

Chapter: Medication Administration	Effective Date: 4/15/17
Title: Management of Youth Requiring Insulin	Page: 1 of 5
	Replaces: HHS.31.15, 12/1/15

(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 this procedure.

(b) **Applicability.**

This procedure applies to youth who are prescribed insulin.

(c) **General Provisions.**

- (1) A halfway house staff member 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) The [Diabetic Flow Sheet/Insulin Administration Record for Halfway Houses form, HLS-530hwh](#), includes the diabetic treatment order provided by the infirmary and is used to document blood sugar checks and the administration of insulin. The halfway house staff receives a new HLS-530hwh when the diabetic treatment order is changed.
- (3) If a youth refuses medication, refer to [HHS.31.05](#).

(d) **Procedures.**

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

- (A) **The health services administrator (HSA), the institution nurse, or the nurse coordinator for health services:**
 - (i) reviews proper procedures for blood sugar testing and insulin administration with the youth and halfway house staff to verify that the youth and staff understand the instructions and the symptoms of both hypoglycemia (low blood sugar) and hyperglycemia (high blood sugar); and
 - (ii) documents the instruction and the youth's response in the electronic health record (EHR) on a nursing note or a CM-Manager Progress Note.
- (B) **The human services specialist (HSS) or a juvenile correctional officer (JCO) provides supervision during insulin administration by verifying:**
 - (i) the insulin order, as written on the HLS-530hwh form;
 - (ii) the blood-sugar reading of the glucometer, as reported by the youth and observed by staff;
 - (iii) that the amount of insulin in the syringe is consistent with the order; and
 - (iv) that the Short-Acting Regular Insulin (clear) is drawn up first, before the youth adds any Long-Acting Insulin (cloudy) to the syringe.

- (C) The **HSS** or a **JCO**:
- (i) documents on the [HLS-530hwh](#) that regularly scheduled insulin and/or sliding scale insulin was administered after reviewing, and consistent with, the instructions on the form;
 - (ii) documents any report of hypoglycemia or hyperglycemia on the [Treatment and Intervention Record, HLS-505](#); and
 - (iii) describes what is reported and observed along with all follow-up actions taken by halfway house staff.
- (2) **Unsupervised Self-Administration of Insulin While Off-Site.**
- (A) For a youth who is prescribed insulin and is approved for off-site employment or another unsupervised off-campus activity, the **HSS**, a **JCO**, or the **institution nurse** refers the youth to a medical provider for an appointment to evaluate the youth's capability to self-administer insulin when unsupervised off-campus.
- (B) During the appointment with the medical provider, or within the three workdays preceding the appointment, the **institution nurse** and/or the **medical provider**:
- (i) verifies 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;
 - (ii) advises the youth that, if the youth's blood sugar level is 60 or lower while off-site, he/she should drink orange juice (with or without a sugar packet based upon the youth's knowledge of his/her blood-sugar response) and contact or have someone contact halfway house staff, who will notify the assigned infirmary; and
 - (iii) documents in the EHR any instruction provided and the youth's response.
- (C) When the medical provider determines that the youth may safely self-administer insulin while off-campus and unsupervised, the **institution nurse** communicates the determination to the halfway house superintendent or designee and the HSS.
- (D) For youth under the age of 18, the **superintendent** or designee:
- (i) obtains parent/guardian consent on the [Parental Consent for Unsupervised, Off-Campus Self-Administration of Diabetic Medication/Insulin form, HLS-300](#);
 - (ii) files the original form in the youth's masterfile; and
 - (iii) places a copy of the form in the Daily Health Records Binder.
- (E) The **institution nurse** scans the completed HLS-300 form into the EHR.
- (F) Prior to each time a youth is scheduled to leave the facility for an authorized, unsupervised off-campus activity, the **HSS** or a **JCO**:
- (i) provides the youth with:
 - (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; and

- (ii) completes the first part of the [Halfway House Off-Campus Diabetic Supplies and Activity Log, HLS-301hwh](#), signs the first part of the form, and instructs the youth to sign as acknowledgement of receipt of the items in (F)(i);
 - (iii) makes a copy of the HLS-301hwh and places the copy in the Daily Health Records Binder until the youth's return; and
 - (iv) gives the original to the youth and instructs the youth to complete the second part of the form while he/she is off-campus.
- (G) Upon the youth's return to the facility, the **HSS** or a **JCO**:
- (i) verifies the return and receipt of insulin supplies;
 - (ii) completes and signs the remaining section of the HLS-301hwh form;
 - (iii) instructs the youth to sign the form;
 - (iv) places the completed and signed HLS-301hwh into the Daily Health Records Binder for the nurse's review during an on-site visit; and
 - (v) removes the uncompleted copy of the HLS-301hwh from the Daily Health Records Binder and destroys it according to the procedures governing the destruction of medical records.
- (H) The **HSS** or a **JCO** documents insulin administration by recording on the [HLS-530hwh](#) the actual time the medication was administered.
- (I) The **institution nurse** scans the completed HLS-301hwh and HLS-530hwh forms into the EHR.
- (3) **Supervised Self-Administration of Insulin While Attending Off-Site School.**

Note: This section does not apply to self-administration of insulin while the youth is attending college.

- (A) The **HSS** or a **JCO**:
- (i) ensures appropriate school personnel are provided with all necessary medication and/or medical supplies for a youth's self-administration of insulin;
 - (ii) completes the [Halfway House Off-Campus School Diabetic Supplies Log, HLS-310](#), each time medication and/or medical supplies are provided to school personnel;
 - (iii) signs the HLS-310;
 - (iv) asks the school personnel receiving the medication and/or medical supplies to sign the HLS-310 in acknowledgement of receipt; and
 - (v) places the HLS-310 in the Daily Health Records Binder.
- (B) Prior to each time a youth is scheduled to leave the facility for off-site school, the **HSS** or a **JCO**:
- (i) provides orange juice, a packet of sugar, and any prescribed snacks to the youth; and
 - (ii) instructs the youth to complete the [Halfway House Off-Site School Diabetic Activity Log, HLS-312](#), while the youth is attending school.

- (C) Upon the youth's return to the facility, the **HSS** or a **JCO**:
- (i) completes and signs the HLS-312;
 - (ii) instructs the youth to sign the form; and
 - (iii) places the completed and signed HLS-312 into the Daily Health Records Binder for the nurse's review during an on-site visit.
- (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 the eligibility criteria for a furlough, the **TJJD case manager** notifies the HSA and the HSS of the upcoming furlough at least five workdays before the proposed furlough's start date.
- (B) The **HSS** or a **JCO** notifies the assigned institution infirmary of the upcoming furlough.
- (C) If additional insulin is needed, the **institution nurse**:
- (i) notifies the University of Texas Medical Branch Correctional Managed Care Pharmacy of the upcoming furlough; and
 - (ii) submits an order for the insulin required for the youth to take while on furlough.
- (D) When the prescribed medications for the furlough are received, the **HSS** or a **JCO**:
- (i) compares the instructions on the medication container with the instructions on the [HLS-530hwh](#);
 - (ii) if the instructions do not match, contacts the assigned institution nurse for direction;
 - (iii) if the instructions do match, places the insulin prescribed for the furlough into a plastic bag labeled with the youth's name and TJJD number; and
 - (iv) stores the bag in the locked medication refrigerator until the youth is ready to depart the halfway house.
- (E) On the day of the furlough, the **HSS** or a **JCO**:
- (i) repeats the procedure in (D) to ensure that the parent/guardian or approved adult (collectively referred to as the "responsible adult") receives all medications as prescribed;
 - (ii) reviews the insulin instructions with the youth and the responsible adult;
 - (iii) provides 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; and

- (iv) instructs the youth and responsible adult to complete and sign the following forms before departure:
 - (I) the [HLS-301hwh](#); and
 - (II) the [Release of Medication to Parent/Guardian/Approved Adult for Youth Furlough, HLS-303](#);
 - (v) makes a copy of the HLS-301hwh and HLS-303;
 - (vi) places the copies in the Daily Health Records Binder until the youth's return;
 - (vii) gives the originals to the responsible adult for completion;
 - (viii) provides the youth or responsible adult an [HLS-530hwh](#) with the "Orders/Care Plan" section completed by the nursing staff;
 - (ix) instructs the youth and responsible adult to document all blood-sugar checks, each insulin administration, and any medical concerns during the furlough on the HLS-530hwh;
 - (x) advises the youth and responsible adult that, if the youth's blood sugar level is 60 or lower, the youth should drink orange juice (with or without a sugar packet based upon 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 institution infirmary; and
 - (xi) advises the responsible adult to call 911, if the youth reports to be, or is observed to be, in a medical crisis.
- (F) Upon the youth's return to the halfway house from a furlough, the **HSS** or a **JCO**:
- (i) reviews and signs the HLS-301hwh to verify and document the return of all diabetic supplies and unused medication provided to the youth or responsible adult;
 - (ii) reviews the completed HLS-303;
 - (iii) reviews the blood sugar levels, insulin administrations, and medical concerns documented on the HLS-530hwh;
 - (iv) notifies 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) removes the uncompleted copy of the HLS-301hwh and HLS-303 from the Daily Health Records Binder and destroys them according to the procedures governing the destruction of medical records.
- (G) The **institution nurse** scans the HLS-301hwh, HLS-303, and HLS-530hwh into the EHR.
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