



FOR DELEGATED CAREGIVERS

Student	DOB
Procedure Written on:	
By:	
Reviewed on:	Reviewed on:
By:	By:
Reviewed on:	Reviewed on:
By:	By:

INSULIN ADMINISTRATION – INSULIN PEN

1. Assemble supplies:
 - a. Alcohol wipes
 - b. Gloves
 - c. Insulin Pen
2. Wash hands and apply gloves.
3. Review 5 R's to ensure that student is taking the correct medication.
 - a. If student is administering and is not a self-manager., verify student's dose before administration.
 - b. If staff is administering insulin, verify with second caregiver.

Right Student	
Right Medication	
Right Dose	
Right Time	
Right Route	

Advise parent immediately to replace medicine when observing discolored, nearly empty or nearly expired medication.

- A. Prepare the Pen
 - a. Clean the rubber seal on the end of the Pen with an alcohol swab.

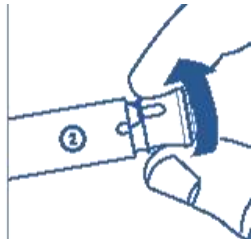


- b. Attach a new capped needle onto the end of the Pen by turning it clockwise until tight.
- c. Hold the Pen with the needle pointing up and remove the outer needle shield. Keep the shield to use during needle removal. Remove the inner needle shield and discard.



B. Prime the Pen.

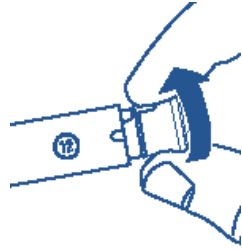
- a. Turn the dose knob clockwise until the number "2" is seen in the dose window. If the number you have dialed is too high, simply turn the dose knob backward until the number "2" is seen in the dose window.



- b. Hold the Pen with the needle pointing up. Tap the clear cartridge holder gently so any air bubbles collect near the top. Using your thumb, push the injection button firmly while counting to 5. You should see a stream of insulin come out of the tip of the needle and a diamond (◆) in the center of the dose window.

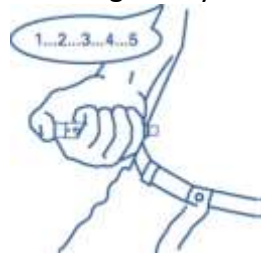


- c. Turn the dose knob clockwise until the dose needed is seen in the window. If you pass the dose amount, simply turn the knob backward until the correct dose is seen in the window.



C. Give the injection

- a. Cleanse injection site on the back of the arm or abdomen with an alcohol swab.
- b. Insert the needle. Inject the insulin using thumb and push the injection button completely. Keep pressing and continue to hold the injection button firmly while counting slowly to 5.



- c. When the injection is done, a diamond (◆) or an arrow (➔) must be seen in the center of the dose window to indicate that the full dose was delivered.
- d. Direct student to carefully replace the outer needle shield. Because of biohazard concerns student must perform this step independently.
- e. Direct student to remove the capped needle by turning it counterclockwise. Student must discard capped needle in the sharps container.
- f. Replace the cap on the Pen.

D. Remove gloves and wash hands.

E. Record procedure on delegated healthcare log.

Berman, A., Snyder, S., Kozier, B., & Erb, G. (2008). *Fundamentals of nursing: Concepts, process, and practice* (8th ed.). Upper Saddle River, NJ: Prentice Hall.

Eli Lilly and Company. (2009, April). *Prefilled Insulin Delivery Device User Manual*. Retrieved from http://pi.lilly.com/us/humalog_humulin-pen-user_manual.pdf

Multnomah Education Service District. (2013). Procedure for medication administration: Injectable insulin.