

State of Iowa Department of Corrections

Policy and Procedures

Policy Number: HSP-409

Applicability: Institutions

Policy Code: Public Access

Iowa Code Reference: N/A

Chapter 6: Health Services

Sub Chapter: Pharmacy

Related DOC Policies: HSF-409A

Administrative Code Reference: N/A Subject:

Medication Incident Reporting PREA Standards: N/A

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Authority:

1. PURPOSE

To describe procedures to be utilized by the Iowa Department of Corrections (IDOC) for medication incident reporting.

2. POLICY

It is the policy of the IDOC that a Medication Incident Report (**HSF 409A**) shall be prepared for each medication incident.

3. DEFINITIONS - As used in this document:

A medication incident is defined as any deviation from the approved ordering procedure for the patient, including but not limited to prescribing, transcription (including order and prescription entry), preparation/dispensing, and administration errors.

4. PROCEDURES

- A. Evaluations of medication incidents are important for immediate medical concerns of the patient and to help prevent repeat incidents. To achieve these goals, careful evaluation and accurate documentation are required.

- B. It is the responsibility of the employee who discovered the medication incident to assess the current condition of the patient and document the patient's condition, actions taken and any interventions made on the *Medication Incident Report HSF-409A*. If the incident falls into category C, the licensed medical practitioner is to be notified at the next scheduled office hours. If the incident falls into categories D through I, the licensed medical practitioner will be immediately notified. Any adverse reactions noted and any interventions must also be documented in the offender health record. When required, the appropriate Central Pharmacy location should also be immediately and specifically informed so that any necessary corrective action can be taken (correct medication sent, ICON pharmacy entry corrected, etc.).
- C. When completed, the Medication Incident Report should be forwarded to the appropriate supervisor(s) (Nursing, Pharmacy, etc.), who will review the incident with any employees involved in the incident. The *Incident Report form, HSF-409A*, should not be scanned into the patient's ICON electronic medical record. Information on patient adverse reactions, provider orders, and interventions should be documented as specified above. The form is maintained separately for IDOC Quality Assurance and Review purposes.
- D. After each facility review, a copy of the report must be forwarded to the Pharmacy Director, and/or Nursing Director for Continuous Quality Improvement review and statistical analysis. Results will be presented to the Pharmacy & Therapeutics/Health Services Committee on a quarterly basis.