

# Insulin Administration

## General Discussion:

Diabetes is a disease in which the body does not produce or properly use insulin. Insulin is a hormone that is needed to convert sugar, starches and other food into energy. People with type I diabetes mellitus do not produce enough of this hormone to sustain life and depend on insulin. In contrast, individuals with type II diabetes mellitus are not dependent on insulin. However, over time, many of these individuals will demonstrate decreased insulin production, therefore requiring supplemental insulin for adequate blood glucose control, especially during times of stress or illness.

An insulin regimen is often required in the treatment of diabetes. In all instances of insulin use, the insulin dosage must be individualized and balanced with nutrition and exercise.

Topics to consider include:

- Storage guidelines (see [Medication Storage & Disposal](#).)
- Types of insulin and how insulin works
- [Symptoms of Hypoglycemia](#)
- [Hyperglycemia](#)
- Physician's orders

## Relevant regulations:

ADC:

**Standard I.F.(1)** The adult day care program shall have a written policy for medication management and shall designate which staff are authorized and trained to administer medication in accordance with (3). The policy shall indicate the program's role in the supervision of self-administered medications and staff administered medications.

**Standard I.F.(3)** If staff administer participants' medications the following conditions must be met:

- (a) A written order from the prescribing practitioner must be in the record;
- (b) A listing of current medications with the dosage, frequency, and route of administration must be in the record;
- (c) Over-the counter and prescription medications shall remain in the original labeled containers and be stored in a locked, safe place;
- (d) Non-licensed staff must consult with the prescribing practitioner or pharmacist about each medication to be administered;
- (e) Written information describing side effects and adverse reactions of each medication must be kept in the participant's record; and
- (f) The administration of medications must be documented in ink in the participant's permanent record (documentation includes the name of the medication, dosage, method of administration, date and time administered, and name of the staff member who administered the medication).

**FAMILY ADC:**

**Standard I.D.(1)** The adult day care program shall have a written policy for medication management and shall designate which staff are authorized and trained to administer medication in accordance with (3). The policy shall indicate the program's role in the supervision of self-administered medications and/or staff administered medications.

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AFH:

**DHS 88.07(3)(d)** Before a licensee or service provider dispenses or administers a prescription medication to a resident, the licensee shall obtain a written order from the physician who prescribed the medication specifying who by name or position is permitted to administer the medication, under what circumstances and in what dosage the medication is to be administered. The licensee shall keep the written order in the resident's file.

RCAC:

**DHS 89.23(4)(a)2** Nursing services and supervision of delegated nursing services shall be provided consistent with the standards contained in the Wisconsin nurse practice act. Medication administration and medication management shall be performed by or, as a delegated task, under the supervision of a nurse or pharmacist.

CBRF:

**DHS 83.37(2)(e)** Injectables, nebulizers, stomal and enteral medications, and medications, treatments or preparations delivered vaginally or rectally shall be administered by a registered nurse or by a licensed practical nurse within the scope of their license. Medication administration described under [sub. \(2\) \(e\)](#) may be delegated to non-licensed employees pursuant to [s. N 6.03 \(3\)](#).

N6 – Standards of practice for registered nurses and licensed practical nurses:

**N 6.03(3)** In the supervision and direction of delegated nursing acts an R.N. shall:

**N 6.03(3)(a)** Delegate tasks commensurate with educational preparation and demonstrated abilities of the person supervised;

**N 6.03(3)(b)** Provide direction and assistance to those supervised;

**N 6.03(3)(c)** Observe and monitor the activities of those supervised; and,

**N 6.03(3)(d)** Evaluate the effectiveness of acts performed under supervision.

## Relevant DQA Memos:

[DQA Memo 08-013 Glucose Meters and Infection Control](#)

[BQA Memo 06-016 Insulin and Assisted Living](#)

[BQA Memo 04-006 Medication Set-Up in Assisted Living and Adult Day Care](#)

## Other Resources:

[Chapter N 6 – Standards of Practice for Registered Nurses and Licensed Practical Nurses](#)

[Insulin Administration by the American Diabetes Association](#)

[Diabetes & Insulin Information at goinsulin.com](#)

[FDA Diabetes Information](#)

## Best Practice, Tools & Forms:

*Disclaimer: Inclusion of resources on this website does not constitute an endorsement by the department/DQA, and the department/DQA does not guarantee that the information is up-to-date or accurate.*