

# Sample policy for delegation of administration of insulin to adults

To: Healthcare workers/support workers/other non-regulated health and care roles, and allied health professionals

Version 2, April 2024

**This is a sample policy for delegation of the administration of insulin to adults in England. It is shared for local adoption and is based on the work of eight exemplar sites.**

Further information and resources are available at:

<https://future.nhs.uk/Insulin/groupHome>

The updating of this document has been requested by NHSE and performed by Trend Diabetes

# Contents

Acknowledgements .....	2
1. Introduction.....	3
2. Purpose of the implementation document.....	4
3. Aims of the policy .....	4
4. Scope .....	5
5. Definitions.....	6
6. Inclusion criteria .....	7
7. Exclusion criteria .....	7
8. Duties and responsibilities .....	8
9. Principles to be applied.....	11
10. Training – essential requirements .....	15
11. Diabetes education pathway.....	15
12. Ongoing supervision and support.....	16
13. Document review .....	17
14. Relevant policies from other organisations .....	17
Appendix 1: Risk assessment for insulin administration by health care assistants/ support workers/other non-regulated staff/allied health professionals .....	22
Appendix 2: Record of practical assessment by the registered nurse/registered practitioner acting as assessor .....	25
Appendix 3: Agreement form to consent to administration of insulin.....	27
Appendix 4: e-Learning module.....	29

# Acknowledgements

Thank you to the organisations below who contributed to this work:

Diabetes UK, Trend Diabetes, Royal College of Nursing (RCN), NHS England and Improvement (NHSEI), Care Quality Commission (CQC), Local Government Authority (LGA), Skills for Care (SfC), Nursing and Midwifery Council (NMC), Health Education England (HEE), NHS Resolution, Queens Nursing Institute (QNI), UK Clinical Pharmacy Association (UKCPA), Association of Directors of Adult Social Services (ADASS), Foundation of Nursing Studies (FoNS), UK Clinical Pharmacy Association (UKCPA), National Care Forum (NCF), and UK Homecare Association (UKHCA).

## **Eight exemplar sites**

- Shropshire Community Health NHS Trust
- Tameside and Glossop Integrated Care NHS Foundation Trust
- Hertfordshire Community NHS Trust
- Sirona Care and Health(formerly Bristol Community Health)
- North Tees and Hartlepool NHS Foundation Trust
- Sheffield Teaching Hospitals NHS Foundation Trust,
- Barnet, Enfield and Haringey Mental Health NHS Trust
- East Kent Hospitals University Foundation Trust.

# 1. Introduction

- 1.1 Adults with type 1 diabetes and some with type 2 diabetes require insulin therapy to manage their condition. Many are able to self-administer insulin, but some need help with this. In community settings insulin is often (but not always) administered by a registered nurse.
- 1.2 To enable community teams to manage the increasing demand for this service, suitably trained health and care workers (HCWs)<sup>1</sup>, including health support workers and healthcare assistants (HCAs), could administer insulin to those adults whose diabetes is stable.
- 1.3 This document provides a voluntary framework for teaching and training HCWs to administer insulin to adults who are unable to perform this task themselves and have no family or unpaid carer who can do it for them. As insulin needs to be administered subcutaneously, this is defined as a 'specialist task' that has historically been undertaken by registered nurses or registered practitioners.
- 1.4 This document should be considered alongside the following materials:
  - risk assessment – see Appendix 1
  - e-Learning (available at [https://portal.e-lfh.org.uk/Catalogue/Index?HierarchyId=0\\_45016\\_45921\\_45876\\_46383&programId=45016](https://portal.e-lfh.org.uk/Catalogue/Index?HierarchyId=0_45016_45921_45876_46383&programId=45016)) – see Appendix 4 for details
  - insulin administration competency framework – see separate document on FutureNHS – Insulin administration workspace <https://future.nhs.uk/Insulin/group/home>
  - record of practical assessment – see Appendix 2
  - consent form – see Appendix 3
  - other relevant local policies and procedures.
- 1.5 This document and supporting material is based on best practice, input from stakeholders and an expert working group, as well as the experience of eight national exemplar sites.

<sup>1</sup> Whilst this document uses the term Healthcare Workers (HCW), this is a generic term assumed to include similar roles with differing titles such as Healthcare Assistant, Health Care Support Worker etc

## 2. Purpose of the implementation document

- 2.1 To enable appropriately trained HCWs to administer insulin using insulin pen devices to adults in the community who have **Type 2 diabetes**. A registered nurse or registered practitioner needs to deem they are suitable for this delegation.
- 2.2 To ensure that where administration of insulin to suitable adults in the community is delegated, this is done in a safe and consistent manner, in line with the Care Quality Commission (CQC), Nursing and Midwifery Council (NMC) and Health Care Professionals Council (HCPC)'s fundamental standards.
- 2.3 To ensure that staff who are deemed suitable to assume responsibilities delegated by a registered nurse/registered practitioner, have proven their proficiency through a common framework of e-Learning, competencies and supervised practise.

## 3. Aims of the policy

- 3.1 **Personalised care and empowerment:** We believe that by empowering a wider range of staff to administer insulin (with the permission of the person receiving care) can improve continuity in the member of staff who provides this service, and as people will not need to wait until a registered nurse can get to where they live, they will receive injections at the time appropriate to their routine and care plan.
- 3.2 **To support the development of HCWs and support workers:** HCWs and support workers, whether in health or social care, are vital members of multidisciplinary teams (MDTs). They already deliver essential care and have a lot more to offer. We want to formalise policies for those who have already developed their skills in the care of people with diabetes and provide a career progression pathway for those who wish to do so.
- 3.3 **To help prevent transmission of COVID-19:** By minimising the number of different health and care professionals who enter vulnerable people's homes or adult social care settings, we can minimise the risk of transmission in those settings.

- 3.4 To support the resilience of our shared community workforce and reduce risk of harm:** Absence rates among social care and NHS community staff during COVID-19 pandemic and beyond was high - and at a time of unprecedented demand on community-based care as we support beds to be available in hospitals for the most ill. If community nurses cannot get to those who need insulin injections in a timely fashion, there is a very real risk of harm. NHS England and NHS Improvement and partners are supporting the rapid roll out and training for this approach to mitigate against service interruption.
- 3.5 To provide a framework for safe delegation:** Delegation of this responsibility is not new for many areas. This national guidance and support package seeks to ensure delegation of responsibilities around insulin injection is implemented safely and consistently around the country, with adequate structures and support for the staff involved.

## 4. Scope

- 4.1 This document covers:
- 4.1.1 Those who will delegate tasks and responsibility: registered nurses/  
registered practitioners
- 4.1.2 HCWs who will assume delegated responsibility:
- Health Care Assistants, support workers and other similar roles in health and social care
  - Allied Health Professionals.
- 4.2 It is relevant to NHS trusts, community interest companies (CICs), social enterprises, independent sector providers, adult social care providers that have staff caring for adults who require insulin administration by insulin pen device and have voluntarily agreed to take part in a delegation scheme.
- 4.3 Nursing associates fall outside the scope of this policy. Although they can administer insulin, they cannot delegate the task to others – see Section 14: Information regarding nurse associates.
- 4.4 This policy covers England only.

## 5. Definitions

**Registered nurse/registered practitioner:** The person who delegates the task of administering insulin to another HCW, based on their professional judgement, and acts as their assessor. If a nurse, their name will be listed on Part 1 of the register of the Nursing and Midwifery Council. The registered nurse is professionally accountable for the delegation of the task (NMC 2015<sup>2</sup>). Alternatively, the task may be delegated and competency assessed by a member of the local MDT who is registered with The Health and Care Professions Council (HCPC) (eg physiotherapists, dietitians and other AHPs), has expertise in insulin administration and is demonstrably competent to delegate their duties. The assessor acts as an ongoing source of advice and guidance to the HCW.

**Health and care worker (HCW):** The person to whom the task of administering insulin is delegated, either a non-regulated role (eg an AfC Band 3 HCA or equivalent, or health care assistant with NVQ level 3 or equivalent health support worker in social care settings) or an AHP. The HCW may be employed by an NHS trust, CIC, social enterprise, independent sector provider or provider of adult social care. Whilst this document uses the term Healthcare Workers (HCW), this is a generic term assumed to include similar roles with differing titles such as Healthcare Assistant, Health Care Support Worker etc

**Specialist task:** Defined as any task involving medicines administration (in this case insulin) that has been deemed appropriate for a non-registered practitioner to undertake, following a risk assessment and with adherence to the principles set out in this document.

**Insulin administration:** An subcutaneous injection of insulin using a insulin pen device. **Note: Injections via syringe and needle or insulin pump fall outside this policy.**

**Multidisciplinary teams:** MDTs comprise, but are not limited to, nurses, doctors, pharmacists and AHPs, such as occupational therapists, dietitians and physiotherapists, who work together to deliver community health services to people in their own homes.

<sup>2</sup> <https://www.nmc.org.uk/standards/code/>

**HbA1c:** Refers to glycated haemoglobin, which forms when haemoglobin, a protein within red blood cells that carries oxygen around the body, joins with glucose in the blood.

## 6. Inclusion criteria

6.1 Adults receiving care are only to be considered suitable for delegated administration of insulin in the following circumstances:

6.1.1 The person has a diagnosis of Type 2 diabetes managed with insulin.

6.1.2 The person's diabetes is deemed 'stable' by either their GP, the diabetes specialist nursing team and/or community nurse/advanced clinical practitioner. A person's diabetes is defined as stable if their HbA1c and/or blood glucose level is within the agreed target range, the treatment regimen has not changed substantially within the last two months, and frequent insulin dose adjustments due to hypoglycaemia/ hyperglycaemia are not required.

6.1.3 The person's prescription, as deemed 'stable', is reviewed and updated every three months by a community diabetes nurse specialist, GP or suitably competent prescriber within scope of practice.

6.1.4 Every opportunity has been given for the person to manage their own care either with or without family/carer support.

6.1.5 Written consent has been obtained from the person or appropriately appointed relative or carer using the standard trust/organisational consent form – see Appendix 3.

6.1.6 The above list is not intended to be prescriptive. The decision to delegate care remains the responsibility of the registered nurse, in accordance with the NMC Code (2018).

## 7. Exclusion criteria

7.1 Adults receiving care will **not** be considered suitable for delegated administration of insulin if:



- 7.1.1 They have a type of diabetes other than Type 2 diabetes, including Type 1 diabetes, steroid-induced diabetes and gestational diabetes, or are receiving insulin on a sliding scale.
- 7.1.2 Insulin treatment was initiated in the past three months or the person has been discharged from hospital within the last three weeks.
- 7.1.3 Potential for self-care is evident.
- 7.1.4 If insulin type/regimen has changed recently, until blood glucose levels are again deemed stable. Unit changes to current regimen are acceptable after review.
- 7.1.5 There is an imminent risk the person's diabetes could become unstable.
- 7.1.6 The person has diabetes alongside another chronic illness, indicating they have more complex health or care needs.
- 7.1.7 The local nursing team is unable to support the delegation of care every day because, for example, it does not have a suitably qualified and competent registered nurse on duty each day.
- 7.1.8 Injections via syringe and needle or insulin pump fall outside this policy.

## 8. Duties and responsibilities

### 8.1 Chief executive/managing director

- 8.1.1 Has overall responsibility for the strategic and operational management of the Organisation including ensuring all relevant policies comply with all legal requirements for the administration of subcutaneous insulin by Health Care Workers / Healthcare Assistants / Support Workers / Other Non-Regulated health and care staff / Allied Health Professionals.
- 8.1.2 The employer of the Health Care worker / Healthcare Assistants / Support Workers / Other Non-Regulated health and care staff / Allied Health Professional), accepts vicarious liability for their employee undertaking this extended role. This may be an NHS Trust, a Community Interest Company, Social Enterprise, independent sector provider, Homecare provider or Care/Nursing home.

## **8.2 Director of nursing – quality and governance, clinical director or equivalent position**

8.2.1 Responsible for ensuring correct systems and processes are in place and relevant trust/organisational policy is followed in relation to governance.

8.2.2 Responsible for providing assurance that the selection, training and assessment was robust to deliver competent practitioners.

8.2.3 Responsible for ensuring that the individual's competencies are implemented, achieved and maintained.

8.2.4 Provides protected time within working hours to complete the necessary training and competency assessment.

## **8.3 Service-line directors/assistant directors/care home manager /homecare manager or equivalent role**

8.3.1 Responsible for ensuring that staff have access to this document and relevant local policies, as well as training and support.

8.3.2 Supports and enables operational clinical leads to fulfil their responsibilities and ensure the effective implementation of this document.

8.3.3 Ensures the provision of training and support to the HSW to administer insulin and that the task complies with all local policies, protocols and guidelines.

8.3.4 Responsible for ensuring that individual's competencies are implemented, achieved and maintained.

## **8.4 Health care worker / health care assistants / support workers / other non-regulated staff / allied health professionals**

8.4.1 Delegation should only occur when the HSW is prepared to take on the extended role. Staff have a right to refuse to take on a delegated responsibility should they not feel confident or competent to do so. If delegation is not possible, the onus is on the community health provider to ensure continuity of care.

- 8.4.2 Once trained and assessed as competent will undertake the delegated task as per this document.
- 8.4.3 The HCW must not administer insulin until they have been assessed as competent by the named registered nurse/ registered practitioner and completed the e-Learning, and supervision has been recorded.
- 8.4.4 Will ensure that their knowledge and skills are maintained and be responsible for maintaining standards of practice.
- 8.4.5 Will maintain records in line with local policy.
- 8.4.6 Will participate in the mandatory organisational (trust/provider of adult social care) training and meet the competencies required in blood glucose monitoring and insulin administration (see separate document on FutureNHS - Insulin Administration workspace <https://future.nhs.uk/Insulin/grouphome>).
- 8.4.7 Will be up-to-date at all times with basic life support and anaphylaxis training.
- 8.4.8 Will co-operate with and participate in ongoing clinical and management supervision and assessment by a registered nurse/ registered practitioner, including observed practice.
- 8.4.9 Will escalate concerns relating to the delegated insulin administration tasks to the registered nurse/registered practitioner or deputy, who will be accessible at all times.

## 8.5 Registered nurse or registered practitioner

- 8.5.1 Will be accountable for the delegation of any aspects of the task and ensuring the individual is competent to carry out the task (NMC 2018<sup>3</sup>/HCPC 2016<sup>4</sup>). This includes ongoing assessment and supervision of practice.

<sup>3</sup> <https://www.nmc.org.uk/standards/code/>

<sup>4</sup> <https://www.hcpc-uk.org/standards/standards-of-conduct-performance-and-ethics/>

## 9. Principles to be applied

### 9.1 Voluntary

9.1.1 The delegation of insulin administration is voluntary:

- **At a system and organisational level:** Local systems should collectively agree their approach to implementation, based on what is beneficial and feasible in the context of their local health and care workforce and provider landscape, and demands on services. This includes consultation and agreement with adult social care providers to ascertain if implementation of the policy for their staff is desirable at this time.
- **For registered nurses and registered practitioners:** The policy, e-Learning and competencies provide a framework for registered nurses and registered practitioners to exercise judgement about the suitability of delegation to other HSWs on a case-by-case basis.
- **For HSWs assuming delegated responsibility:** Staff have a right to refuse to take on a delegated responsibility should they not feel confident or competent to do so. They must be enabled to undertake the training and e-Learning assessment module and have been assessed as competent based on supervision of their practise before they administer insulin.

### 9.2 Delegation, risk and professional judgement

9.2.1 The delegation of clinical interventions should not be considered an alternative to provision by statutory services.

9.2.2 The ability of the HSW to carry out the task, including their pre-existing knowledge, should be determined by the registered nurse/ registered practitioner. Delegation is not mandatory at either an organisational or individual level, and choosing to delegate duties to an individual is subject to the discretion and judgement of the registered nurse/registered practitioner.

9.2.3 The NMC Code is clear that registered nurses can delegate activities to another person, provided they are satisfied that the person has received adequate training and are assured that they are competent to perform the task. The NMC code does not dictate which tasks may or may not be

delegated, or the nature of the training required. This is to allow nurses to use their professional judgement within their scope of practice, and coupled with the ability for decisions to be made locally to suit local circumstances, allows sufficient flexibility to meet people's needs in a range of different situations. This flexibility includes delegation to non-regulated staff such as care assistants working in social care. Under the NMC code the registered nurse remains accountable for the tasks they delegate. Likewise, the HCPC standards of conduct, performance and ethics make clear that registered practitioners (often called AHPs) can delegate tasks, but only to someone who has the knowledge, skills and experience needed to carry them out safely and effectively, and when appropriate supervision and support is provided on an ongoing basis.

9.2.4 A fully completed risk assessment (see Appendix 1) for each person receiving care is essential to meet legal requirements. The registered nurse / registered practitioner who is delegating the duty must complete this risk assessment for each person receiving care, and a copy kept with the person's care record.

9.2.5 Insulin must not be administered without the completion of a risk assessment, an individualised care plan/support plan and evidence that the delegated HSW has been assessed as competent to undertake the delegated task.

9.2.6 The registered nurse/registered practitioner must complete a comprehensive assessment and record of care, and identify the condition of the person receiving care as predictable.

9.2.7 There must be clear arrangements for timely access to the registered nurse/registered practitioner for advice and guidance if/when the person receiving care's condition and blood glucose ranges deviate from what is normal for them. Access may be via phone, Skype or other telehealth methods.

### 9.3 **Informed consent**

9.3.1 The registered nurse/registered practitioner must obtain informed consent (see Appendix 3) to the delegation of the task from the person receiving care, or where that person does not have the capacity to give consent, the principles of the Mental Capacity Act (2005) should be followed as set out

in the Consent to Treatment Policy (2015) and Mental Capacity Act (2005).

9.3.2 The registered nurse/registered practitioner must ensure that the person's mental capacity is kept under review. They must ensure that the HCW has an awareness of the Mental Capacity Act, can recognise when mental capacity may have been lost, and are obliged to liaise with them if they have any concerns about the person's capacity to consent. The HCW is responsible for the duty to obtain ongoing consent every time medicines (in this case insulin) are administered. Administration of medicines without the consent of a person receiving care could amount to a charge of battery or assault.

9.3.3 Where a person receiving care lacks capacity, the HCW has a duty to act in their best interests. An assessment of best interests should be undertaken by the registered practitioner on behalf of their employing organisation (in association with a care co-ordinator where applicable). The registered nurse/registered practitioner as decision-maker has a duty to consult with a consultee (eg family members) to ascertain the desires, wishes and feelings of the person receiving care, and to take these into account. 'Best interest' decisions should be evidenced and recorded as part of the risk assessment and care record in accordance with local policy.

9.3.4 If consent is refused, the administration of insulin should not be delegated. The refusal should be documented and reported immediately to the delegating registered nurse/registered practitioner on duty, and the person's GP (or prescriber) informed.

#### 9.4 **Expectations of competency**

9.4.1 All HCWs who carry out a delegated task are expected to meet the same standard of practice as a competent professional, including for infection prevention and control, consent, best interests and mental capacity, and must have had training specific to the task, and which conforms to their organisation's current policies, and follow evidence-based practice.

9.4.2 The registered nurse/registered practitioner must ask the HCW to confirm that they are willing to perform the task following training and with ongoing monitoring and supervision.

- 9.4.3 The registered nurse/registered practitioner is accountable for ensuring that the HCW to whom they are delegating an insulin administration task is competent, based on their professional judgement and supported by the framework of e-Learning and supervision which accompanies this policy. They must therefore ensure the delegated HSW is trained and has been assessed as competent. Competence should be reviewed on a six-monthly basis.
- 9.4.4 Where the HCW has already completed initial training and demonstrated competence in practice, assessment of competence does not need to be repeated for each new person receiving care. However, the delegating registered nurse/registered practitioner does need to complete a risk assessment for each new person receiving care (see paragraph 9.2.4), and each HCW taking on new responsibilities.
- 9.4.5 In situations where the person receiving care transfers, eg to another team, the accountability for the assessment of competence lies with the registered nurse who will have ongoing responsibility for the delegation of care to the HCW. All information relating to the administration of insulin must be communicated to the new team. Where the registered nurse leaves their post, the responsibility for assessment/reassessment of the HCW transfers to their replacement, ie the registered nurse/registered practitioner who will have ongoing responsibility for the person receiving care (and thus the delegation of care provided to that person).
- 9.4.6 A signed confirmation or verification of training (including e-Learning) and competence assessment by the registered nurse/registered practitioner must be obtained from the HCW as assurance that the training and assessment of competence was successfully completed.
- 9.4.7 All staff should be supported in reporting any error, incident or near miss in the knowledge that it will be investigated, and appropriate action taken. This will ensure that any lessons learnt can be fed back into the risk management process to prevent any such error, incident or near miss occurring again and to make sure similar incidents do not re-occur, and that lessons learnt can be shared.

9.4.8 Staff must always dispose of sharps in a sharps bin which should be kept safely in the home of the person receiving care (own home, residential home, nursing home). For further information, see Section 14.

## 10. Training – essential requirements

- 10.1 Delegated HCWs must be compliant with the mandatory training required by their employer organisations.
- 10.2 To accept the delegated task of insulin administration the HCW must have completed the 'Insulin Administration' e-Learning Module as outlined within this document.
- 10.3 Furthermore, the task may only be delegated once competency is signed off by an experienced registered nurse/registered practitioner who will then act as a mentor.
- 10.4 The registered nurse/registered practitioner providing diabetes training or competency assessment for insulin administration to a delegated HCW must be able to demonstrate evidence of knowledge, skills and competence in the task being taught or have completed the e-Learning module.

## 11. Diabetes education pathway

<b>Element</b>	<b>Method/frequency</b>
Proven competence with blood glucose/ ketone monitoring	Assessment within workplace
Infection control training and hand hygiene	Quarterly or as per local policy
Basic life support and anaphylaxis training	Annually or as per local policy
Learning module	Annually
Practical assessments with mentor	Five assessments
Final assessment and sign off	By registered nurse/registered practitioner, then ongoing supervision within practice



## 12. Ongoing supervision and support

12.1 It is vital that the register nurse/registered practitioner make sure the HCW has the ability to access advice and guidance from them on a regular basis (eg monthly clinical supervision and regular huddles to discuss diabetes cases) as part of a mentoring relationship - and the ability to access ad-hoc advice when needed so they can provide safe and compassionate care.

12.2 Suggested arrangements for formal ongoing supervision and monitoring are set out below:

Element to be monitored	Lead	Tool	Frequency	Reporting arrangements
Insulin administration competency assessment/observation	Registered nurse/ registered practitioner	Competency assessment	Five times as part of initial training/ assessment, then at six-month intervals	Report to line manager
Competency verification	Line manager	Appraisal	Annual	Appraisal by line manager
Blood glucose/ketone monitoring assessment/ observation	Registered nurse/ registered practitioner	Competency assessment	Annual	Report to line manager

12.3 Where there is a break in practice – eg no residents requiring insulin administration in a care home for more than three months, or an individual has not been using their skills for more than three months – eg during a career break or pregnancy, then a refreshed certificate of e-Learning and updated competency assessment is required, before the delegation of duties to the HCW can recommence.

12.4 Should there be an incident, error or near miss, the registered nurse/ registered practitioner should consider what training and further supervision the HCW may require or if the frequency of monitoring/reassessment should increase.

12.5 Registers must be maintained to record the following:

- a register of registered nurses and registered practitioners willing and able to delegate administration
- a register of HCWs deemed competent (HCAs/support workers/other non-regulated staff/AHPs)
- records of e-Learning completion and competency assessment (see Appendix 2 for template)
- annual review of all registers.

## 13. Document review

13.1 Review this document or local versions at least every year.

## 14. Relevant policies from other organisations

### Professional codes and standards

- Nursing and Midwifery Council (2018) *The Code*: <https://www.nmc.org.uk/globalassets/sitedocuments/nmc-publications/nmc-code.pdf>
- Health and Care Professionals Council (2016) *Standards of conduct, performance and ethics*: <https://www.hcpc-uk.org/standards/standards-of-conduct-performance-and-ethics/> - see in particular number four.
- *Skills for care: The care certificate*: <https://www.skillsforcare.org.uk/Learning-development/inducting-staff/care-certificate/Care-Certificate.aspx>

### Diabetes management and learning resources

- Please refer to the Integrated Career and Competency Framework for Diabetes Nursing at: [www.trenddiabetes.online](http://www.trenddiabetes.online)
- Diabetes UK (2016) *Insulin delegation in the community: Toolkit and resources*: [https://www.diabetes.org.uk/About\\_us/News/Insulin-delegation-guide](https://www.diabetes.org.uk/About_us/News/Insulin-delegation-guide)
- Trend Diabetes. Resources to support good injection technique, spread good practice, achieve the best blood glucose control possible and avoid complications from poor injection technique: <https://trenddiabetes.online/injection-technique-matters/>

## Delegation

- Care Quality Commission (CQC) *Guidance on delegating medicines administration*: <https://www.cqc.org.uk/guidance-providers/adult-social-care/delegating-medicines-administration>

### For registered nurses

- Royal College of Nursing (RCN) *Accountability and delegation: Information on accountability and delegation for all members of the nursing team*: <https://www.rcn.org.uk/professional-development/accountability-and-delegation>
- NMC (2012) *Regulation in practice topics: Delegation*: [www.nmc-uk.org/Nurses-and-midwives/Regulation-in-practice/Regulation-in-Practice-Topics/Delegation](http://www.nmc-uk.org/Nurses-and-midwives/Regulation-in-practice/Regulation-in-Practice-Topics/Delegation)
- RCN (2011) *The principles of accountability and delegation for nurses, students, health care assistants and assistant practitioners*. [www.rcn.org.uk](http://www.rcn.org.uk)
- RCN (2011) *Accountability and delegation checklist*. Available from: [http://www.rcn.org.uk/support/rcn\\_direct\\_online\\_advice/az2/health\\_care\\_assistants\\_hcas\\_and\\_assistant\\_practitioners\\_aps/accountability\\_and\\_delegation](http://www.rcn.org.uk/support/rcn_direct_online_advice/az2/health_care_assistants_hcas_and_assistant_practitioners_aps/accountability_and_delegation)

- Chartered Society of Physiotherapists (2016) expectations of educational programmes in Injection Therapy for physiotherapists (2nd Edition) - <https://future.nhs.uk/Insulin/view?objectId=68097189>
- Chartered Society of Physiotherapists (2016) - Information Paper: The use of medicines with injection-therapy in physiotherapy services: <https://future.nhs.uk/Insulin/view?objectId=68097157>

### **Delegated nursing tasks in social care**

- NMC (2020) - A letter from the Nursing and Midwifery Council (NMC) to Skills for Care confirming the NMC position on delegation of nursing tasks in Social Care: <https://future.nhs.uk/Insulin/view?objectId=68056421>

### **Information regarding nurse associates**

- Nursing associates are registered with the NMC and are able to administer medicines (including insulin), without delegation, as a taught skill, but are not able to delegate this task to others - see Standard 10.5: <https://www.nmc.org.uk/globalassets/sitedocuments/education-standards/nursing-associates-proficiency-standards.pdf>
- Nursing associates - information for employers: <https://www.nmc.org.uk/standards/nursing-associates/information-for-employers/>
- CQC (2019) Briefing for providers: Nursing associates, provides information on what tasks nursing associates may and may not undertake as part of wider teams in residential care homes (without a Registered Nurse deployed) and in nursing homes (homes with a deployed Registered Nurse or equivalent): [https://www.cqc.org.uk/sites/default/files/20190123\\_briefing\\_for\\_providers\\_nursing\\_associates\\_0.pdf](https://www.cqc.org.uk/sites/default/files/20190123_briefing_for_providers_nursing_associates_0.pdf)

### **Document management and record keeping:**

- RCN (2012) Health Care Assistants (HCAs) and assistant practitioners (AP's) health records & record keeping. Available online at [http://www.rcn.org.uk/\\_data/assets/pdf\\_file/0005/486662/004337.pdf](http://www.rcn.org.uk/_data/assets/pdf_file/0005/486662/004337.pdf)

- Record Keeping: Guidance for Nurses & Midwives. NMC (2009): London. Available Online from <http://www.nmc-uk.org/Documents/NMC-Publications/NMC-Record-Keeping-Guidance.pdf>

## **Medicines management:**

- Care Quality Commission (CQC) - Guidance on High Risk Medicines - <https://www.cqc.org.uk/guidance-providers/adult-social-care/high-risk-medicines-insulin>
- Safety alert on insulin pens including video: <https://www.england.nhs.uk/2016/11/risk-severe-harm-and-death-withdrawing-insulin-pen-devices/> The NMC Standards for Medicines Management were withdrawn last year and replaced: <https://www.nmc.org.uk/standards/standards-for-post-registration/standards-for-medicines-management/>
- Royal Pharmaceutical Society (RPS) - Professional guidance on the safe and secure handling of medicines - guidance for all healthcare professionals covering areas such as the storage, transportation and disposal of medicines - <https://www.rpharms.com/recognition/setting-professional-standards/safe-and-secure-handling-of-medicines/professional-guidance-on-the-safe-and-secure-handling-of-medicines>
- Royal Pharmaceutical Society (RPS) and Royal College of Nursing (RCN) - Professional guidance on the administration of medicines in healthcare settings - principles-based guidance to ensure the safe administration of medicines by healthcare professionals - [https://www.rpharms.com/Portals/0/RPS document library/Open access/Professional standards/SSHM and Admin/Admin of Meds prof guidance.pdf?ver=2019-01-23-145026-567](https://www.rpharms.com/Portals/0/RPS%20document%20library/Open%20access/Professional%20standards/SSHM%20and%20Admin/Admin%20of%20Meds%20prof%20guidance.pdf?ver=2019-01-23-145026-567)
- Health Education England (HEE) - Advisory guidance on administration of medicines by nursing associates - [https://www.hee.nhs.uk/sites/default/files/documents/Advisory guidance - administration of medicines by nursing associates.pdf](https://www.hee.nhs.uk/sites/default/files/documents/Advisory%20guidance%20-%20administration%20of%20medicines%20by%20nursing%20associates.pdf)
- Royal College of Nursing (RCN), Medicines Management: Professional resources <https://www.rcn.org.uk/clinical-topics/medicines-management/professional-resources>

## **Avoidance of sharps injuries:**

- See the 2010/32/EU Framework Agreement on prevention from sharp injuries in the hospital and healthcare sector 10/05/2010 converted to UK law in 2013: <http://data.europa.eu/eli/dir/2010/32/oj>
- Health and Safety (Sharp Instruments in Healthcare) Regulations 2013: <https://www.hse.gov.uk/pubns/hsis7.htm#>
- Guidance for employers and employees at <http://www.hse.gov.uk>
- CQC handling sharps in adult social care - CQC ASC medicines FAQ <https://www.cqc.org.uk/guidance-providers/adult-social-care/handling-sharps-adult-social-care>

# Appendix 1: Risk assessment for insulin administration by health care assistants/ support workers/other non-regulated staff/allied health professionals

**For information about risk assessment, see Section 9.2: Delegation, risk and professional judgement.**

A risk assessment must be completed by the register nurse/registered practitioner who will take responsibility for delegation of the task, before a decision is made to allow the administration of insulin by pen by a delegated health or care worker.

The assessment must be completed for each person receiving care, health or care worker and each new task required.

If the answer is 'no' to any of these questions an alternative strategy for administration is required.

<b>Name of person receiving care</b>	
<b>NHS number</b>	

This form should be left in the person receiving care's notes / care record

<b>Person receiving care</b>		<b>Yes/No</b>
1.1	An assessment and individualised care record / support plan has been completed by a registered practitioner.	
1.2	The person receiving care requires insulin medication by insulin pen	
1.3	The person receiving care is unable to self-administer	
1.4	The person receiving care has no family or informal carers able to administer insulin (where appropriate)	
1.5	The person receiving care is stable	
1.6	The person receiving care consents to the delegation of the administration of insulin to the health and care worker, or where they lack capacity to give consent, the principles of the Mental Capacity Act (2005) should be followed (Consent to Treatment (2015) and Mental Capacity Act 2005)	
1.7	There are no safeguarding issues	

<b>Health and care worker</b>		<b>Yes/No</b>
	Name:	
	Name:	
	Name:	
	Name:	
2.1	Administration of insulin is within the health and care worker's job description	
2.2	The health and care worker's employer will hold a copy of the individualised support plan/care plan for the named person	
2.3	The health and care worker accepts responsibility to perform the task of administration of insulin to the required standard following training and assessment.	
2.4	The health and care worker signs to confirm that training was received, understood and that they will comply with the relevant policy and procedures	
2.5	The health and care worker signs to confirm that they understand the necessity of good recordkeeping	
<b>Task</b>		<b>Yes/No</b>
	Medication (name):	
	Medication (name):	
	Medication (name):	
	Medication (name):	
3.1	Administration of insulin by health and care worker is to a named person receiving care only	
3.2	There is a suitable supply and adequate storage for insulin	
3.3	There are suitable disposal facilities for medication	

All aspects of the risk assessment have been completed and control measures achieved



**To be completed by registered nurse/registered practitioner:**

<b>Name</b>	
<b>Designation</b>	
<b>Signature</b>	
<b>Date</b>	
<b>Review date/rationale</b>	
<b>Review date/rationale</b>	

## Appendix 2: Record of practical assessment by the registered nurse/registered practitioner acting as assessor

Date and time	Criteria	Registered nurse/ registered practitioner assessor's signature	Health and care worker's signature	Assessor's comments
	Introduction and consent			
	Infection prevention and control			
	Checks relevant documentation (medication chart, last documentation, last injection site)			
	Checks that it is the: <ul style="list-style-type: none"> <li>• right person</li> <li>• right site</li> <li>• right time</li> <li>• right insulin</li> <li>• right dose</li> <li>• right route</li> <li>• signature signed by prescriber</li> <li>• right needle length</li> </ul>			
	Check that the person receiving care's next meal is readily available.			
	Administers subcutaneous insulin			
	Document care given			

**Practical assessment is to be completed on five separate occasions as part of the overall assessment.**

The assessor will need to re-evaluate the learner's competencies and sign off final assessment or re-enter for further training.

**FINAL ASSESSMENT AND SIGN-OFF DATE:**

I  (REGISTERED NURSE/  
REGISTERED PRACTITIONER PLEASE PRINT NAME) **can confirm that**

(HEALTH AND CARE  
WORKER LEARNER PLEASE PRINT NAME) **is now considered safe and  
competent to administer insulin injections in the community.**

SIGNATURE OF HEALTH AND SOCIAL CARE WORKER:

# Appendix 3: Agreement form to consent to administration of insulin

For guidance see Section 9.3 of the sample policy document.

## Details of person receiving care:

Name of person receiving care.....

ID/NHS no.....

## Statement of registered nurse:

I have explained to the person receiving care that the health and care worker [SPECIFY AS APPROPRIATE] assigned to complete this task:

- has undergone a rigorous training programme and is competent in the administration of insulin
- will be fully supported by the registered nurse/registered practitioner from [TRUST OR COMMUNITY PROVIDER NAME]

I have also explained to the person receiving care that:

- the team of registered nurses will remain responsible for their nursing care and will review this on a regular basis.
- if the individual's medical condition changes in any way, care will be given by the registered nurse
- the individual has the right to withdraw consent at any time.

**Signed**.....

**Date**.....

**Print name**.....

**Designation**.....

**Consent of person receiving care:**

I .....[INSERT NAME] understand the statement above, have received sufficient information, have had the opportunity to discuss any questions and consent for the delegated health and care worker [SPECIFY AS APPROPRIATE] to complete the above indicated routine task/tasks

**Signed**.....

**Date**.....

**Print name**.....

# Appendix 4: e-Learning module

Available at [https://portal.e-lfh.org.uk/Catalogue/Index?HierarchyId=0\\_45016\\_45921\\_45876\\_46383&programmeld=45016](https://portal.e-lfh.org.uk/Catalogue/Index?HierarchyId=0_45016_45921_45876_46383&programmeld=45016))

## Aims

1. To standardise the procedure for delegated health and care workers (HCWs) working in NHS trusts, community interest companies, social enterprises, independent sector providers, learning disability providers, adult social care providers – enabling them to administer insulin to specific individuals receiving care as identified by the registered nurse/registered practitioner supporting management of diabetes in the community in their area.
2. To provide a structured training programme for the safe administration of insulin by HCWs.

## Learning objectives

At the end of the education programme the HCW will be able to:

- have knowledge of the diagnosis and treatment of both Type 1 and Type 2 diabetes
- demonstrate the correct procedures for blood glucose/ketone monitoring and quality assurance according to the individual local NHS trust or community provider policy
- describe the effect of insulin on blood glucose levels
- administer insulin using the correct injection technique
- have knowledge of hypoglycaemia and hyperglycaemia, and their appropriate treatment
- show an understanding of the ongoing nature of therapy and the progression of the disease
- report identified problems appropriately and in a timely fashion
- the individual member of staff who has been identified and undergone the training is responsible for their own actions.

They should ensure that they have undertaken the appropriate training and supervised practice to demonstrate individual competency and confidence.

**The registered nurse/registered practitioner remains accountable for the appropriateness of delegation, ensuring adequate support and supervision is available (NMC The Code 2018).**

## **Review**

Continuous monitoring of competence of practice should be undertaken by the HCW's mentor/team leader. The individual undertaking the procedure should demonstrate evidence of adhering to the information in the implementation document. It is the responsibility of the individual undertaking this procedure to keep up to date and to keep a record of this in their personal portfolio.

## **Assessment**

The HCW must have attended the two part power point presentations and completed the e-Learning module and achieved the pass mark of 80%, and be able to demonstrate competent clinical skills to undertake the procedure.

The HCW and the mentor will then complete a two-part assessment (see pages 11 and 13 of the competency framework and workbook). These will be kept by the caseload manager in the appropriate format. A practical assessment will be undertaken on five separate occasions (see Appendix 2 herein) by the registered nurse or registered practitioner acting as an assessor.

When deemed competent by the mentor, page 2 will be completed.

A copy of the completed assessments will be sent to the lead nurse who will check that the paperwork has been correctly completed. The team leader will then keep a copy of these assessments in the HCW's file.

They will receive ongoing support and supervision from the registered nurse/registered professional.

Before being able to undertake the administration of insulin the HCW needs to have a working knowledge of:

- diabetes – the condition
- types of diabetes
- blood glucose monitoring [see guidelines]
- insulin therapy including:
  - types of insulin
  - time/action profile of insulin
  - injection technique sites, rotation and lipohypertrophy

- equipment
- storage
- sharps disposal, needle stick injury recording and reporting
- documentation
- hypo/hyperglycaemia, including signs and symptoms, treatment and prevention.

As provided in the two-part Powerpoint presentations and the eLearning module which supports this initiative.

The registered nurse should support and supervise the HCW in practice until both are satisfied that the HCW has the necessary training, confidence and skills to undertake the procedure unsupervised. The HCW is responsible for their actions, while the registered nurse or registered practitioner remains accountable for the delegation of care (NMC 2018, HCPC 2016).

The HCW must have been assessed and signed off as competent to carry out all aspects of the task.

The HCW must be reassessed six-monthly.

The Mentor and HSW must attend an annual update of insulin management and correct injection technique.