DEFINITIONS (see Glossary)

III. GENERAL REQUIREMENTS

A. Requirements

1. All personnel who are assigned to administer medications will receive orientation, in-service training, and continuing education with respect to the following:
 - a. security aspects of medication delivery;
 - b. accountability for administering medications in a timely manner according to prescriber orders;
 - c. recording the administration of medications in the EMAR;
 - d. routes of administration; and
 - e. common side effects of specific drugs.
2. Documentation of training will be kept on file by the designated Nurse Educator.
3. A contract pharmacist will attend the semi-annual Department All Facilities meetings to educate staff about the side effects of medications.
4. Designated nurses and/or pharmacy staff will ensure all prescription medications are secured in the pharmacy, in a locked medication cart or room, medication box, or transportation boxes.
5. Assigned nurses will count all narcotics and controlled drugs at the end of each shift and maintain written records documenting these counts.
 - a. If a discrepancy is found during the count, the assigned nurse will immediately complete an incident report and notify the on-duty nursing supervisor.
 - b. As a measure of ensuring the system's integrity, the MSP Health Services Manager will perform routine checks on all narcotics.

6. The MSP Health Services Manager will arrange shipment of expired narcotics to contract reverse distributor in accordance with Federal Drug Enforcement Agency regulations (see *MSP HS D-02.2 Disposal of Expired, Discontinued, or Damaged Narcotics*).
7. To ensure adequate control and accountability for all areas of medication administration, continuous quality improvement studies will be completed by nurses or pharmacy aides as areas of need are identified.

IV. CLOSING

Questions about this procedure should be directed to the Medical Health Services Manager.