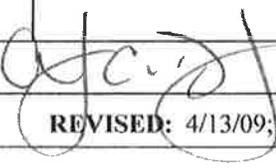


<p style="text-align: center;">POLICY OF STATE OF DELAWARE DEPARTMENT OF CORRECTION</p>	<p style="text-align: center;">POLICY NUMBER D-02.4</p>	<p style="text-align: center;">PAGE NUMBER 1 of 2</p>
	<p>RELATED NCCHC/ACA STANDARDS: P-D-02, J-D-02/4-4378, 4-4382 (ESSENTIAL)</p>	
<p>CHAPTER: 11 BUREAU OF CORRECTIONAL HEALTHCARE SERVICES</p>	<p>SUBJECT: MEDICATION ERRORS</p>	
<p>APPROVED BY THE COMMISSIONER:</p>		
<p>EFFECTIVE DATE: 11/14/07</p>	<p>REVISED: 4/13/09; 4/23/2010</p>	
<p>APPROVED FOR PUBLIC RELEASE</p>		

- I. AUTHORITY: Bureau of Correctional Healthcare Services (BCHS)
- II. PURPOSE: Medication administration errors are documented and investigated promptly.
- 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. Medical and custody administration will create an environment where staff is not reluctant to report medical errors.
 - 2. Medication errors will be documented and investigated promptly by the nurse on duty and the Health Services Administrator (HSA) or designee.
 - 3. If a wrong medication or dosage is administered, the nurse will notify the physician immediately.
 - 4. The nurse will implement any orders received, including offender assessment and monitoring.
 - 5. Nursing interventions will be documented in the medical record.
 - 6. Medication Error Reports are brought to the attention of the HSA or designee prior to the end of the shift.

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7. The Medication Error Report is not filed in the offender's Medical Record, but is kept in a Health Services file. The HSA or Director of Nurses will maintain a confidential file of all reports.
8. BCHS will receive a copy of the medication error report.
9. Medication errors are investigated and corrective action documented. This is a quality improvement activity and all investigations, findings and recommendations are considered confidential and privileged communication.
10. Any error report document, or other document generated as a result of this policy is created for the purpose of analyzing and reviewing the delivery of healthcare services. The function of an error report is to permit the review of medical records, medical care, and physicians' work, with a view to the quality of care and utilization of hospital resources, office visits, and trained medical staff. Accordingly, any document generated pursuant to this policy is intended to be confidential as set forth at 24 *Del. C.* § 1768.

References:

National Commission on Correctional Health Care: Standards for Health Services in Prisons, 2008, P-D-02.
National Commission on Correctional Health Care: Standards for Health Services in Jails, 2008, J-D-02.
American Correctional Association: Standards for Adult Correctional Institutions, 4th Edition, 2008 Supplement.
4-4378

STATE OF DELAWARE DEPARTMENT OF CORRECTION	POLICY NUMBER D-02.4	PAGE NUMBER Review Addendum
SUBJECT: MEDICATION ERRORS		

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

6/15/15
Date