**Plano Independent School District**

**School Health**

**Insulin Administration by Pen Device Procedural Guideline**

**Purpose**

To administer insulin by insulin pen per doctor’s orders for:

1. Hyperglycemia (high blood sugar)
2. Food intake

**Equipment and Supplies**

1. Insulin pen
2. Insulin cartridges
3. Pen needles
4. Cotton balls
5. Alcohol wipes
6. Gloves
7. Sharps container

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|  | **Essential Steps** | **Key Points and Precautions** |
| 1) | Wash hands. |  |
| 2) | Gather supplies (insulin pen, pen needle and alcohol wipes). |  |
| 3) | Put on gloves. |  |
| 4) | Check insulin type/brand and expiration date. | This must match doctor’s orders. Check pen package insert for expiration date information – generally 28-30 days after opening. Keep unopened insulin in refrigerator. |
| 5) | Check the level of insulin remaining in the insulin cartridge. | Cartridges are made for multiple doses. Ensure that enough insulin remains in the cartridge for accurate dosing. Most pens will not allow you to dial more insulin then available in the cartridge. |
| 6) | Screw on new needle. Remove outer plastic cap and plastic needle cap.  | Save the outer plastic cap, this is used for disposal after the insulin dose is given. |
| 7) | Dial in two units of insulin to perform an “air shot”. Insulin should appear at tip of needle. If not, repeat. | This procedure ensures that any accumulated air will be released, ensuring accurate dosing. |
| 8) | Dial in prescribed dose. | If UDCA, double check dose with another person. |
| 9) | Select the site to be used and prep with alcohol and let dry.  | Any subcutaneous tissue can be used for the site. The best absorption is in the abdomen, followed by the upper arms, thighs and then the buttocks. |
| 12) | Pinch up skin and tissue with one hand. With the other hand dart the needle into the tissue. Push plunger to inject the insulin, count to five and then remove the needle. Dab with cotton ball if needed. | Avoid rubbing the injection site; this may alter the absorption rate. Keeping the needle in place after injecting for five seconds will prevent leakage from the site. |
| 13) | Place needle into plastic needle cap. Unscrew the needle tip and carefully discard into a sharps container.  |  |
| 14) | Document in student’s medication log. |  |