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**NOTICE**

**From:** Department of Public Health, Medication Administration Program (MAP)  
**To:** MAP Administrators and Coordinators  
**Date:** April 1, 2020  
**Subject:** COVID-19 – Insulin Pen Administration by MAP Certified Staff via Telehealth

The COVID-19 public health emergency continues to produce an extraordinary demand on the Commonwealth's healthcare system. In light of the nursing shortage throughout the Commonwealth as a result of COVID-19, it has become challenging for registered Medication Administration Program (MAP) Community Programs to comply with Medication Administration Program (MAP) policy 06-01(1) which requires that insulin be administered to individuals with diabetes only by licensed professionals.

For the duration of the State of Emergency, declared by Governor Baker on March 10, 2020, the Department of Public Health's Drug Control Program (DCP), in consultation with the Department and the Department of Mental Health (DMH), the Department of Developmental Services (DDS), and the Department of Children and Families (DCF), is waiving MAP Policy Manual Policy Manual Policy 06-01(1) as to insulin, and hereby authorizes administration of insulin via an insulin pen by MAP Certified staff pursuant to 105 CMR 700.003(F)(5)(e), provided the following conditions are met:

1. Only MAP Certified staff, who have been specifically designated by Community Program leadership may administer insulin with an insulin pen.
2. Community Programs may not require any individual MAP Certified staff to participate in this additional function.
3. The individual requiring insulin must have a health care provider order and valid matching prescription for the insulin pen.
4. MAP Certified staff must receive in-person training from a licensed nurse, which shall cover topics, including, but not limited to, the following:
  - a. Blood glucose testing and monitoring, as applicable;
  - b. Administration via subcutaneous route;

- c. Reading the label on the insulin pen; and
  - d. Dialing up the insulin pen to the appropriate dose.
- 5. MAP Certified staff must provide a return demonstration on all training topics.
- 6. When preparing to administer, MAP Certified staff must contact a licensed nurse to verify that the pen has been correctly dialed based on the health care provider order.
- 7. After administration, MAP Certified staff must contact a licensed nurse to verify that administration has been completed and assure proper documentation and follow-up instructions, as applicable.

All training, demonstration and verification may be conducted remotely via available telehealth methods. Written authorization and instructions of the prescribing physician, beyond the prescriber's order and prescription, in accordance with 105 CMR 700.003(F)(5)(e), shall not be required during the term of the Emergency.

MAP Certified staff must strictly adhere to MAP Policies on documentation of administration of the medications using procedures typically used by MAP Programs, including Medication Occurrence Reports, as necessary. Failure to do so may result in questions related to possible diversion of medications.

If you have any questions please contact your DDS, DMH or DCF MAP Coordinator.