

**OREGON DEPARTMENT OF CORRECTIONS**  
**Operations Division**  
**Health Services Section Policy and Procedure #P-D-02.10**

SUBJECT: PRESCRIPTION MEDICATION CONTROL

POLICY: Ordering of medication is controlled thus assuring that a system of accountability is in place to prevent illicit obtaining of prescription medications.

REFERENCE: NCCHC Standard P-D-02, Medication Services  
OAR 855-041-0160  
OAR 855-041-0177

PROCEDURE:

- A. Appropriately credentialed Health Service personnel will be responsible for ordering, preparing, and administering medications. Appropriately trained Health Service personnel may assist with the delivery and distribution of medications. Signatures of all individuals involved in medication control will be kept on file.
- B. Medications labeled for one patient will not be administered to another patient. Medications will not be administered in doses that differ from the labeled dose.
- C. Prescription medications will be secured at all times until delivery to the individual patient.
- D. With the exception of schedule II through IV medications, expired and unused or returned medications will be returned to the Pharmacy by a secure method, which can include:
  - 1. In the possession of Health Services' staff.
  - 2. Locked in a secure box.
  - 3. Locked in a medical records transport bag or box with security seal(s).
  - 4. Packaged properly in sealed container and shipped via common carrier.
- E. A pharmacist or designee shall review the inmate's medical profile each time a new or refilled prescription is dispensed.

Effective Date: \_\_\_\_\_

Revision date: April 2007

Supersedes P&P dated: March 2006