

GEORGIA DEPARTMENT OF CORRECTIONS



**Standard Operating Procedures**

**Policy Name:** Health Related Commissary Items

**Policy Number:** 507.04.51

**Effective Date:** 01/20/2022

**Page Number:** 1 of 4

**Authority:**  
Commissioner

**Originating Division:**  
Health Services Division  
(Physical Health)

**Access Listing:**  
Level I: All Access

**I. Introduction and Summary:**

Offenders will be offered opportunities to purchase health related items from the commissaries. This procedure is applicable to all facilities that house Georgia Department of Corrections (GDC) offenders to include private and county prisons.

**II. Authority:**

- A. GDC Standard Operating Procedures (SOPs): 206.01 Offender Personal Property Standards, 407.02 Offender Store Account Guidelines, 507.04.43 Medication Distribution System, and 507.04.78 Pharmacy & Therapeutics Committee;
- B. NCCHC 2018 Adult Standard: P-B-01; and
- C. ACA Standards: 5-ACI-6A-20, 5-ACI-6A-44, 4-ACRS-4C-12, and 4-ALDF-4C-39.

**III. Definitions:**

- A. **Self-Care** - Care for a condition that can be treated by the offender and may include over-the-counter medications.
- B. **Indigent** - An individual with no funds or source of income.

**IV. Statement of Policy and Applicable Procedures:**

- A. Self-Care Items available through the Commissary:
  - 1. There are health conditions which either do not represent disease processes or are so mild that if the person resided in the community would most likely self-treat by going to a drug store. Often these conditions result in the offender seeking medical evaluation and advice. These conditions include but are not limited to:
    - a. Dry skin;

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- b. Mild dandruff;
  - c. Mild acne;
  - d. Sunburn;
  - e. Athlete's foot;
  - f. Hemorrhoids;
  - g. Constipation;
  - h. Diarrhea;
  - i. Common Cold; and
  - j. Minor Allergies.
2. Offenders may access over the counter (OTC) medications by purchasing them at the offender commissary or through the sick call process when the clinical assessment supports the use of OTC medications. Refer to the Over-the-Counter Medication Commissary Product List (P35-0005-01) available on the GDC Captiva Web site for the approved list of medications.
  3. During sick call encounters, if the health care provider finds no clinical indication for using over the counter (OTC) medications, the health care provider is not obligated to provide them. Health care providers will educate offenders regarding the types of OTCs available in the commissary and what conditions they are used for.
  4. However, if clinical indications exist, the offender should be offered OTC medications and charged appropriately. The offender may be given the option to purchase the OTC medication through the commissary, when available, in lieu of the OTC being provided through medical. This information will be

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documented in the offender's clinical encounter. Offenders who are Indigent will access OTC medication through the sick call process and will be offered OTC medications as indicated without regard to ability to pay for those medications.

5. The offender will be permitted to purchase items and maintain them in their possession. Possession of items purchased in the commissary will be limited to one (1) full tube/container and one partial container of each item at any given time. Offenders classified as Mental Health Level III or above will not be able to purchase OTC medications from the commissary.
  - a. The offender is responsible for ensuring that they remain in compliance with the allowed amounts of OTC's, regardless if OTCs are provided through medical or purchased from the commissary.
6. Maintenance, Orientation and Work Release Residents residing at Transitional Centers will be allowed to purchase medications from a local store in accordance with the Over-the-Counter Medication Commissary Product List (P-35-0005-01), available on the GDC Captiva Web site. Residents can also be seen by a nurse using the sick call process, and if medically appropriate, will be provided OTC medications in accordance with the GDC Nursing Protocol. Indigent residents will be seen using the sick call process and will be offered OTC medications as indicated without regard to ability to pay for those medications.
7. Health related items offered in commissary, will be reviewed, and approved annually by the Statewide Pharmacy and Therapeutics Committee. The Responsible Health Authority or designee and the facility administrator will review and approve on an annual basis. Requests for additions to Over-the-Counter Medication Product Commissary List (P-35-0005-01) will be reviewed for consideration in consultation with the appropriate Operational Division.

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V. **Attachments:** None.

VI. **Record Retention of Forms Relevant to this Policy:** None.