

**Sec. 18-81-10a. Administration of medications**

**(a) Definitions**

As used in this regulation, the following definitions shall apply:

(1) “Administration” means the direct application of a medication by means other than injection to the body of a person.

(2) “Commissioner” means the Commissioner of Correction or his designated representatives.

(3) “Department of Correction” means the Alexander Cybulski Correctional Institution; Bridgeport Correctional Center; Brooklyn Correctional Institution; Carl Robinson Correctional Institution; Cheshire Correctional Institution; Daniel Webster Correctional Institution; Ellis R. MacDougall Correctional Institution; Enfield Correctional Institution; Francis H. Maloney Center for Training and Staff Development; Haddam Facility; Hartford Correctional Center; Janet S. York Correctional Institution; J. B. Gates Correctional Institution; Litchfield Facility; John R. Manson Youth Institution; Montville Facility; New Haven Correctional Center; Northeast Correctional Institution; Northern Correctional Institution; Osborn Correctional Institution; Raymond L. Corrigan Correctional Institution; Stanley J. Radgowski Correctional Institution; Walker Reception Center and Special Management Unit, to include Central Transportation Unit; Ward A. Garner Correctional Institution; and William Willard Correctional Institution.

(4) “Inmate” means any person in the custody of the Commissioner or confined in any institution or facility of the Department of Correction until released from such custody or control.

(5) “Licensed personnel” means a physician licensed under chapter 370 of the general statutes, a dentist licensed under chapter 379 of the general statutes, and a registered nurse licensed under chapter 378 of the general statutes, and a licensed practical nurse licensed under chapter 378 of the general statutes practicing under the direction of a registered nurse.

(6) “Medication” means any medicinal preparation including those which are prescribed, C-II, C-III, C-IV, and C-V controlled substances, and non-prescription (over-the-counter) preparations that are not in injectable form. Medications in injectable form are excluded from these regulations.

(7) “Medication error” means failure to administer medication to the correct inmate, failure to administer medication to an inmate at the correct time, failure to administer the correct medication to an inmate, failure to administer the correct dosage of medication to an inmate or failure to administer the medication according to generally accepted medical practices.

(8) “Residential program” means programs offered in “halfway houses”, providing twenty-four hour care, supervision, and supportive services to pretrial, incarcerated, paroled or discharged offenders. However, facilities licensed under chapter 368v of the general statutes are excluded from these regulations.

(9) “Self-Medication” means an inmate in a facility under the jurisdiction of the Department of Correction who has been determined by the prescribing physician to be capable of consistently consuming or applying medications as directed by the prescribing physician without significant assistance or direction by facility staff.

(10) “Trained unlicensed personnel” means any person who has successfully completed

an administration of medication training course approved by or provided by the Commissioner.

**(b) Administration of Medications by Unlicensed Personnel.**

(1) All unlicensed personnel in the Department of Correction and residential programs who administer medications to inmate shall complete a medication administration training course approved by or provided by the Commissioner. A current list of Department of Correction and residential program personnel who have successfully completed the training course shall be on file with the Commissioner. Each person who successfully completes the training course shall be provided with documentation of completion of the training. The original documentation of completion shall be provided to and maintained by the Department of Correction. A recertification will be required of all graduates every two years.

(2) The health service administrator responsible for each Department of Correction medical level 4 or 5 facility and the administrative head of each residential program shall insure that at least one graduate of the medication administration training course is on duty on each shift seven days per week.

(3) All prescription medication shall be administered in accordance with the written order of a physician licensed under chapter 370 of the general statutes or a dentist, licensed under chapter 379, authorized to prescribe such medication.

(4) Prescribed medication shall only be administered to and taken by the inmate for whom the prescription has been written.

(5) Inmates who are able to self-administer medication may do so provided a physician authorizes an order for self-medication.

(6) For the purpose of these regulations, it is presumed that medicinal preparations being administered have been properly dispensed as prescribed by state and federal laws. Those personnel qualified to administer medications shall not repack or relabel medications. All medications shall be packed and labeled in accordance with state and federal laws.

**(c) Storage and Disposal**

(1) All medications shall be stored in accordance with federal and state laws.

(2) Medications requiring refrigeration shall be stored separately from food. If a separate refrigerator is not available, these medications may be placed in a locked box or plastic container in the same refrigerator that food is stored. Temperature of the refrigerator shall be maintained between 36 and 46 degrees Fahrenheit. Controlled drugs which require refrigerated storage shall be stored in accordance with federal and state laws.

(3) Access to medications shall be limited to persons authorized to administer medications. Medications for inmates who are permitted to self-administer medication shall be stored in such a way as to make them inaccessible to other inmates. Such medications shall be stored in a locked container or area, unless the supervising nurse or person in charge makes a determination that unlocked storage of the medication poses no threat to the health or safety of the inmate or other inmates.

(4) All medications shall be stored in their original prescription containers.

(5) Unused, outdated or unlabeled medications shall be returned to a Department of Correction pharmacy for appropriate disposition in accordance with federal and state laws.

**(d) Documentation**

(1) The administration of medication, including over the counter drugs, shall be

documented in the inmate's medical record on a form approved by the Commissioner. Documentation on the administration of medication form shall include, at a minimum, the following information:

- (A) Inmate's name
- (B) Name of medication
- (C) Name of prescribing physician or prescribing dentist
- (D) Dosage
- (E) Frequency
- (F) Route of administration
- (G) Initials and signatures of staff who administer medication
- (H) Expiration date of prescription

(2) The administration of the medication shall be noted at the time that the medication is administered to the inmate.

(3) Self-administration of medication which involves any degree of staff supervision or assistance shall be properly documented.

(4) All documentation on the administration of medication shall be made in ink.

(5) Physician's medication orders or a copy thereof shall be maintained in the inmate's medical record.

(6) Any change in medications or dosage levels of medications shall be treated as a new medication for the purpose of documentation.

(7) Any medication error shall be reported immediately to the supervising physician or the nurse and shall be documented in the inmate's medical record. An incident report shall be completed within eight hours or before the end of the shift in which the error occurred. A copy of the incident report shall be maintained in the inmate's medical record.

(8) These documentation forms shall become a permanent part of the inmate's medical record.

(9) Department of Correction licensed personnel will be responsible for monitoring the performance of trained unlicensed personnel and for compliance with the approved Department of Correction regulations addressing sections 20-14h to 20-14j, inclusive, of the general statutes.

**(e) Applicability**

(1) All facilities administered by the Commissioner or facilities in which he places inmates shall be governed by these regulations. Those facilities licensed under chapter 368v of the general statutes are excluded from these regulations. A list of facilities for which these regulations apply shall be on file with the Commissioner. These regulations also exclude those inmates on Supervised Home Release, who, as a condition of release, have agreed to be responsible for their own medical care.

**(f) Medication Administration Curriculum**

(1) Safe Medication Administration

(A) Preparation

(B) Process of Medication Administration

(i) Route

(aa) Oral

(bb) Sublingual

- (cc) Ophthalmic
- (dd) Otic
- (ee) Nasal
- (ff) Rectal
- (ii) Person
- (iii) Dosage
- (iv) Time
- (v) Medication
- (C) Medication Order
- (D) Medication Area
- (2) Drug Action
  - (A) Pharmacokinetic Phase
  - (B) Pharmacodynamic Phase
- (3) Drug Interaction
  - (A) Definition
  - (B) Classification
  - (C) Drug-Food Interactions
  - (D) Drug-Drug Interactions
- (4) Over the Counter Medication
  - (A) Therapeutic Agents
  - (B) Analgesic
  - (C) Cough, Cold, and Allergy
  - (D) Antacid
  - (E) Laxatives
- (5) CNS Medication
  - (A) Pain
  - (B) Autonomic Nervous System
  - (C) CNS Stimulants
  - (D) Anti- convulsants
- (6) Mental Functioning
  - (A) Sedatives
  - (B) Antipsychotic
  - (C) Affective Disorders
- (7) Cardiovascular
  - (A) Hypertensive
  - (B) Antiarrhythmic
  - (C) Vasodilators
- (8) Respiratory
  - (A) Bronchial
  - (B) Stimulants
  - (C) Antitussive
  - (D) Oxygen
- (9) Urinary
  - (A) Diuretic

- (B) Infection
- (10) Endocrine
  - (A) Pituitary
  - (B) Adrenal Cortical
  - (C) Hormones
  - (D) Hypo/Hyperglycemia
- (11) Anti-Infective
  - (A) Anti-infection
  - (B) Anti-inflammatory
- (12) Gastrointestinal
  - (A) Antiemetic
  - (B) Emetic
  - (C) Hyperacidity
- (13) Nutrition
  - (A) Vitamins
  - (B) Electrolytes
- (14) Eye and Ear
  - (A) Anti-inflammatory
  - (B) Anti-infective
  - (C) Vasoconstrictors
  - (D) Miotics
- (g) **Medication Administration Practicum**
  - (1) Safe Medication Administration
    - (A) Preparation
    - (B) Route
    - (C) Person
    - (D) Dosage
    - (E) Time
    - (F) Medication
  - (2) Observation of Interactions
  - (3) Monitoring of Effects and Side Effects

(Effective November 1, 1988; Amended July 28, 1997)