

Sixth District Department of Correctional Services POLICY	Issue Date 10/16/09	Effective Date 04/07/17	Policy Number 2310-17
Subject <b>ANCHOR CENTER LICENSED SUBSTANCE ABUSE PROGRAM MEDICATION CONTROL</b>		Review Month September	Author 0633 (RME)
Rescinds 2310-14	References		

**POLICY:**

The Director and/or designee ensure safe practices are followed regarding administration of client medication.

**PROCEDURE:**

1. Staff allot medications to clients of the ANCHOR Center Licensed Substance Abuse Program only when appropriately trained and do so following policy 2344.
2. Clients who reside at ANCHOR Center Residential possess and self-administer over the counter or prescription medications consistent with Offender Medication Control policy (2344). All other clients are permitted to self-administer over-the-counter medications and medications they have a valid prescription for, provided:
  - A. A copy of the prescription is provided to staff and placed in the file.
  - B. The prescription is current and requires the client to take or be able to take the medication at a time of day that the client is engaged in treatment programming.
  - C. All medications brought to the ANCHOR Center facility are in their original container with prescription instructions clearly printed on the container.
  - D. All medications, including over-the-counter medications are maintained in a secure area accessible to trained staff. The medication is made available to the client at the time of the scheduled dose and returned to the client upon the conclusion of the treatment day.
  - E. Staff consult with the medical professionals as necessary and may authorize a client to retain their own medications in the event the medication may be needed on short notice for their own safety, i.e. in the case of nitroglycerin tablets.
3. Medications are retained in a locked storage area ~~that staff retains the key to~~. A trained medical professional passes the medication if one is available. If no medical professional is available at the time the medication is required, a trained medication allotter assists the client according to policy 2344.

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**PROCEDURE:** (continued)

4. All medications are taken home by outpatient clients at the end of the treatment day. Medications are not routinely stored at the ANCHOR Center over night for outpatient clients.
5. In the event an outpatient client leaves their medications behind, attempts are made to return the medication to the client as soon as possible.
6. Medications requiring refrigeration are stored separate from all food products and other non-medication products. They may not be stored in the same refrigerator as samples of bodily fluids.
7. Topical / external medications are stored separate from oral / internal medications; they are at a minimum kept on a different shelf.
8. The cabinet where the medications are stored and all containers for storing medication are inspected for defects at least monthly.

BY ORDER OF:

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Bruce Vander Sanden, Director