1. **Special definitions in this rule**

1.1 **Blister Pack** (eg “Webster Pak”) means a heat sealed, tamper evident, individual dose system of medication issue prepared by or under the direct personal supervision of a registered pharmacist.

1.2 **Dosette Box** refers to a plastic refillable individual dose system of medication issue.

1.3 **Dose Bottle** refers to a disposable or refillable individual dose plastic container containing a single dose of liquid medication issue.

1.4 **Health Services** means the health services section of the prison, or the health service provider for the prison, as the case may be.

1.5 **Health Personnel** means prison personnel suitably qualified in a health profession and who are engaged or employed by Health Services.

1.6 **Issuing Officer** means an officer who is authorised to administer medication to prisoners.

1.7 **Medication** means medication prescribed by a medical practitioner for a prisoner.

1.8 **Nurse** means a nurse registered under the Nurses Act 1992 and who is authorised by Health Services to issue medication to prisoners.

1.9 **Work Camp** means a site that has been designated as a work camp in the schedule to this Rule.

2. **A - Nurse’s duties for issuing medication in dosette boxes**

2.1 A Nurse must place medication for prisoners in dosette boxes.

2.2 A Nurse must ensure that before the dosette box is filled, the dosette box is clean and in good condition.

2.3 A Nurse must place the name and record number of the prisoner receiving the medication on:

   a) the dosette recording form
   b) the dosette box
   c) the dosette card.
2.4 A Nurse must place prescribed liquid medication in an individual dose bottle. The Nurse must label the bottle with:
   a) the prisoner's name and record number  
   b) the name of the medication  
   c) the dose amount.

2.5 A Nurse must record the dates, dosage and times the medication is to be administered to the prisoner on the medication chart and the dosette recording form.

2.6 A Nurse must confirm that the dosette box has been accurately filled and then sign the medication chart.

2.7 A Nurse must ensure that a photograph of the prisoner receiving the medication is attached to the dosette recording form and dosette box.

2.8 A Nurse must ensure that the following matters are noted:
   a) if the medication is essential medication, then the words "essential medication" must be noted with clear instructions to the Issuing Officer of the need to inform Health Personnel if the medication is not consumed by the prisoner
   b) if the medication is to be issued outside of standard medication times, the times for issuing the medication.

2.9 The Nurse must file the dosette recording forms with the medication charts when they have been returned.

2.10 The Nurse must inform the Superintendent if any of the dosette recording forms have not been properly completed.

2. B - Nurse’s duties for issuing medication from blister packs

2.11 It is the nurse’s responsibility to ensure that the pharmacist is advised of current medication regimes to ensure accurate loading of blister packs.

2.12 A nurse must ensure that current blister packs are available for issue.

2.13 A nurse must ensure the name and record number of the prisoner receiving the medication is recorded on the blister pack signing sheet and administration record.

2.14 A nurse must record the dates and times the medication is to be administered to the prisoner on the signing sheet and administration record.

2.15 A nurse must ensure that the following matters are noted:
   a) If the medication is essential medication, then the words “essential medication” must be noted with clear instructions to the issuing officer of the need to inform health personnel if the medication is not consumed by the prisoner
b) If the medication is to be issued outside of standard medication times, the time(s) for issuing the medication.

2.16 The nurse must file the signing sheet and administration record with the medication charts when they have been returned.

2.17 The nurse must inform the Superintendent if any of the signing sheets or administration records have not been properly completed.

3. Officer’s duties for administering medication to prisoners other than those located at work camps designated in the schedule to this rule

3.1 Issuing Officers must inform themselves of the contact details of relevant Health Personnel.

3.2 Issuing Officers:

   a) must not administer medication to prisoners unless the medication has been placed in dosette boxes, blister packs or dose bottles by the Nurses or pharmacist

   b) must ensure that medications are issued to the prisoner identified on the dosette box, blister pack or dose bottle and that the medication is consumed in the presence of the Issuing Officer

   c) must positively identify the prisoner receiving the medication against the identification particulars on the dosette box, blister pack and recording form or administration record

   d) must not attend to any other task whilst administering medication

   e) must ensure that medication is issued to prisoners at the times advised on the appropriate form and

   f) must record the acceptance of the medication on the appropriate form.

3.3 If the prisoner does not accept the medication or does not present for medication:

   a) the Issuing Officer must indicate the reason on the appropriate form

   b) and the medication is not marked essential, the Issuing Officer must not issue the medication and must instruct the prisoner to contact Health Personnel and

   c) and the medication is marked essential, the Issuing Officer must contact Health Personnel immediately.

3.4 Issuing Officers must contact Health Personnel as soon as possible if:

   a) the contents of the dosette box are spilt or the blister pack is damaged

   b) the wrong medication has been provided to the prisoner or
c) the medication has been provided to the prisoner contrary to the instructions on the dosette box, blister pack or dose bottle.

3.5 Issuing Officers who comply with the instructions in this paragraph will have discharged their responsibilities under this Rule.

4. Prisoner’s responsibilities

4.1 Prisoners must present for medication at times specified by their Unit Manager.

4.2 Prisoners must consume medication in the presence of the Issuing Officer.

4.3 Prisoners issued a dosette box or blister pack for self medication are to ensure that:
   a) the dosette box or blister pack is safely stored in their room/cell
   b) medication is taken as prescribed
   c) any problems with dosette boxes or blister packs are reported immediately to nursing staff.

5. Issue of medication to prisoners located at work camps designated in the schedule to this rule

5.1 Prisoners approved for placement at a work camp are approaching the end of their sentence and have been assessed as:

   - presenting a low security risk to the community
   - having satisfactorily participated in community work programmes
   - having demonstrated a high work ethic
   - been drug free for at least six months and are medically fit
   - having demonstrated controlled and stable behaviour (ie a responsibility for management of their lifestyle in a minimum-security prison).

5.2 In view of this demonstrated behavioural pattern, the issue of medication to prisoners at a designated work camp must comply with the requirements in sections 6 and 7 of this rule.

6. Nurse’s duties for issuing medication to prisoners at a designated work camp

6.1 Sections 2.1 to 2.17 also apply to the issuing of medication to prisoners at a designated work camp as well as the following.

6.2 The supply of medication to the Nurse is to be through a process approved by the Director, Health Services. Drugs designated under Schedule 8 of the Poisons Act are not to be issued to prisoners at a work camp.

6.3 A Nurse must ensure that the following matters are noted
a) if the medication is essential medication, then the words "essential medication" must be endorsed on the dosette card or blister pack

b) if the medication is to be taken at a particular time (or times), the time(s) for the prisoner to take the medication must be written on the appropriate form(s).

6.4 The dosette boxes/blister packs are to be delivered weekly to the work camp and be secured under the supervision of the duty officer. Except where it is a requirement endorsed on the dosette card or blister pack by the nurse or medical staff, prisoners are not required to take the medication in front of an officer.

6.5 The issue of medication to prisoners by the duty officer may be daily or weekly and this will be determined by the nurse preparing the dosette boxes or ordering the blister packs in consultation with the Officer in Charge of the work camp. The officer's function in this consultative process is limited to providing the Nurse with advice on any prisoner behavioural issue(s) that may affect the Nurse's decision.

6.6 Subject to any directions by the Director Health Services (or a medical practitioner authorised by the Director), the Nurse will be responsible for ensuring the regular updating of medication charts and for the periodic review of prisoners who are taking essential medication.

6.7 The Nurse must file the appropriate records with the medication charts when they have been returned from the work camp.

6.8 The Nurse must inform the Superintendent if any of the dosette recording forms/signing sheets and administration records requiring the medication to be taken in front of an officer have not been properly completed.

7. **Duties of work camp officers**

7.1 Work camp officers are to ensure that

- They have the contact details for the relevant health personnel in their locality and at the prison the camp is associated with.

- They positively identify the prisoner receiving the dosette box/blister pack against the identification particulars on the dosette box and recording form or the blister pack and signing sheet and administration record.

- Medication from a prepared medication pack is issued to the prisoner identified on the dosette box/blister pack and that the medication is consumed in the presence of the Issuing Officer if directed to do so by the Nurse. If the prisoner does not accept the medication or does not present for medication, the Issuing Officer must indicate the reason on the appropriate form. Regardless of whether the medication is marked essential or not, the Issuing Officer must contact health personnel immediately.
• If the contents of the dosette box are spilt, the blister pack is damaged or broken, the wrong medication has been provided to the prisoner or the medication has been provided to the prisoner contrary to the instructions on the prepared medication pack, the Issuing Officer must contact health personnel as soon as possible.

7.2 Issuing Officers who comply with the instructions in paragraph 7.1 will have discharged their responsibilities under this Rule.

8. **Work camp prisoner responsibilities**

8.1 Prisoners are responsible for taking prescribed medication at the time(s) indicated on the prepared medication pack and for recording the time it was taken.

8.2 Any medication which remains unused at the end of the week in which it was issued, including medication issued to be taken on an “as required” basis, is to be returned to the Officer in Charge of the work camp in the dosette box/blister pack.

**Schedule**

Derby Work Camp  
Kellerberrin Work Camp  
Millstream Work Camp  
Pardelup Prison Farm  
Walpole Work Camp  
Wyndham Work Camp

9. **Approved**  
Rule made pursuant to s 35 of the *Prisons Act 1981* by the Chief Executive Officer of the Department of Corrective Services with the approval of the Minister.

Commissioner:

Minister:

Date: **27 March 2003**