

Chapter: Medication Administration	Effective Date: 12/1/15
Title: Management of Youth Requiring Insulin	Page: 1 of 5
ACA: N/A	Replaces: HHS.31.15, 8/1/15

(a) **Standard.**

- (1) Youth who are prescribed insulin self-administer the medication:
 - (A) with supervision while on campus;
 - (B) with supervision while attending off-site school; and
 - (C) without supervision while on an authorized, unsupervised off-campus activity or furlough.
- (2) Insulin is administered in accordance with the provider's order and procedures described in this standard.

(b) **Applicability.**

This standard applies to youth who are prescribed insulin.

(c) **General Provisions.**

- (1) The halfway house staff immediately notifies health care staff at the assigned institution and the halfway house superintendent if a youth does not comply with instructions to self-administer insulin.
- (2) If a youth refuses medication, refer to [HHS.31.05](#).

(d) **Procedures.**

(1) **Supervised Self-Administration of Insulin while On-Site.**

- (A) Review proper blood sugar testing and insulin administration procedures with the youth and halfway house staff to verify the youth and staff understand the instructions and the symptoms of hypoglycemia (low blood sugar) and hyperglycemia (high blood sugar). Document the instruction and youth response in the electronic medical record (EMR).

Person Responsible: Health Services Administrator (HSA)/Nurse/Clinical Case Manager (CCM)

- (B) Provide supervision during insulin administration by verifying the following:

- (i) the insulin order as written on the Diabetic Flow Sheet/Insulin Administration Record for Halfway Houses, [HLS-530hwh](#);
- (ii) the blood sugar reading of the glucometer as reported by the youth;
- (iii) the amount of insulin in the syringe is consistent with the order; and
- (iv) the Short-Acting Regular Insulin (clear) is drawn up first, before the youth adds any Long-Acting Insulin (cloudy) to the syringe.

Person Responsible: Human Services Specialist (HSS)/Juvenile Correctional Officer (JCO)

- (C) Document the administration of regularly scheduled insulin and/or sliding scale insulin on the HLS-530hwh. See Diabetic Flow Sheet/Insulin Administration Record Instructions, [HLS-530hwhi](#).

Person Responsible: HSS/JCO

- (D) Document any report of hypoglycemia or hyperglycemia on the Treatment and Intervention Record, [HLS-505](#). Describe what is reported and observed along with all follow-up actions taken by halfway house staff.
Person Responsible: HSS/JCO
- (2) **Unsupervised Self-Administration of Insulin while Off-Site.**
- (A) For youth who are prescribed insulin and are approved for off-site employment or other unsupervised off-campus activity, refer youth to a medical provider for an appointment to evaluate the youth's capability for self-administration of insulin when unsupervised off-campus.
Person Responsible: HSS/JCO/Nurse
- (B) During the medical provider appointment or within the three workdays preceding the appointment, verify the youth's knowledge of proper procedures for insulin self-administration, signs/symptoms of hypoglycemia and hyperglycemia, and actions to take in the event of an emergency. Advise the youth that if his/her blood sugar is ever 60 or lower while off-site, he/she should drink orange juice, with or without the sugar packet based on the youth's knowledge of his/her blood sugar response, and contact or have someone contact the halfway house staff, who will notify the assigned infirmary. Document any instruction and youth response in the EMR.
Person Responsible: Nurse/Physician
- (C) When approved, receive the medical provider's determination regarding the youth's capability to safely self-administer insulin while off-campus and unsupervised. Communicate the medical provider's determination to the halfway house superintendent or designee and the HSS.
Person Responsible: Nurse
- (D) For youth under age 18, obtain parent/guardian consent on the Parental Consent for Unsupervised, Off-Campus Self-Administration of Diabetic Medication/Insulin form, [HLS-300](#). File the original form in the youth's masterfile, and place a copy of the form in the daily health record binder.
Person Responsible: Superintendent or Designee
- (E) Scan the completed HLS-300 form into the EMR.
Person Responsible: Nurse
- (F) Prior to each time a youth is scheduled to leave the facility for an authorized, unsupervised off-campus activity, provide the following items to the youth:
- (i) a small ice chest or cooler and an ice pack for the transport of insulin;
 - (ii) insulin syringes;
 - (iii) lancets;
 - (iv) glucometer;
 - (v) alcohol swabs;
 - (vi) orange juice;
 - (vii) a packet of sugar; and
 - (viii) any prescribed snacks.
- Person Responsible: HSS/JCO**
- (G) Prior to each time a youth is scheduled to leave the facility for an authorized, unsupervised off-campus activity, complete the first part of the Halfway House Off-Campus Diabetic Supplies and Activity Log form, [HLS-301hwh](#), sign the first part of the form, and instruct the youth to sign as acknowledgement. Make a copy of the HLS-301hwh and place the copy in the daily health record binder until the youth's return. Give the original to the youth to retain and instruct the youth to complete the second part of the form while he/she is off-campus.
Person Responsible: HSS/ JCO
- (H) Upon the youth's return to the facility, verify return and receipt of insulin supplies, complete and sign the remaining section of the HLS-301hwh form, and instruct the youth to sign.
Person Responsible: HSS/JCO

- (I) Place the completed and signed [HLS-301hwh](#) form into the daily health record binder for the nurse's review during on-site visits. Remove the uncompleted copy of the HLS-301hwh from the daily health record binder and destroy it per medical record destruction procedures.
Person Responsible: HSS/JCO
 - (J) Document insulin administration and record the actual time medication was administered on the HLS-530hwh.
Person Responsible: HSS/JCO
 - (K) Scan the completed HLS-301hwh and [HLS-530hwh](#) forms into the EMR.
Person Responsible: Nurse
- (3) **Supervised Self-Administration of Insulin while Attending Off-Site School.**
(This section does not apply to self-administration of insulin while attending college.)
- (A) Ensure appropriate school personnel are provided with all necessary medication and/or medical supplies for a youth's self-administration of insulin. Each time medication and/or medical supplies are provided to school personnel, complete the Halfway House Off-Site School Diabetic Supplies Log, [HLS-310](#), sign the form, and ask the school personnel receiving the medication and/or medical supplies to sign in acknowledgement. Place the HLS-310 in the daily health record binder.
Person Responsible: HSS/JCO
 - (B) Prior to each time a youth is scheduled to leave the facility for off-site school:
 - (i) provide orange juice, a packet of sugar, and any prescribed snacks to the youth; and
 - (ii) instruct the youth to complete the Halfway House Off-Site School Diabetic Activity Log, [HLS-312](#), while he/she is attending school.**Person Responsible: HSS/JCO**
 - (C) Upon the youth's return to the facility, complete and sign the HLS-312 form, and instruct the youth to sign.
Person Responsible: HSS/JCO
 - (D) Place the completed and signed HLS-312 form into the daily health record binder for the nurse's review during on-site visits.
Person Responsible: HSS/JCO
- (4) **Self-Administration of Insulin while on an Authorized, Non-staff Supervised Furlough with a Responsible Adult.**
- (A) If the Multi-disciplinary Team determines the youth meets eligibility criteria for a furlough, notify the health services administrator and the human services specialist of the upcoming furlough at least five workdays before the proposed furlough start date.
Person Responsible: Case Manager
 - (B) Notify the assigned institution medical clinic of the upcoming furlough.
Person Responsible: HSS/JCO
 - (C) If additional insulin is needed, notify the UTMB CMC Pharmacy of the upcoming furlough and submit an order for the insulin required for the youth to take while on furlough.
Person Responsible: Nurse
 - (D) When the furlough-prescribed medications are received, compare the instructions on the medication container to the instructions on the HLS-530hwh. Ensure the instructions are the same before proceeding to (4)(E) below. If they are not the same, contact the assigned institution medical clinic.
Person Responsible: HSS/JCO

- (E) Place insulin prescribed for the furlough into a plastic bag labeled with the youth's name and TJJD number. Store the bag in the locked medication refrigerator until the youth is ready to depart.
Person Responsible: HSS/JCO
- (F) On the day of the furlough, repeat the procedure in (d)(4)(D) above to ensure that the parent/guardian or approved adult (collectively referred to in this procedure as the "responsible adult") receives all medications as prescribed. Review the insulin instructions with the youth and responsible adult.
Person Responsible: HSS/JCO
- (G) Provide the following items to the youth and responsible adult:
- (i) a small ice chest or cooler and an ice pack for the transport of insulin;
 - (ii) insulin syringes;
 - (iii) lancets;
 - (iv) glucometer;
 - (v) alcohol swabs;
 - (vi) orange juice;
 - (vii) packet of sugar; and
 - (viii) any prescribed snacks.
- Person Responsible: HSS/JCO**
- (H) Instruct the youth and responsible adult to complete and sign the following forms before departure:
- (i) [HLS-301hwh](#); and
 - (ii) Release of Medication to Parent/Guardian/Approved Adult for Youth Furlough, [HLS-303](#).
- Person Responsible: HSS/JCO**
- (I) Make a copy of the HLS-301hwh and HLS-303 and place the copies in the daily health record binder until the youth's return. Give the originals to the responsible adult for completion.
Person Responsible: HSS/JCO
- (J) Provide the youth or responsible adult an [HLS-530hwh](#) with the "Orders/Care Plan" section completed by nursing staff. Instruct the youth and responsible adult to document on the HLS-530hwh during the furlough all blood sugar checks, each insulin administration, and any medical concerns. Advise the youth and responsible adult that if the youth's blood sugar is 60 or lower, the youth should drink orange juice, with or without the sugar packet based on the youth's knowledge of his/her blood sugar response, and the youth or responsible adult should contact the halfway house staff, who will notify the assigned infirmary. If the youth reports or is observed to be in a medical crisis, advise the responsible adult to call 911.
Person Responsible: HSS/JCO
- (K) Upon the youth's return to the halfway house from a furlough:
- (i) review and sign the HLS-301hwh to verify and document the return of all diabetic supplies and medication provided to the youth or responsible adult;
 - (ii) review the completed HLS-303;
 - (iii) review the blood sugar levels, insulin administrations, and medical concerns documented on the HLS-530hwh;
 - (iv) notify the institution nurse of any reported concerns or clinical issues that occurred during the furlough or upon the youth's return from the furlough; and

- (v) remove the uncompleted copy of the [HLS-301hwh](#) and [HLS-303](#) from the daily health record binder and destroy them per medical record destruction procedures.

Person Responsible: HSS/JCO

- (L) Scan the HLS-301hwh, HLS-303, and [HLS-530hwh](#) into the EMR.

Person Responsible: Nurse
