

## Insulin Pen

### A. **General Guidelines**

1. Either Prefilled or Reusable (cartridge) pens- dosing and insulin delivery is similar for both types of devices.
  2. While most students will only take rapid-acting or bolus insulin in the school setting, long-acting or basal insulin is also available in a pen.
  3. Administered into the subcutaneous layer of skin – fat layer between the skin and the muscle
    - Common sites: abdomen, thigh, buttocks, upper arms.
  4. After injecting prescribed dose of insulin, wait 5 seconds before withdrawing the needle to prevent the insulin from leaking back out of the skin.
  5. In order to reduce the risk of scar tissue or a fatty growth formation, injection sites should rotated.
  6. Allow student to choose the injection site
  7. Disposal – Dispose of used syringes and needles in a puncture-resistant container in accordance with OSHA guidelines.
    - a) Do not recap a used needle
    - b) Do not reuse the same needle.
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1. Remove and dispose of the pen needle
  2. Document the time, dosage, site, and blood glucose value

## PROCEDURES FOR INSULIN ADMINISTRATION VIA INSULIN PEN

Essential Skills	Key Points and Precautions
1. Preparation	Organization saves time and prevents the student from being left alone.
<ul style="list-style-type: none"> <li>a) Gather supplies:               <ul style="list-style-type: none"> <li>– Pen device – (with cartridge)</li> <li>– -verify type and expiration date</li> <li>– Pen needle</li> <li>– Alcohol wipes</li> <li>– Disposable gloves</li> <li>– Puncture-resistant or Sharps container</li> </ul> </li> <li>b) Wash hands and apply gloves.</li> <li>c) Allow student to select injection site.</li> <li>d) Clean injection site with alcohol wipe.</li> <li>e) Screw on pen needle.</li> <li>f) Prime: Dial “2” units.               <ul style="list-style-type: none"> <li>• If pen is being used for the first time, prime 4-6 units as per manufacturer’s instruction.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Universal precautions - reduces the risk of disease transmission.</li> <li>Encourages student participation, promotes independence.</li> <li>Reduces the risk of spreading germs.</li> <li>Increases accuracy of administering proper dosage of the insulin.</li> </ul>
2. Dosing	Using 5 of the 6 Rights of Medication Administration
<ul style="list-style-type: none"> <li>a) Hold upright. Remove air by pressing the plunger.</li> <li>b) Repeat “Prime” if no insulin shows at end of needle.</li> <li>c) Dial number of units to be administered as per DMMP.</li> </ul>	<ul style="list-style-type: none"> <li>1. Right Medication</li> <li>2. Right Dose</li> <li>3. Right Individual</li> <li>4. Right Route</li> <li>5. Right Time</li> </ul>
3. Injecting	Pinching the skin reduces the risk of an intramuscular injection.
<ul style="list-style-type: none"> <li>a) Pinch up the skin.</li> <li>b) Push needle into skin at a 90° angle.</li> <li>c) Release the pinched skin.</li> <li>d) Push down on the plunger and Count to “5”.</li> <li>e) Remove and dispose of the pen needle.</li> </ul>	<ul style="list-style-type: none"> <li>Reduces the risk of leakage.</li> <li>In puncture-resistant container to reduce the risk of accidental exposure.</li> </ul>
4. Document procedure on student’s log	

**Insulin Administration: Injection - Insulin Pen Skills Checklist**

[ ] Initial [ ] Review

Student's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Person Trained: \_\_\_\_\_ Position: \_\_\_\_\_

	Demo Date	Return Demonstration					
		Date	Date	Date	Date	Date	Date
<b>Cleans top of cabinet/cart where medication will be administered</b>							
<b>A. Preparation</b>							
1. Gathers supplies and verify insulin type							
2. Washes hands and apply gloves							
3. Allows student to select injection site							
4. Cleans injection site with alcohol wipe							
5. Screws on pen needle							
<b>B. Dosing</b>							
6. Primes pen as per manufacturer's instruction							
7. Holds upright. Remove air by pressing the plunger - Repeats "Prime" if no insulin shows at end of needle							
8. Dials number of units to be administered as per DMMP							
<b>C. Injecting</b>							
9. Pinches up the skin							
10. Pushes needle into skin at a 90 <sup>0</sup> angle							
11. Releases the pinched skin							
12. Pushes the plunger in							
13. Counts to "5"							
14. Removes the needle and dispose of syringe							
15. Documents the time, dosage, site, and blood glucose value							

Comments: \_\_\_\_\_

Overall Rating:           **PASS**      *Successful completion of a minimum of five demonstrations with 100% accuracy*  
                                       **FAIL**      *Practical must be repeated. Trainer must complete Summary of Skills Form and attach to this checklist.*

\_\_\_\_\_  
 Date:                      School RN Signature                      Date                      Employee Signature