



MONTANA STATE PRISON OPERATIONAL PROCEDURE

Procedure:	MSP HS D-02.1 INMATE SELF MEDICATION
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

Outline the process by which inmates possess and self-administer identified prescription medications ordered by licensed medical providers.

II. DEFINITIONS (see Glossary)

III. GENERAL REQUIREMENTS

A. Prescribed Medication Packaging

1. All approved medication will be pre-packaged in blister packaging or unit dose form (except for inhalers, ointments, and other medication not conducive to blister packaging, which will be provided in appropriate alternative packaging).
 - a. All prescribed medication (pills) will remain in the blister pack until immediately prior to ingestion.
2. Designated health care staff will ensure all prescribed medications are labeled with the following:
 - a. inmate's name;
 - b. inmate's DOC ID number;
 - c. issuance date;
 - d. expiration date of medication;
 - e. discontinued date of order;
 - f. medication name;
 - g. unit dosage;
 - h. prescribing practitioner;
 - i. medication instructions;
 - j. prescription number; and
 - k. KOP status.

B. KOP Blister Pack Distribution

1. Health care staff will distribute KOP medications using the Techcare EMAR system.
2. KOP blister packs will be checked and verified by pharmacy aides to ensure the inmate has a current medication order and the medication in the blister pack matches the medication order.
3. The staff member signing out the medication will sign them out utilizing the EMAR, selecting "administer kop" and noting the amount of pills in the comments area.

4. Health care staff issuing the KOP medication will:
 - a. issue the medication only to the inmate for whom the medication is prescribed, requiring the inmate to show the inmate's ID card when receiving the medications; and
 - b. require the inmate to sign for the medication the inmate receives.
5. Health care staff will inform inmates who report they did not receive their medications to submit a *Health Care Request (HCR)* by tablet to the infirmary.
6. Staff will consider any loose (unpackaged) pill(s) found in the facility as contraband and will complete an incident report for any inmate who violates this procedure.
7. Any inmate found subverting (for example, checking, hoarding, selling, etc.) the inmate's medication will be subject to disciplinary action. The medication subversion incident will be documented in an incident report and forwarded to the prescribing provider and to the Prison Base as per facility procedure.
8. Licensed health care staff:
 - a. may administer Nursing Protocol Medication to inmates:
 - 1) when indicated on the specific nursing protocol for inmates having or complaining of minor problems (for example, cough, cold, sore throat, heartburn, constipation, diarrhea, headaches, minor aches, etc.); and
 - 2) for no longer than 3 to 5 days, unless indicated otherwise by a physician;
 - b. will document Nursing Protocol Medications on the nursing protocol forms in the EHR and administered in the EMAR.

C. Medication Completion

1. Health care staff will request inmates to return the following to the infirmary:
 - a. approved medication cards that are not empty, but are no longer valid;
 - b. medication cards that have reached their expiration date; or
 - c. medication cards that are not desired by the inmate.
 - 1) Health care staff will return these cards and medications to the pharmacy for destruction.

D. Medication Accountability

1. Health care staff will set up medications in a medication box or will unit dose medications for inmates who are unable or unwilling to comply with an order for prescribed medication.
2. Health care staff will require inmates to keep all prescribed medication (pills) in the blister pack until immediately prior to ingestion.

IV. CLOSING

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