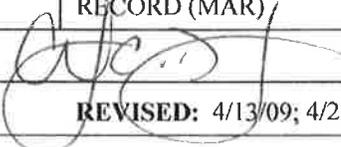


<b>POLICY OF</b>  <b>STATE OF DELAWARE</b>  <b>DEPARTMENT OF CORRECTION</b>	<b>POLICY NUMBER</b>  D-02.3	<b>PAGE NUMBER</b>  1 of 3
	<b>RELATED NCCHC/ACA STANDARDS:</b>  P-D-02, J-D-02/4-4378, 4-4382 (ESSENTIAL)	
<b>CHAPTER: 11 BUREAU OF CORRECTIONAL HEALTHCARE SERVICES</b>	<b>SUBJECT: MEDICATION ADMINISTRATION RECORD (MAR)</b>	
<b>APPROVED BY THE COMMISSIONER:</b> 		
<b>EFFECTIVE DATE:</b> 11/14/09	<b>REVISED:</b> 4/13/09; 4/23/2010	
<b>APPROVED FOR PUBLIC RELEASE</b>		

- I. AUTHORITY: Bureau of Correctional Healthcare Services
- II. PURPOSE: Medication given is accurately documented in the offender's medical record.
- III. APPLICABILITY: All Department of Correction (DOC) employees and vendor staff, offenders, and any outside healthcare provider servicing DOC offenders.
- IV. DEFINITIONS: See glossary.
- V. POLICY:
  1. An offender-specific Medication Administration Record (MAR) documents the administration and distribution of prescribed medications.
  2. Healthcare staff will initial and note on the MAR each time a medication is ordered to be administered.
  3. The completed MAR is a permanent part of the offender's medical record.
  4. Healthcare staff completes the required demographic information each time a new MAR is initiated, including:
    - a. Offender name;
    - b. SBI number;
    - c. Housing and/or cell location (must be changed on the MAR if offender is moved), as needed;
    - d. Allergies to medications or "NKA" if the offender states "No Known Allergies;" and

**SUBJECT:** MEDICATION ADMINISTRATION RECORD

- e. Applicable month and year.
5. Medication orders are transcribed onto the MAR initially. A new MAR is generated each month if the medication order is still valid.
6. The following information from the medication order form is documented for each medication on the MAR:
  - a. Start Date (date prescription written);
  - b. Stop Date (date duration of therapy will end);
  - c. Initials of staff member transcribing order onto MAR;
  - d. Drug name, dosage of drug, mode of administration (if other than by mouth) and frequency of administration;
  - e. Time administration (as ordered); and
  - f. Name of prescriber.
7. Healthcare staff designated to administer medication will legibly sign their name, date and identifying initials in the appropriate area on the MAR.
8. A line or distinctive color blocking out of all dates on the MAR that are not included in the start-stop dates will be drawn (e.g., start date January 5, stop date January 12. A line is drawn through the blocks for January 1-4 and January 13-31).
9. Discontinued orders will be marked D/C on the date discontinued and the remaining MAR space blocked out.
10. Staff administering medications will document in the appropriate date and time square for all medications administered. The following codes will be used:
  - a. Nurse's initials - Medication administered to offender
  - b. D/C - Discontinued Order

SUBJECT: MEDICATION ADMINISTRATION RECORD

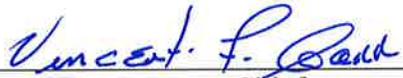
- c. R - Offender refused medication. Note documenting refusal should be made by nurse on back of MAR and offender requested to sign a Release of Responsibility form for Medical Record
  - d. S - Self-administered dose given to offender. Offender will sign MAR indicating receipt of medication.
  - e. DO - Dose omitted with explanation on back of MAR.
  - f. O - Any other reason offender does not receive prescribed medication should be explained on back of the MAR.
- 11. Over-the-counter medication given to the offender by healthcare staff should be documented in the MAR.
  - 12. When providing self-medication (KOP) medications, staff will note on the MAR and have the offender sign for the receipt of medication and understanding of usage. Nursing staff will document the date, number of pills and instructions and sign the MAR attesting that the offender received the medication.
  - 13. The back of the MAR may be used to make appropriate treatment notes regarding medication side effects or testing (e.g., finger stick blood sugars, blood pressure).
  - 14. Completed MAR's will be filed in the offender's medical record.

References:

National Commission on Correctional Health Care: Standards for Health Services in Prisons, 2003, P-D-02.  
National Commission on Correctional Health Care: Standards for Health Services in Jails, 2003, J-D-02.  
American Correctional Association: Standards for Adult Correctional Institutions, 4<sup>th</sup> Edition, 2008 Supplement.

<b>STATE OF DELAWARE</b> <b>DEPARTMENT OF CORRECTION</b>	<b>POLICY NUMBER</b> D-02.3	<b>PAGE NUMBER</b> Review Addendum
<b>SUBJECT: MEDICATION ADMINISTRATION RECORD (MAR)</b>		

I have reviewed this policy and it is scheduled to be incorporated into the BCHS Policy D-01 Pharmaceutical Operations.



Acting BCHS Bureau Chief  
Vincent F. Carr, DO, FACP

6/10/15  
Date