

Australian Capital Territory

Corrections Management (Management of Medication) Operating Procedure 2021

Notifiable instrument NI2021-345

made under the

Corrections Management Act 2007, s14 (Corrections policies and operating procedures)

1 Name of instrument

This instrument is the *Corrections Management (Management of Medication) Operating Procedure 2021*.

2 Commencement

This instrument commences on the day after its notification day.

3 Operating procedure

I make this operating procedure to facilitate the effective and efficient management of correctional services.

4 Revocation

This operating procedure revokes the *Corrections Management (Management of Medication) Procedure 2018 (No 3)* [NI2018-313].

Ray Johnson APM
Commissioner
ACT Corrective Services
2 June 2021



OPERATING PROCEDURE	Management of Medication
OPERATING PROCEDURE NO.	S4.63
SCOPE	Alexander Maconochie Centre

PURPOSE

To provide instructions to staff responsible for the issue and supervision of medication to detainees.

PROCEDURES

1. Issue of medication

- 1.1. Medications will be issued to detainees at the medication issue points in Accommodation Units, the Management Unit and the Crisis Support Unit or in the Hume Health Centre. The Officer in Charge (OIC) may authorise distribution of medications at the detainee's cell after evening lock in, on the advice of health services staff.
- 1.2. Any other methods of distribution of medication may be authorised by a Senior Director or above in an emergency situation, or by the Accommodation Supervisor in consultation with health staff in response to detainee behaviour.
- 1.3. Health staff will verify the detainee's identity against their detainee ID card including their date of birth. Health staff will not issue medication unless the detainee's identity can be verified.
- 1.4. The supervising officer will ensure detainees are not wearing headwear, hats or sunglasses and that their sleeves are rolled up.
- 1.5. Officers will observe detainees being issued medication to ensure detainees are following instructions from health staff and will provide assistance where required to ensure detainee compliance.
- 1.6. Once the detainee has been issued the medication, the detainee must drink the water provided by health staff.
- 1.7. Health staff will complete the mouth check of all detainees to confirm the detainee has swallowed the medication. The detainee must follow health staff direction and:
 - a. open their mouth
 - b. raise their tongue
 - c. use their index finger to run their finger around their mouth.
- 1.8. When staff are satisfied the detainee has properly complied with instructions and swallowed the medication, the detainee is required to move away from the medication window.
- 1.9. If the officer is not satisfied the detainee has swallowed the medication, the detainee must be separated from other detainees and call for assistance made. The detainee will be removed and taken to a place to be isolated from other detainees and interviewed.
- 1.10. Staff involved in witnessing the attempted diversion of medications must complete a [A2.F1: Incident Report Form](#).

2. Notification of detainees commencing on an Opioid Substitute Treatment Program

- 2.1. Opioid Substitution takes the form of:
 - a. Suboxone (buprenorphine) in sublingual film form
 - b. Methadone syrup
 - c. Buprenorphine injection.
- 2.2. Health services will notify ACTCS of detainees commencing on an Opioid Substitute Treatment Program via a Primary Health Notification form.

3. Methadone

Steps 1.1 – 1.9 must be followed

- 3.1. Detainees must register their identity on the iDose iris scanning system in order to verify their identity. If the iDose system is unavailable, detainees must present with their detainee ID card to verify their identity. Health services will not issue detainee medication unless the detainee's identity can be verified.
- 3.2. Detainees returning to or in Accommodation Units will remain in line of sight of the supervising officer for 15 minutes to ensure that detainees do not divert medication or suffer any ill side effects.
- 3.3. Detainees housed in the Crisis Support Unit will return to the cells and be closely monitored for a minimum of 15 minutes.

4. Suboxone

Steps 1.1 – 1.5 must be followed

- 4.1. Suboxone is only issued to detainees in the Hume Health Centre.
- 4.2. Detainees must register their identity on the iDose iris scanning system for health services to verify their identity. If the iDose system is unavailable, detainees must present with their detainee ID card to verify their identity. Health services will not issue detainee medication unless the detainee's identity can be verified.
- 4.3. Officers will ensure that detainees raise their sleeves to their elbows and will inspect the detainee's hands. Detainees must not be permitted to talk or move their hands out of the view of health and correctional staff.
- 4.4. Officers will monitor the detainees closely to satisfy themselves the film remains in the detainee's mouth and is not covertly able to adhere to their fingers.
- 4.5. Once the detainee has been issued the film of Suboxone, health staff will conduct a mouth check to ensure the Suboxone film has dissolved.
- 4.6. Once the Suboxone film has dissolved the detainee must drink the water provided by health staff.
- 4.7. The Health Care Officer will observe the process at all times.
- 4.8. Detainees will remain in the designated medication area for a minimum of 15 minutes after being issued Suboxone.

5. Excess medication

- 5.1. During cell searches or routine cell checks, searching officers will remove any medication found that is not in its authorised blister pack or that is clearly identified as not belonging to the detainee.
- 5.2. Any excess or unidentified medication found by officers will be passed to health services for identification and details provided of the detainee in whose possession the medication was. Excess medication will also comprise of medication in weekly blister packs that have not been used by the end of the designated week.
- 5.3. Where excessive or unidentified medication is located the discovering officer will complete an A2.F1: Incident Report Form and will charge the detainee in accordance with the Detainee Discipline Policy.

RELATED DOCUMENTS AND FORMS

- A2.F1: Incident Report Form
- Detainee Discipline Policy

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ACT Corrective Services
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Document details

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Version Control			
Version no.	Date	Description	Author
V2	April-21	Revised	T Rust
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