

SUBJECT: Commissary Purchase of OTC Medication and Health Care Items	PAGE <u> 1 </u> OF <u> 6 </u> .
	NUMBER: 69-OCH-02
RULE/CODE REFERENCE:	SUPERSEDES: 69-OCH-02 dated 02/03/17
RELATED ACA STANDARDS: 4-4379; 1-HC-1A-36	EFFECTIVE DATE: October 1, 2018
	APPROVED: 

I. AUTHORITY

Ohio Revised Code 5120.01 authorizes the Director of the Department of Rehabilitation and Correction, as the executive head of the department, to direct the total operations and management of the department by establishing procedures as set forth in this policy.

II. PURPOSE

The purpose of this policy is to establish guidelines for the provision of non-prescription, over-the-counter (OTC) medication and personal care items to inmates through each institutional commissary.

III. APPLICABILITY

This policy applies to all persons employed by, or under contract with, the Ohio Department of Rehabilitation and Correction (DRC), and to all inmates incarcerated within the DRC institutions. This policy is not applicable to the Division of Parole and Community Services (DPCS).

IV. DEFINITIONS

Extended Restrictive Housing (ERH) - Housing that separates an offender from the general population and restricts the offender to their cell twenty-two (22) hours or more per day for a period of thirty (30) days or longer.

Limited Privilege Housing (LPH) - Assignment of an inmate to a cell or other designated area for the purpose of separating them from other inmates, but is still considered general population. Designated out of cell time shall be more than two (2) hours daily. Inmates may participate in meaningful activities, programs, and recreational opportunities as deemed appropriate by the managing officer.

Over-the-Counter Medication (OTC) - Non-prescription medication used to self-manage non-life threatening symptoms or complaints.

Residential Treatment Unit (RTU) - A specialized housing unit within the institution that facilitates a secure treatment environment and on-site care from a multidisciplinary team consisting of psychiatrists, nurse practitioners, psychologists, social workers, nurses and other specialized mental health professionals.

Restrictive Housing (RH) - Housing that separates an inmate from the general population and restricts the inmate to their cell twenty-two (22) hours or more per day.

Secure Adjustment Unit (SAU) - A unit dedicated to the housing of inmates who have committed Extended Restrictive Housing qualifying offenses but are seriously mentally ill or intellectually developmentally disabled and, as such, cannot be placed into ERH 1, 2 or 3. These units offer security, programming and mental health services to ensure the inmate's conditions of confinement do not qualify as Restrictive Housing. Inmates may only be placed into an SAU with the approval of the Serious Misconduct Panel (SMP) or upon reception as outlined in DRC Policy 53-CLS-04, Extended Restrictive Housing.

Transitional Program Unit (TPU) - A specialized housing unit requiring close supervision of inmates that are placed in Restrictive Housing, Extended Restrictive Housing, or may be placed in Limited Privilege Housing.

V. POLICY

It is the policy of the Ohio Department of Rehabilitation and Correction (DRC) to provide non-prescription, over-the-counter medication and personal care items for inmates to purchase through each institutional commissary.

VI. PROCEDURES

A. The following personal care items shall be provided in institutional commissaries. These items must be stocked in quantities based on inmate utilization.

1. Insoles & Arch supports;
2. Reading glasses in at least +1.00 and +2.00 strength;
3. Adhesive bandages;
4. Soft ADA-approved Toothbrushes;
5. ADA-approved Toothpaste;
6. ADA-approved (if available) Dental Floss (waxed or unwaxed):

- a. In spools 5 yards or longer at institutions with a security level of 1, 2 and Reintegration Prisons/units;

Institutions with a security level of 1, 2, and Reintegration Prisons/units may use 18-inch lengths of dental floss or floss picks in Limited Privilege Housing (LPH), and Restrictive Housing (RH);

- b. Institutions with a security level of 3 or 4, all Secure Adjustment Units (SAU), Extended Restrictive Housing (ERH) and Death Row may only use 18-inch lengths of dental floss or floss picks;

7. Sunscreen Lotion;
8. Keri Lotion;
9. Eucerin Lotion;
10. Contact lens solutions;

11. Nail clippers (small standard size, no attached files):

The Southern Ohio Correctional Facility (SOCF) shall not provide nail clippers through the commissary; SOCF shall provide nail clippers in each block for inmate use;
 12. Deodorant;
 13. Feminine hygiene articles (female institutions only);
 14. Comb;
 15. Lip balm.
- B. Other personal care items not listed in this policy may be stocked at the discretion of the commissary manager (e.g., soaps, lotions, non-mirrored sunglasses, etc.) with approval of the managing officer.
- C. The DRC Pharmacy and Therapeutics Committee shall maintain a standardized inventory list for oral and topical over-the-counter medications (see attached table).
1. All Over-the-Counter Medication (OTC) items on the standardized inventory list must be made available through commissary.
 2. OTC Medications which are not listed on the standardized inventory list may not be sold through commissary.
 3. All items on the standardized inventory list must be available for purchase through commissary for no more than 7% above cost.
- D. Amounts noted in the quantity column of the standardized inventory list may be purchased through commissary.
- Inmates may possess an open container that they are using and two (2) weeks unopened supply.
- E. Inmates housed in RTUs and the Sugar Creek Developmental Unit at Allen-Oakwood Correctional Institution (AOCI) do not qualify for self-administration of medication without treatment team approval.
1. This approval shall be provided in writing to the commissary manager.
 2. A treatment team representative shall notify the commissary manager of changes in residential treatment unit housing.
 3. OTC Medications shall be advanced level provider (ALP) ordered and nurse administered for inmates residing in RTUs, SAUs, and the AOCI Dementia Unit.
- F. Inmates housed in TPUs may qualify for purchase of OTC Medications from the commissary, except when inmate placement is related to suicide, mental health crisis, medication abuse or medication dealing. In these exceptions, all medication shall be nurse administered.

These exceptions shall be provided in writing to the commissary manager.

G. Extended Restrictive Housing (ERH) institutions and Death Row shall order and use a security (short) toothbrush.

1. At the managing officer’s discretion, a security (short) toothbrush may be used in ERH, RTUs, SAUs, and AOCI inpatient.

Product Class	Compare To	Generic Name or Ingredients	Quantity
Dairy – Digestive Aid	Lactaid	Lactase Enzyme tablet	Up to 60
GI Products Include: Antacid & Antigas, Laxative, Stool Softener, Fiber, Nausea, Upset Stomach, Heart Burn, Indigestion, Diarrhea	Mylanta or Maalox	Aluminum Hydroxide, Magnesium Hydroxide, Simethicone Liquid	Up to 24 oz
	Tums	Elemental Calcium chewable tablet or liquid	Up to 160 or 24 oz
	Rolaids	Calcium Carbonate, Magnesium Hydroxide chewable tablet	Up to 150
	Pepcid	20mg Famotidine tablet or chewable tablet	Up to 100
	Zantac	150mg Ranitidine tablet or chewable tablet	Up to 100
	Prilosec	20mg Omeprazole tablet	Up to 28
	Milk of Magnesia	Magnesium Hydroxide liquid	Up to 1 pkg
	Fiberlax	500mg Calcium Polycarbophil tablet	Up to 100
	Colace	100mg Docusate Sodium capsule	Up to 100
	Pepto Bismol	Bismuth Subsalicylate with non-aspirin chewable tablet or liquid	Up to 1 pkg
	Kaopectate	Bismuth Subsalicylate tablet or liquid	Up to 1 pkg
	Alka-Seltzer	Aspirin, Citric Acid, Sodium Bicarbonate effervescent tablet	Up to 1 pkg
	Gas X	Simethicone tablet	Up to 1 pkg
Pain and/or Fever Relief	Aspirin	Acetylsalicylic Acid 81mg enteric coat tablet	Up to 120
	Tylenol	Acetaminophen 325mg tablet	Up to 100
Menstrual Symptom Relief	Motrin, Midol, or Advil	Ibuprofen tablet 200mg	Up to 100
	Aleve	Naproxen tablet 220mg	Up to 100
Topical Pain Relief	Bengay, Thera-Gesic or Icy Hot	Methyl Salicylate (not to exceed 15%), Menthol (not to exceed 10%) ointment or rub	Up to 2 pkg
Product Class	Compare To	Generic Name or Ingredients	Quantity
Anti-Itch	Cort-Aid	Hydrocortisone cream 1%	Up to 2 pkg
	Caladryl	Calamine, Pramoxine lotion	Up to 2 pkg
	Amalactin	Ammonium lactate	1 bottle

Acne Medication	Various brands Various brands	Benzoyl Peroxide 10% wash or bar Benzoyl Peroxide 10% lotion or gel or cream	Up to 2 pkg Up to 2 pkg
Contact Lens Solution	Various brands	Saline and Multipurpose solutions (provide solutions specific to daily/extended wear and gas permeable contact lenses)	Up to 2 pkg
Sensitivity Toothpaste	Sensodyne, Colgate Sensitive, Crest Sensi, Aquafresh	Potassium Nitrate or Strontium Chloride	Up to 2 pkg
Denture Adhesive	Effergrip, Secure, Poligrip	Must be Zinc-Free	Up to 2 pkg
Eye Drops	Various brands	Artificial tears – various formulations	Up to 2 pkg
Ear Wax Removal	Debrox or Murine	Carbamide Peroxide drops	Up to 1 pkg
Hemorrhoid and Rectal Care	Tucks	Witch Hazel pad	Up to 100 pads
	Preparation H	Phenylephrine, Mineral Oil, Petrolatum	Up to 24
	Nupercainal	Dibucaine ointment 1%	Up to 2 pkg
Cold and Allergy Relief	Halls	Menthol drops or lozenges	Up to 36
	Robitussin or Mucinex	Guaifenesin syrup or tablet	Up to 8oz or 24 tab
	Vicks	Camphor, Eucalyptus Oil, Menthol rub	Up to 4oz
	Chlortrimeton	Chorpheniramine 4mg tablet	Up to 30
	Claritin	Loratadine 10mg tablets	Up to 30
	Zyrtec	Cetirizine 10mg tablets	Up to 30
	Ocean or Ayr	Saline nasal drops or mist	Up to 2 pkg
	Naphcon or Zatidor	Naphazoline/pheniramine 0.025/0.3% or Ketotifen 0.25%	1 bottle
Anti-Dandruff	Head & Shoulders	Pyithione Zinc shampoo	Up to 1 pkg
	Selsun Blue	Selenium Sulfide shampoo	Up to 1 pkg
Athletes Foot /Jock Itch	Lotrimin	Clotrimazole cream 1%	Up to 2 pkg
	Tinactin or Tinaderm	Tolnaftate	Up to 1 pkg
*Yeast Infection	Monistat	Miconazole Nitrate suppository 100mg	Up to 1 pkg
Product Class	Compare To	Generic Name or Ingredients	Quantity
First Aid	Polysporin	Bacitracin, Polymyxin B ointment	Up to 1 pkg
Vitamins	1-a-day or Centrum or Theragran	Daily Dose Multiple vitamin (with or without minerals) tablet	Up to 130
	Various Brands	Thiamine (Vitamin B-1) 100mg tablet	Up to 100
	Various Brands	Vitamin C (Ascorbic Acid) 500mg tablet	Up to 100

	Oscal or Caltrate	Calcium 500mg with Vitamin D 200IU tablet	Up to 120
	Various Brands	Vitamin E (not to exceed 400 IU) capsule	Up to 100
	Various Brands	Zinc tablet	Up to 100
	Various Brands	Fish Oil 1000mg or 1g capsule	Up to 100
	Various Brands	Glucosamine Sulfate 500mg	Up to 100
	Various Brands	Vitamin D3 1000 IU strength (cholercalciferol)	Up to 100

**Only female institutions must carry items marked with an asterisk.*