

Notes for Prescribers

Prescribing insulin on the Kardex

- Always prescribe the insulin type by brand name e.g. Humulin M3; do NOT simply prescribe as 'insulin'.
- Tick the administration time boxes.
- Write 'as per chart' in the dose box.
- Prescribe as two separate entries if the patient is on two different types of insulin.

Prescribing insulin on the supplementary insulin chart

- Attach a patient ID label on BOTH the front and back of the chart: this is to ensure that the insulin dose is prescribed and administered to the correct patient.
- State the frequency of capillary blood glucose (CBG) monitoring.
- Prescribe each individual dose of insulin on the chart. Prescribe the insulin type by brand name e.g. Humulin M3 (do not simply prescribe as 'insulin') and write the word 'units' in full (do NOT use IU or U). When glycaemic control and food intake is stable, try where possible to prescribe the dose for the evening and the following morning.

Notes for Nursing Staff

Check the Kardex before administration to ensure that the insulin prescription has not been altered.

Before administering each insulin dose:

- Check that insulin has not already been administered (by patient or nurse).
- Record capillary blood glucose (CBG) readings in the appropriate box (enter exact value rather than simply ticking the range it falls into). If the CBG level falls into either of the shaded areas refer to guidelines on the reverse of the chart. See screenshot below.
- Check the patient's urine or blood for the presence of ketones if their CBG is $\geq 15\text{mmol/L}$ and record Y or N on the insulin chart. If ketones are present, administer the insulin dose and refer urgently to medical staff.

As with other supplementary charts, nursing staff should continue to record administration of insulin BOTH on the Kardex and on the new chart (the new chart is currently being updated to reflect this policy).

Record overnight glucose results in the blank two boxes at the top of the prescription section – see below.

Date	Time	CBG Readings (mmol/L)			Pre
		<4	4.0-14.9	≥ 15	
	0415	3.9			
	0430		4.8		
	Before Breakfast				
	1115		6.9		
	Before Lunch				
	Before Dinner			15.6	

Please note: Hypoglycaemia guidance on the back of the chart is the same as that found in all ward areas and within hypo boxes.