



Illinois Department of Corrections

Administrative Directive

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| Number: 04.03.111 | Title: Control of Medication and Medical Instruments in Transitional Security Facilities | Effective: 9/1/2021 |
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| Authorized by: | <i>[Original Authorized Copy on File]</i> Rob Jeffreys Director |
| Supersedes: | 04.03.111 effective 9/1/2002 |

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| Authority: 730 ILCS 5/3-2-2 20 Ill. Adm. Code 415 | Related ACA Standards: 5-ACI-1A-07, 5-ACI-1B-13, 5-ACI-3A-01, 22, 23, 5-ACI-6A-43, 44, 5-ACI-6D-05 |
| Referenced Policies: 05.01.103 | Referenced Forms: |

I. POLICY

The Department shall require all Transitional Security facilities to regulate the handling of prescribed medication and medical instruments used within the facility.

II. PROCEDURE

A. Purpose

The purpose of this directive is to establish written instructions to staff governing their responsibilities in regard to the control of prescribed medication and medical instruments.

B. Applicability

This directive is applicable to all Transitional Security facilities within the Department.

C. Facility Reviews

Unannounced facility reviews of this directive shall be conducted at least quarterly by a person designated by the Chief Administrative Officer.

D. Designees

Individuals specified in this directive may delegate stated responsibilities to another person or persons unless otherwise directed.

E. Definitions

Controlled medication – psychotropic drugs.

Medical instruments – refers to syringes and needles.

Medication – a substance that requires a prescription from a physician to possess.

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F. Requirements

The Chief Administrative Officer shall develop a written procedure covering the control of all controlled medication and medical instruments used within the facility. The procedure shall be dated and signed by the Chief Administrative Officer and shall:

1. Identify and describe the secured area (such as, security doors and locks; secure, locked file cabinets; etc.) used to store controlled medication and medical instruments.
 2. Restrict the use of the keys to the storage area and identify the staff who have been approved for access to the items stored therein in accordance with Administrative Directive 05.01.103.
 3. Require an accurate perpetual inventory covering medical instruments.
 4. Require that a listing of all controlled and prescribed medication be kept for each individual in custody.
 5. Describe the process of distributing controlled medication and maintaining appropriate documentation. All over-the-counter medication and other prescribed medication not controlled shall be maintained and regulated by the individuals in custody.
 6. Require records to be maintained for all controlled medication and medical instruments covering:
 - a. An accurate perpetual inventory.
 - b. All controlled medication and medical instruments received at the facility, including the date of delivery and the signature of the staff who received the items.
 - c. Distribution of controlled medication, including the dates and times, amount distributed, name of the receiving individual in custody and signature of the distributing staff.
 - d. The name of the medication as well as the date and time an individual in custody fails to report to receive controlled medication or refuses to take controlled medication.
 7. Describe the process for the removal and destruction of disposable medical instruments. Used disposable instruments shall be placed in a disposable, puncture proof container. The recapping of needles shall be prohibited, unless the injection is self-administered and the needle used is recapped by the individual in custody. A record shall be maintained on the number of used syringes and needles placed in the puncture proof container and shall include the signature of the responsible employee.
 8. Describe the process for the destruction of outdated or unusable controlled medication. A record shall be maintained of such disposal and of the signatures of the responsible employee and the employee serving as a witness.
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