



COUNTY OF YOLO

HEALTH AND HUMAN SERVICES AGENCY

POLICIES AND PROCEDURES

SECTION 5, CHAPTER 11, POLICY 024

TRANSPORTING MEDICATIONS

- A. PURPOSE:** On occasion, medications may need to be transported and delivered by authorized employees to other Yolo County Health and Human Services Agency (HHS) clinics for injection clinic, or to the contracted crisis residential facility and local psychiatric hospital within a five (5) mile radius for continuity of care. The purpose of this policy is to ensure a consistent and safe practice for handling, transporting, and delivering medication.
- B. FORMS REQUIRED/ATTACHMENTS:**
- a. Attachment A – Medication Transport Log
- C. DEFINITIONS:** N/A
- D. POLICY:** HHS receives and maintains prescription medication from the pharmacy on behalf of some of its clients and for routine injection clinics. All medication is handled in the medication room only by persons authorized to administer medication. HHS recognizes these healthcare professionals as authorized to transport sealed medication from the main mental health clinic in Woodland to other HHS clinics, crisis residential facility, or local psychiatric hospital: physician (MD/DO), physician assistant (PA), nurse practitioner (NP), registered nurse (RN), licensed vocational nurse (LVN), licensed psychiatric technician (LPT), and licensed clinician (MSW, LMFT, PhD, and PsyD). Unlicensed staff will be unable to transport medications. Medication administration/dispensing logs shall be maintained in a binder in the medication room. No injectable medications will be transported to the Yolo County jail, as another agency is responsible for medications while clients are jailed.
- E. PROCEDURE**
1. Medication that is delivered to the HHS clinic must be secured in the medication room and logged into the medication binder by a person authorized to administer medication. Medication shall be stored appropriately per HHS policy PP 5-11-010, "Labeling and Storing Medications".
 2. Although medication typically arrives appropriately packaged, in the event that it needs to be repacked for delivery, the medication must be repackaged by a person authorized to administer medication.
 3. Each medication package must contain drug safety information.

4. Medication shall be transported in a secure/locked box, provided by HHS, by a person authorized to deliver medication. The authorized person will be responsible for signing medication in/out on the Medication Transport Log (Attachment A).
5. Medication must be transported directly from site to site, without stops in alternative locations (e.g., home, clients' homes, restaurants, or other locations).
6. For injectable medications used during injection clinics, the person administering the medication must write a progress note in the client's chart reflecting that the medication was administered per physician order.
7. Schedule II-IV controlled substances will not be transported by any HHS staff.

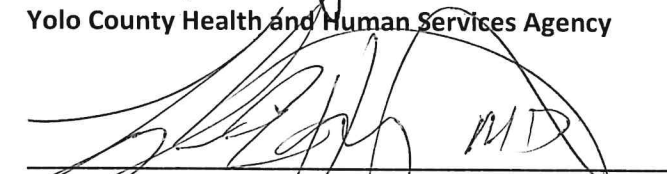
F. REFERENCES: N/A

Approved by:



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7/15/19
Date



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7/11/19
Date

