

Procedure for Insulin Pen Delivery System

Pupil:	DOB:	School:	Grade:
Equipment And Supplies	1. Insulin pen 2. Insulin cartridge 3. Pen needles	4. Cotton balls 5. Alcohol/swabs 6. Sharps container	
Essential Steps		Key Points & Precautions	
1. Always obtain a blood glucose reading prior to insulin administration.		This will help determine amount of insulin to be given.	
2. Determine insulin dose with physician's orders.		This will be either a standard noon dose, based on the blood glucose reading or a "correction dose" (spot dose) of insulin for hyperglycemia.	
3. Assemble insulin pen, pen needle and alcohol.			
4. Check insulin type/brand. This must match physician's orders.			
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.	
6. Attach new needle. Remove outer plastic cap and plastic needle cap. Place outer needle cap on a flat surface with open end facing up.		This will assist in needle disposal after insulin is given.	
7. Dial in two units of insulin to perform an "air shot." Insulin should appear at needle tip. If it does not, repeat procedure.		Change in temperatures can cause air intake. This procedure ensures that any accumulated air will be released, thereby ensuring accurate insulin dosage.	
8. Dial in prescribed dose.			
9. Cleanse skin with alcohol and allow to dry before injecting.			
10. Pinch up the skin at selected area and dart the needle into the soft pocket at a 90 degree angle.		The soft pocket lies directly in front of or in back of the pinched up skin.	
11. Inject insulin at a steady rate.			
12. Count slowly to three and then remove the needle.		Some pen manufacturers require a longer count.	
13. Grasping the pen, place the needle into plastic needle cap that was left upright on a flat surface. Unscrew the needle tip and carefully discard into a sharps container.		Do not lift the cap up with fingers to cover needle tip. Leave cap on the counter and use the pen to place the needle into the cap to avoid possibility of finger stick injury. The needle must be changed after each injection, as leaving the pen needle attached leaves an OPEN passageway into the insulin and contamination may occur.	
14. Document on Procedure Log.			