



CORRECTIONS MEDICINE

Stock Medication

ACA Standard: 4 ALDF – 4C – 38

Effective: July 2008

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Policy Number:
CM – 28.1

- I. **PURPOSE:** To establish guidelines for the use and tracking of stock medications kept in the Corrections Medicine Division of the Saint Louis County Department of Public Health.
- II. **POLICY:** The most commonly used medications are available as stock supply in the Corrections Medicine department. Medications can be stock or be patient specific.
- III. **RESPONSIBILITY:** All staff working in the Corrections Medicine program are responsible for the content of this policy and procedure as well as adherence to the policy.
- IV. **PROCEDURE:**
 1. There is a list of stock medications in all departments in the Corrections Medicine department.
 2. Stock medication inventory is maintained on a form of a declining inventory record.
 3. Corrections Medicine staff members are responsible for maintaining the accuracy of all medication records and reporting discrepancies to the nursing supervisor or the nurse manager.
 4. The appropriate information is to be entered on the medication administration record and initialed by the nurse when the medication is given to the patient. All medications administered must have a provider order initiated in the electronic medical record for the patient.
 5. Stock medications supply and inventory par levels are checked for accuracy and reordering medication.