


<b>2299 FURLOUGH MEDICATIONS</b>	
Chapter: <b>Sununu Youth Services Center</b>	Section: <b>Healthcare</b>
	New Hampshire Division for Children, Youth and Families Policy Manual
	Policy Directive: Approved:
	Effective Date: <b>01-01-09</b>
	Scheduled Review Date: <b>01-01-11</b> <span style="float: right;">William W. Fenniman, DJJS Director</span>
Related Statute(s):	Related Form(s): <b>Furlough Medications Release Form</b>
Related Admin Rule(s):	<b>Form</b>
Related Federal Regulation(s):	Bridges' Screen(s) and Attachment(s):

The SYSC Medical Department shall provide residents who are taking medication with a supply of medication for use when they are released on furlough, under the following conditions: (1) the resident's parent/legal guardian signs the necessary release form, and (2) unused medication is returned in good condition after the furlough.

### **Purpose**

The purpose of this policy is to establish the SYSC furlough medication procedure.

### **Procedure**

#### **I. Furlough Medications Release Form**

- A. The parent/legal guardian of any resident leaving the facility on furlough or release shall sign the Furlough Medications Release Form, which permits medications to be dispensed without child-resistant closure. This form needs to be signed each time medication goes out with a resident.

#### **II. Failure to Sign the Form**

- A. Failure to sign this form may result in the postponement of the furlough or release.

#### **III. Dispensing Medication to Parents**

- A. The parent/legal guardian shall be provided with the necessary medications in appropriately labeled blister packs as dispensed by the Pharmacy. The resident and/or parent/legal guardian shall be expected to return the blister packs to Reception upon return from the furlough/release. The Receptionist shall secure the medication in a safe place and shall notify the Medical Department that a nurse should come and pick them up.

#### **IV. Failure to Return Medications**

- A. Failure to return medications shall result in immediate review of the resident's furlough status and may result in its suspension.

#### **V. Staff Procedure**

- A. SYSC staff procedure for furlough medications is as follows:

1. The Unit Manager or designee of each residential building shall send a [furlough list](#) to Medical by 12 PM every Thursday.
2. If the resident requires medication during furlough, accompanying staff shall walk the resident and the parent/legal guardian to the Medical Department where a member of the Medical staff shall provide the parent/legal guardian with the appropriate medication and obtain his/her signature. The nurse shall check off the "Meds picked up" box. Accompanying staff shall then accompany the resident and the parent/legal guardian back to the lobby.
3. Upon return from furlough, unused medications will be turned in to Reception.
4. The nurse will pick up unused medications from Reception and will check the Furlough Master List against the returned medications to ensure that all medications have been returned.