



MONTANA STATE PRISON OPERATIONAL PROCEDURE

Procedure:	MSP HS D-02.3	MEDICATION BOX SELF-ADMINISTRATION SYSTEM
Effective Date:	05/29/2014	Page 1 of 2
Revision Date(s):	10/01/2020; 06/30/2026	
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I. PURPOSE

Explain the process for setting up medication boxes for inmate self-administration, including defining medication administration terms and the process for nursing documentation of compliance in the Electronic Health Record (EHR).

II. DEFINITIONS (see Glossary)

III. REQUIREMENTS

A. MEDICATION ORDERS

- For each patient who has prescribed medications, the provider will enter orders into the EHR.
 - If the order is a verbal or phone order, a nurse will enter the order into the system.
- When medications are ordered, the provider or nurse will indicate that the medication is either KOP, Box Med, or Nurse Administered.
 - If the medication is ordered for longer than a week and the inmate is housed in a unit with a medication mailbox, the medication will be set up in a medication box for self-administration by the inmate under the supervision of correctional staff.
- The ordered medication will be assigned standard administration times set up in the EMAR:
 - once in AM is 0700;
 - once in PM is 1900;
 - twice daily is 0700 and 1900;
 - three times daily is 0700, 1200, and 1900; and
 - four times daily is discouraged for the medication box system.
- Any medication not provided through the medication box system will be assigned the following times and issued by an assigned nurse at the Infirmary:
 - all injections will be set for 1000;
 - all narcotics and controlled substances will be ordered at PRN times with the signature of "at med call" as listed:
 - once in AM at med call is 0600;
 - once in PM at med call is 1800;
 - twice daily at med call is 0600 and 1800; and
 - three times daily at med call is 0600, 1100, and 1800
 - all orders written for less than a week will be ordered for PRN times (0600, 1100, 1800).

B. MEDICATION BOX SETUP PROCESS USING EHR

1. Sign into EHR and load up the EMAR to load all med box orders.
2. All medication boxes will be up on the shelves in the pill box setup room grouped by letter. All units except RHU, SAU, and MDIU will be set up at this time.
3. All medication boxes must have the inmate name and DOC ID # labeled on both sides of the boxes. When new orders are started or inmates are moved from MDIU, RHU or SAU, the nurse must make two boxes so there will be one to replace the one pulled on Monday night.
4. The Medication locker must have a picture located on the front of the individual door with inmate name and DOC ID# and must also have a picture on the inside of the box.
5. Staff fill the boxes according to the orders:
 - a. if the medications in the cart are low or not available, order the medication refill on the medication order;
 - b. if stock is available, it may be used to fill the box until the refill is available; if medications are not available in the cart or in stock, the nurse will fill out two slips: one to notify the inmate the medication is on order and the other will be put in the pharmacy so the pharmacy aide can let nursing know that medication needs to be put in the box when it arrives;
 - c. if the medication will arrive on Monday, the box should be left in the pill box setup room on the designated shelf with a detailed note stating what needs to be placed in the box once the medication arrives; and
 - d. if a medication changes shape or color, complete a slip to notify the inmate of shape, color, or size change and tape to top of box.
6. All routine new orders received in the week following the assigned box fill dates will not start until the next box fill unless specifically instructed by the provider writing the new order. The provider must indicate this to the clinic nurse or a designated nurse and will document on the order to start immediately (approved through Medical Director). The clinic nurse or assigned nurse will add these to the medication box.
7. All filled medication boxes will be placed on the shelves designated by units.
8. As the medication boxes are filled, the nurse filling the box will document the box medication prep in the EMAR.
9. On the assigned day, the nurse will sort the boxes into bins for each unit.
10. Monday day shift will fix remaining boxes that are missing meds on the designated shelf.
11. On Monday, the assigned nursing staff will deliver medication boxes to the units and exchange them with the previous week's box. The boxes will be returned to the med box preparation room.
12. The day shift nurses are assigned to document in the EMAR compliance of each inmate with the self-administration medication box system:
 - a. The nurse will utilize the EMAR buttons "administer all" and "refused all" and then select individual boxes to change the administration. When done documenting, the nurse will click "OK" on bottom of page to record the compliance with the self-administration system.
 - b. "Administered" does not mean direct administration by the nurse.
 - c. The use of the "refused" button in the EMAR when dealing with self-administration med boxes implies the inmate chose not to take the medications (for example, meds are left in box) for that day or time. This does not necessarily imply the inmate verbally refused or that the nurse witnessed refusal.

IV. CLOSING

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