



**PRISONS**  
**Health and Wellness Services**  
**Policies and Procedures**

Title		Offenders Transferred on Medications		
Section	TX II-6	Issue Date March 4, 2021	Supersedes Date February 2017	Next Review Date March 2022

**References**

**Performance-Based Standards and Expected Practices for Adult Correctional Institutions, 5<sup>th</sup> Edition 5-ACI-6A-43 (M), 5-ACI-6D-06; Health and Wellness Policy and Procedure TX II – 7 Medication Administration Methods, Documentation and Education; Prisons Policy Chapter F .0700 Transfer Branch; N.C.G.S. 143B-707.6 “Medication losses related to inmate transfer;”**

**I. PURPOSE**

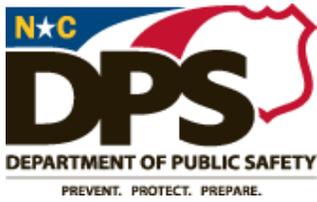
To provide guidelines for the transfer of medication when offenders move between facilities.

**II. POLICY**

- (a) An offender’s medication shall be transferred with the offender’s movement from facility to facility. Provisions shall be made for offenders to receive required medication while in transit.
- (b) In accordance with Prisons Policy Chapter F .0700 Transfer Branch, the Bus Officer shall be responsible for ensuring the delivery of the medications to the offender’s final destination.

**III. PROCEDURE**

- (a) Routine Medication Transfer
  - (1) Prior to transport, morning doses of medication may be administered by a licensed nurse or under the direction of a licensed nurse even if earlier than one hour prior to the scheduled dose.
  - (2) Facilities shall adhere to the appropriate administration procedure per Health and Wellness Policy and Procedure TX II-7, Medication Administration Methods,



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Documentation, and Education.

- (3) A facility responsible healthcare staff member shall prepare the transferring offender’s medication(s) for transport:
  - (A) Print the Offender’s Medication Summary Report to indicate the sending disposition for each medication which may include number of bottles, self-med, none on hand, etc.
  - (B) Legible sign and date the Offender Medication Summary Report indicating the disposition for each medication as indicated in (3) (A) above.
  - (C) Prepare the medication envelope(s) for transfer to include;
    - (i) Offender name and OPUS number.
    - (ii) A Pre-printed label which contains the full name of the receiving facility, facility number, and courier or MSC number. Do not use abbreviations.
    - (iii) Documentation of multiple medication envelopes by indicating one of three, two of three, etc. if applicable.
    - (iv) The original signed/completed Offender Medication Summary Report placed in the medication envelope with the medication(s).
  - (D) Place a copy of the completed Offender Medication Summary Report in a facility binder and retain for 30 days.
- (b) In Route Medication Dosages and Administration
  - (1) The facility healthcare staff shall determine those offenders who have an ordered dose of medication due during transport. Bus Officers **do not** administer



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medications in-route.

- (2) The facility healthcare staff shall place the offender’s medication and medical record (if applicable) into an oversized red bordered special transfer package which shows that an “in route” medication is to be given. The red bordered envelope is only used when an “in route” dose of medication is needed. Do not pre-package (envelope) medications for the Bus Terminal Nurse.
    - (A) The special transfer packages are placed in the bus in a separate place from the regular records.
    - (B) The Bus Officer shall deliver the special packages to the Bus Terminal Nurse.
    - (C) The Bus Terminal Nurse shall log the packages and prepare the medication for administration.
  - (3) Once the medications are ready for administration, the Bus Terminal Nurse shall prepare a list of offender names who shall receive medications in route and give it to the Transfer Terminal Officer in Charge. The officer shall call those offenders for the med pass. The Bus Terminal Nurse shall administer the medication and document such in the electronic health record.
  - (4) When the medication pass is complete, the Bus Terminal Nurse finalizes all documentation and re-packages the medications. The Bus Terminal Nurse shall give the medication envelopes to the Terminal Transfer Officer.
- (c) Medication Losses Related to Offender Transfer
- (1) In accordance with North Carolina General Statute 143B-707.6, “Medication losses related to inmate transfer” the Health and Wellness Section shall have a mechanism to collect data on medication losses that occur during transfer.
  - (2) The Department’s Internal Audit unit shall establish an internal oversight function to investigate any medication losses valued at greater than \$200.00.



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Todd E. Ishee  
Commissioner of Prisons

03/04/21  
Date