



MONTANA STATE PRISON OPERATIONAL PROCEDURE

Procedure:	MSP HS D-02.4	MEDICATION STARTER DOSES
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

Initiate emergency medication therapy for inmates at Montana State Prison prior to receiving patient-specific medication from the contract pharmacy.

II. DEFINITIONS (see Glossary)

III. REQUIREMENTS

A. GENERAL REQUIREMENTS

1. Medications are only to be removed from the MSP pharmacy on a practitioner's order.
 - a. All approved medication will be prepackaged in blister packaging or unit dose form, except for inhalers, ointments, and other medication not conducive to blister packaging. These medications will be provided in appropriate alternative packaging.
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 medication instructions;
 - i. prescription number;
 - j. instructions; and
 - k. KOP status if appropriate.
3. Any stock medication removed by licensed health care staff from the medication room must be documented in the Medication Sign Out book noting:
 - a. inmate's name;
 - b. inmate's DOC ID number;
 - c. inmate's current housing unit;
 - d. name of medication;
 - e. the amount of pill removed; and
 - f. their initials.

4. Pharmacy Aides will:
 - a. monitor the stock medication binder daily and use the log for tracking and ordering purposes; and
 - b. fax completed logs Monday through Friday to Diamond Pharmacy for pharmacy review.
5. Upon issuing prescription medications from stock, each nurse will:
 - a. utilize the order within the Electronic Medication Administration Record (EMAR) to clearly note the dosing instructions on the medication package;
 - b. request the provider to review the medication and noted instructions, then initial the stock medication card; and
 - c. document the number of pills provided in the EMAR.
6. Pharmacy Aides will review all medications in the pharmacy at least once each week to ensure adequate stock.

IV. CLOSING

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