

GEORGIA DEPARTMENT OF CORRECTIONS



**Standard Operating Procedures**

**Policy Name:** Medication Administration Training

**Policy Number:** 507.03.13

**Effective Date:** 1/20/2022

**Page Number:** 1 of 3

**Authority:**  
Commissioner

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

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

**I. Introduction and Summary:**

Staff administering medications will receive orientation and training related to medication administration, documentation, and medication security matters. This procedure is applicable to all facilities that house GDC offenders including private and county prisons.

**II. Authority:**

- A. Georgia State Board of Pharmacy Rules: 480-8-.07;
- B. NCCHC 2018 Adult Standards: P-C-05 and P-D-01; and
- C. ACA Standards: 5-ACI-6A-43 (Mandatory) and 4-ALDF-4D-24.

**III. Definitions:**

- A. **Administration of Medication** - The act in which a single dose of an identified drug is given to a patient.
- B. **Health Care Staff** - Certified medical Assistant, Certified Nursing Assistant, Emergency Medical Technician, Health Services Technician, Licensed Practical Nurse, Pharmacy technician, or Registered Nurse.

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

- A. Health Care Personnel:
  - 1. Health care or correctional staff who administer or deliver medication to offenders must be permitted by state law to do so.
  - 2. Staff who administer or deliver medication are trained in matters of:
    - a. Security;
    - b. Accountability;

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- c. Common side effects;
- d. Documentation of Administration of Medications; and
- e. Hoarding of medications, selling of drugs, overdoses, and adherence to therapeutic regimens.

1. The medication training will include a post-training evaluation.
2. The medication training is approved and reviewed on an annual basis by the responsible physician or designee and facility administrator or designee.
3. Qualified Health Care Staff will receive medication administration training during orientation prior to administering any medications.
4. Medication administration training of Health Care Staff will be the responsibility of the Director of Nursing, Nurse Manager, or Lead Nurse.
5. The Director of Nursing, Nurse Manager or Lead Nurse at the facility will document this training in each employee's training record, which will be kept on file in the medical unit.

**B. Non-Health Care Personnel:**

1. All correctional officers will receive medication administration training during Basic Correctional Officers Training (BCOT). Correctional officers will not administer medication until they have received this training. All correctional officers actively involved with medication administration will receive at a minimum, an annual in-service.
2. Any curriculum used for medication administration training will require approval and review on an annual basis by the Office of Health Services.

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3. The Office of Professional Development will maintain rosters documenting this training.
4. In facilities where Health Care Staff are on-site seven (7) days a week for at least two shifts, qualified health care professionals will administer medications during these shifts.

V. **Attachments:** None.

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