



MYRTLE BEACH POLICE DEPARTMENT

ADMINISTRATION REGULATIONS AND OPERATING PROCEDURES

Subject: Detention: Administering Inmate Medication

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Rescinds: S 159 Administering Inmate Medication

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Approved By:

Discussion:

The Myrtle Beach Police Department Detention facility is committed to ensuring that each inmate is treated with respect, and afforded medical care in a timely manner. It is the intent of the guidelines established below to outline how medication, identified as both prescribed and over the counter, will be administered and properly documented.

Definitions:

Prescribed Medication – Medication that can only be obtained at the direction and issuance of a prescription from a licensed medical physician.

Scheduled Narcotics/Medication – Medication controlled by both Federal and State law identified as being (Schedule I, II, III, IV). This medication ranges from no known/related use to direct use for a wide range of medical conditions/treatments. Can only be obtained by prescription.

Over the Counter Medication – Medication that can be obtained without a prescription and commonly found in drug stores, grocery stores and other various retail outlets.

JMS Booking Card – Document completed by the booking officer containing all inmate information.

Medication Slip – Document completed by the booking officer listing medication, amount administered, time, date, and who administered it. This slip will be stored with the medication during the inmate's incarceration. When the inmate is released from our facility, the slip will be attached to the JMS booking card, which will be housed in the records department.

Daily Jail Log Sheet – A document designed to keep track and document daily activity, to include jail checks, key security, medication, personnel, emergency equipment, and medical alerts pertaining to inmates.

Verification Records – Prescription bottle label or other forms of documentation related to the medication, i.e. type, dose, frequency of dosages, prescribing doctor, location obtained from.

PROCEDURE:

- A. When an inmate comes into the detention facility with medication, or is prescribed medication while under the control and care of our facility, the following guidelines will be adhered to:
 1. The Detention Officers will start the booking process. During the medical screening portion, they will ask if the inmate is currently taking, or has in their possession any medication whether prescribed or over the counter.
 2. If the answer is “yes”, the Detention Officer will inquire as to where the medication is and ask for verification related to need, frequency of use, and then ask inmate when medication was last taken.
 3. The Detention Officer will then visually inspect the medication to ensure that it matches the verification records. If it matches, the medication will be documented on the Medication Slip and the JMS Booking Card.
 4. If it does not match, the Detention Officer will notify the arresting officer for follow-up action. It is the responsibility of the arresting officer to make sure the medication is verified as being needed for use by the inmate.
 5. If the inmate states they are currently taking medications, but does not have it on them, steps will be taken to obtain the medication, i.e. contact a family member or friend to bring medication to the police department, or if in case of emergency, EMS will be called to ensure appropriate action is taken.
 6. If the medication is positively identified as over the counter type and the inmate does not appear to be intoxicated or under the influence of any type substance that has affected their ability to function rationally, the decision can be made, if requested by the inmate, to administer the medication in a dosage consistent with recommendations on the medication packaging.

7. Medication markings shall be compared to the packaging information, i.e. prescription bottle label. If the medication markings, bottle label and inmate's name matches, the medication will be listed on the JMS Booking Card and the Medication Slip. If the inmate is in need of the medication at this time and states the same, the Detention Officers shall arrange to comply with the inmate's request as soon as deemed practical.
8. If the medication does not match the bottle label information, the markings on the medication itself cannot be identified, or the wrong medication is in the medication bottle, the arresting officers will be notified immediately and shall conduct a follow-up investigation into the discrepancies. In cases like this, the arresting officer shall take possession of the medications, packaging and all other related materials and complete/document on a property sheet for case preparation or proper destruction.

NOTE: At no time will an inmate be allowed to carry/possess any medication whether identified as scheduled medication or over the counter medication on his person while being incarcerated in our facility. This is to include Nitrate type medications prescribed to treat heart problems, inhalers prescribed to treat asthma and other various conditions, and insulin for the treatment of diabetes. These types of medication are deemed reactive in nature and designed to counter act the onset of problems related to the need of use by a patient. If the inmate falls within this definition they shall be placed in an observation or single cell near the booking counter where a Detention Officer on duty can observe and react as needed.

B. LOCATION OF MEDICATION STORAGE

1. When medication is taken from an inmate and has been properly documented, the Detention Officer will place the medication in a secure lockable box located on the counter behind the booking stations.
2. Special attention to the storage of insulin is required. This type of medication will be stored in a refrigerator located in the property room. This room is secured and access is limited to the shift supervisors and the head detention officers assigned to the Detention facility.

C. ADMINISTRATION OF MEDICATION

1. Detention supervisor will compare inmate's name, booking card information, medication slip, medications packaging and dosage amounts.

2. Once determined that the medication can and should be administered, the Detention shift supervisor shall approach the inmate and escort them from their cell to the booking counter. Once at the booking counter the following questions will be asked; inmate's name, birth date, and follow-up with what type of medication is needed. Further questioning may be conducted if the officer needs additional information or clarification to be certain of the identity of the inmate and required medication. If the inmate is medically unable to walk to the booking counter, the above steps will be followed at the inmate's cell. During this process, the supervisors BWC will be activated until the medication is administered. In the event a supervisor is not working, the acting supervisor will complete the task of administering medication.
3. Once the Detention supervisor is satisfied with inmate's responses, the Detention supervisor shall have the inmate sign in the appropriate location on the Medication Slip related to the medication being given, prior to it actually being given.
4. The medication will be provided to the inmate and the Detention supervisor shall remain present while the inmate takes the medication.
5. The Detention supervisor will add date, time, their initials and employee number to the medication slip after the medication has been administered. The supervisor **will**, as soon as possible, enter the same information in the JMS notes section of the inmates booking card.
6. The Detention supervisor will then re-file the medication slip in the medication cabinet. Upon the inmate's release, the medication slip will be attached to the JMS booking card.
7. If an inmate exhibits signs of intoxication or behavior consistent with someone under the influence of alcohol, narcotics, legal and/or illegal or suffering from a possible chemical imbalance, medication will not be administered by detention staff. In these cases, the Fire Department (EMS) will be contacted and advised that immediate response is required.
8. Special attention to the administration of insulin is mandated;
 1. If the inmate has their own monitoring device in their property and requests to use it, it will be provided immediately. If the test results indicate that the inmate needs their medication, (insulin) then access to their medication will be a high priority and immediate. The inmate

shall directly administer the proper dosage to themselves with the detention supervisor present and BWC activated.

- II. If the inmate does not have a monitoring device and indicates that their insulin is needed, the Fire Department (EMS, EMT, Paramedics, or Medical Personnel) will be contacted immediately to respond to the detention facility to test, evaluate, and treat the inmate. In this type of situation, the Fire Department regulation/procedure regarding the administration of the insulin, if this course of action is needed.
9. In the event it is determined that an inmate was given the incorrect medication or dosage, or is having any adverse reaction to a medication given by detention staff, EMS will immediately be summoned to treat the inmate. The detention chain of command will also be immediately notified.

D. PURCHASE OF MEDICATION

1. When an inmate within MBPD custody and control is in need of medical attention, every effort possible will be made to facilitate this need.
2. If, as a result of the treatment rendered, medication, whether Over the Counter or Prescription related is prescribed, we will facilitate this need. A minimal amount not to exceed the anticipated dosages required while in our custody will be obtained/purchased.