



STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS

POLICY

APPLICABILITY
PRISON
OFFENDER MANUAL

REVISION DATE
9/14/15

PAGE NUMBER
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NUMBER
DOC 650.040

TITLE
**OVER THE COUNTER (OTC) HEALTH RELATED
COMMISSARY ITEMS**

REVIEW/REVISION HISTORY:

Effective: 1/10/99
Revised: 6/20/00
Revised: 9/4/06
Revised: 6/15/09
Revised: 8/2/10
Revised: 12/1/11
Revised: 4/14/14
Revised: 9/14/15

SUMMARY OF REVISION/REVIEW:

I.A. - Adjusted language to reflect centralized pharmacy
V.A. - Adjusted that the practitioner may submit a prescription order for OTC items rather than the pharmacist, using the MAR
Added VI.A.1. that OTC items may be prescribed for offenders in an Inpatient Unit or IMU/ITU/ Segregation only after medical evaluation

APPROVED:

Signature on file

G. STEVEN HAMMOND, PhD, MD, MHA
Chief Medical Officer

8/5/15

Date Signed

Signature on file

KEVIN BOVENKAMP,
Assistant Secretary for Health Services

8/6/15

Date Signed

Signature on file

BERNARD WARNER, Secretary
Department of Corrections

8/11/15

Date Signed

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REFERENCES:

DOC 100.100 is hereby incorporated into this policy; [ACA 4-4379](#); [DOC 200.000 Trust Accounts for Offenders](#); [DOC 200.210 Offender Commissary](#); [DOC 630.550 Suicide Prevention and Response](#); [DOC 650.020 Pharmaceutical Management](#); [Offender Health Plan](#)

POLICY:

- I. The Department will promote offender self-reliance and participation in their own health care by making selected Over the Counter (OTC) items available through the offender commissary. Unless otherwise specified, OTC items referenced in this policy are limited to the items listed in [Over the Counter \(OTC\) Health Related Items](#). [4-4379]
- II. [4-4379] The Secretary/designee and the Chief Medical Officer/designee will jointly approve OTC policy and procedures.

DIRECTIVE:

- I. OTC Items
 - A. Prescribed OTC items may be dispensed from a central pharmacy only when they are medically necessary as defined in the Offender Health Plan and approved by the Facility Medical Director.
 1. Medically necessary OTC items require a prescription order to be dispensed from the pharmacy and administered or issued by a nurse.
 - B. OTC items that are not considered medically necessary per the Offender Health Plan will be available for purchase at the offender commissary, based on product availability. [4-4379]
 1. There are 2 categories of non-medically necessary OTC items:
 - a. Debttable - Items for which offenders may incur debt, and
 - b. Non-Debttable - Items for which offenders may not incur debt.
 2. Before distribution, offender commissaries will charge OTC orders to the offender's account per DOC 200.000 Trust Accounts for Offenders. If the offender lacks sufficient funds, the commissary will refuse the order unless the item is on the Debttable list.
- II. Offender Commissary Sales
 - A. Items will be available for purchase in the quantity and at the interval indicated in the Over the Counter (OTC) Health Related Items list based on availability.

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1. Offender commissaries may sell or distribute an item in a quantity other than that listed, as long as the deviation is 15 percent or less. These items will be provided at the interval listed.
 - a. If the deviation is more than 15 percent, written approval from the Director of Pharmacy is required. The written approval may indicate a change in the interval.

B. Each OTC item must satisfy all legal packaging and labeling requirements for direct to consumer sale. The package must be intact when distributed.

C. [4-4379] Changes to the Over the Counter (OTC) Health Related Items list will be processed through the Pharmacy and Therapeutic Committee with the approval of the Chief Medical Officer/designee and the Secretary.

1. Department employees/contract staff may recommend or request changes through the Pharmacy and Therapeutic Committee and, if approved, a revised list will be issued to ensure consistency system wide.

D. Offender commissaries will attempt to deliver requested OTC item(s) within 7 days of receiving the order.

E. Unless otherwise noted, OTC items covered by this policy will be provided at the offender's request and will not require authorization from a health care practitioner.

F. If an offender is determined to be at high risk for self-harm or suicide by drug overdose, s/he may be restricted from purchasing OTC medications that are potentially harmful or lethal.

III. Cost

A. Offender commissaries will make OTC items available at the lowest cost possible and will carry generic items when available.

IV. Possession

A. Offenders may have 2 containers, one open or in use and one sealed, of each OTC item in their cells unless otherwise indicated in Offender Management Network Information - Health Services (OMNI-HS). All OTC items must be stored in the original container.

B. Employees/contract staff will follow DOC 630.550 Suicide Prevention and Response if there is any concern that self-harm may result from the possession of OTC items.

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V. OTC Items in the Outpatient Setting

- A. If a health care practitioner recommends the use of a listed OTC item, s/he may suggest that the offender submit an order using the commissary order form.
 - 1. The practitioner may submit a prescription order to the pharmacy for the OTC item using the sig code “Purchased by offender from commissary” for the medication order to appear in the Medication Administration Record (MAR).
 - 2. The pharmacist will:
 - a. Check for any drug interactions or any other clinical contraindications in the current offender medication profile.
 - b. Notify the practitioner of any significant contraindication and delay dispensing the prescribed order.
- B. Any clinical communication with an offender regarding an OTC item (e.g., Primary Encounter Report, Kite) should be appropriately documented in the offender health record.
- C. OTC medications will remain on the offender medication profile unless the health care practitioner requests they be removed.

VI. OTC Items in the Inpatient Setting and in Intensive Management Units (IMUs), Intensive Treatment Units (ITUs), and Segregation

- A. For offenders housed in an Inpatient Unit (e.g., Close Observation Area (COA), Infirmary (i.e., medical or mental health), residential Mental Health Unit) or in IMU/ITU/Segregation, OTC items will only be available by prescription order and will be dispensed by the pharmacy.
 - 1. OTC items will be ordered only after a current medical evaluation determines the item(s) is appropriate to manage an offender’s current health care needs.
 - 2. Offender commissaries will not provide any OTC items to offenders while in an Inpatient Unit or in IMU/ITU/Segregation.
- B. OTC item orders will be:
 - 1. Kept on Pill Line unless a health care practitioner allows the OTC to be issued to the offender.

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- a. The practitioner must write a separate prescription order for each OTC item and must rewrite it each time it is reordered.
 - b. If the nurse receives a prescription order that does not indicate if the OTC item should be Pill Line or Keep on Person, the OTC item will be kept on Pill Line until the prescription order is clarified.
2. Posted to a MAR and administered by appropriately licensed employees/ contract staff per the Medication Administration and Documentation Procedure.
 3. Administered one dose at a time if the OTC item is dispensed from bulk or unit dose containers.

VII. Exceptions

- A. The Chief Medical Officer or Director of Pharmacy may grant exceptions to this policy on a case-by-case basis.

DEFINITIONS:

Words/terms appearing in this policy may be defined in the glossary section of the Policy Manual.

ATTACHMENTS:

None

DOC FORMS:

None