

## The adult patient's passport to safer use of Insulin

Patient Safety Alert NPSA/2011/PSA003

Guidance for patients 18 years or over. Does not apply to children and young persons under the age of 18, although the use of the adult Insulin Passport and information booklet is an option available to them if they wish.

The Insulin Passport is a credit-card sized folded paper designed to be carried by the patient at all times. It contains the necessary information for emergencies and safe use of insulin as patients transfer between healthcare providers. Use of the Insulin Passport is not compulsory, but recommended. Patients are identified as either 'user' or 'non-user' of the passport (passport status).

Within the East Lancashire Health Economy, the following responsibilities have been agreed:

### **New patients commencing Insulin therapy**

The initiating practitioner/clinic will:-

- Offer the use of an Insulin Passport to record information on the Insulin products they use;
- Provide a patient information booklet which describes known error-prone situations and actions that may cause harm and enforce the benefits of using the Insulin Passport to minimise these risks
- Record the patient's decision of whether or not to use the Passport offered to them (the patient's passport status) in medical notes
- Assist patients in completion of therapy details in the Insulin Passport, specifically in how to describe their Insulin products so that there is no ambiguity in what they are using
- Instruct patients to present their Insulin Passport when visiting all healthcare professionals

### **Existing patients on Insulin therapy**

- Supply of Insulin Passports and booklets will be the responsibility of GP practices
- Healthcare professionals should assist in keeping the Insulin Passport up-to-date so that there is no ambiguity in what the patient is using
- Prescribers should review the Insulin Passport prior to prescribing Insulin products or other diabetic medication
- Pharmacists should review the Insulin Passport before dispensing and supplying Insulin products
- GPs should conduct annual reviews including an Insulin Passport check

### **All patients on Insulin**

- GP Practices to record the patient's passport status in the patient's medical record
- Hospitals to record the patient's passport status in the in-patient Generic Admission Document (GAD) and sub-cutaneous Insulin chart
- Communication of the passport status to accompany all medication history documentation for all transfers of care such as GP admission information and hospital discharge summaries