

**OREGON DEPARTMENT OF CORRECTIONS**  
**Operations Division**  
**Health Services Section Policy and Procedure #P-D-02.6**

SUBJECT: MEDICATION STARTER DOSES

POLICY: Stock medication and pre-labeled medication will be kept in a locked area. Access is limited to appropriately credentialed health services personnel.

REFERENCE: NCCHC Standard P-D-02  
OAR 855-41-120

DEFINITIONS: Medication Starter Dose Cards (fill in the blank): Unique medication orders, pre-determined by the Therapeutics Committee. The cards are prepared with a defined dosage regimen. The order cannot be changed.

Stock Medication Cards: These cards contain medications not labeled for a specific patient. They are authorized for use at Medline/med pass only. Each dose must be accounted for on the accompanying count sheet.

Nursing Protocol Medications: These cards are dispensed by nursing staff directly, per nursing protocol. These cards may be issued directly to the inmate as carry on person meds. These may also be used to fill a provider order, until the pharmacy fills the order, but only if the provider order is identical.

PROCEDURE:

- A. Medication may only be removed from drug room/medication storage on a practitioner's written order, a transcribed verbal order or from transcribed nursing protocols.
- B. The processed order will be sent or faxed to the pharmacy for replacement by next scheduled delivery by utilizing the refill tab affixed to the order.
- C. A list of stock and pre-labeled medications contained in the institution drug room will be developed from the Health Services master list by that institution's Health Services Manager in conjunction with the Chief Medical Officer and the Pharmacist. The master list will be kept in a Health Services public folder.
- D. All medications in the medication storage area will be reviewed at least once each week by health services personnel to ensure adequate stock.

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

Revision date: April 2007

Supersedes P&P dated: March 2006