

Read prior to using Insulin Pen

- Read instructions for use inside of packaging in insulin pen.
- Ask for help if you have any problems handling the pen or seeing the dosing window.
- Do not share insulin pen with other People, even if the needle has been changed. Serious infections can occur.
- Do not clean or re-use needles. Always use a new sterile needle for each injection.
- If needlestick does occur, DO NOT administer Insulin to client with same needle.
- Do not use insulin pen if it appears to be damaged or if you are unsure that it is working properly.
- You can roughly see how many units are left in the vial by looking at where the plunger is on the side of the vial.
- How to read dose selecting window: even numbers are shown in line with the dose pointer, odd numbers are shown as lines in-between even numbers.
- Each pen contains more than 1 dose.
- If needed, take the new pen out of refrigerator at least 1 hour prior to administration. Cold insulin is more painful when injected.
- Know how Insulin pen works and looks prior to use, if insulin appears cloudy, colored or contains floating particles do not use.

Items you will Need:

- Gloves
- Insulin pen and capped needle
- Alcohol pad for chosen area of administration
- Sharps container

Informational video to watch prior to injection:

[How to Use Your Insulin Pen - YouTube](#)

- These NURSING GUIDELINES are to be used as **GUIDELINES**. These can be utilized to help provide direction and care to clients in a variety of situations.
- These guidelines do not supersede Primary Care's direction. Primary Care should be reviewing these guidelines at yearly physicals stating that they agree with guidelines.

Follow all medication administration policies including checking physicians' orders, completing 3 checks and 5 rights in addition to instructions below for administration.

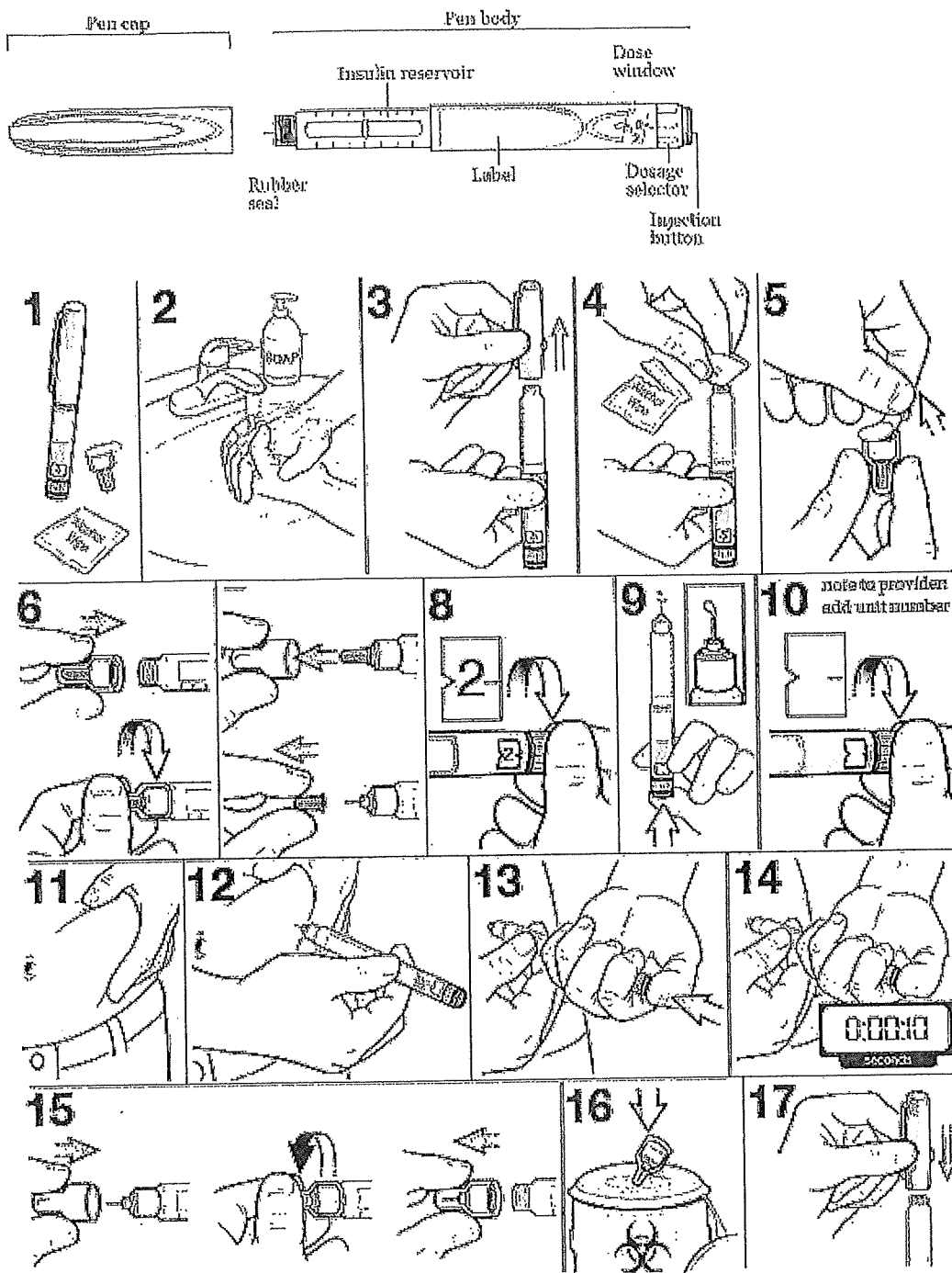
1. Collect supplies.
2. Wash hands and put on gloves.
3. Double check order to make sure correct insulin pen was picked up, verify dosing on order.
4. Check expiration date and label on pen.
5. Pull off Pen cap (look at insulin, should be clear)
6. Visibly look over pen for any issues, cracks, or debris
7. Check rubber cap on pen and wipe rubber seal with alcohol prep pad.
8. Take out the new needle and peel off the protective seal, leave protective cap over needle.
9. Keep the needle straight and screw it into the pen until fixed position.
10. Make sure needle is attached and dose selector is at 0.
11. Pull off needle cap(s), set aside, save for when done, needle will be visible.
12. Turn the dial to 2 units, depress dial- this will prime needle, you may see insulin come up to the end of the needle, this will take all air out of the needle, dial will decrease to 0.
13. Turn the dose selector until the dose pointer lines up with prescribed dose, if you turn past your dose, you can turn dial back down.
14. Once at client, prep area that insulin will be administered, clean area with alcohol prep pad and wait for area to dry.
15. Pinch up area that you will be administering insulin into
16. Push needle straight into skin
17. Push plunger slowly all the way in to inject prescribed dose, hold for 5-10 seconds after injecting to make sure all insulin is out of needle.
18. Pull needle straight out of pinched skin.
19. Replace cap onto needle with scooping motion, making sure not to touch needle area with hand.
20. Wipe client's area with alcohol swab, do not rub.
21. Remove and discard needle into appropriate sharps container.

My Signature below indicates that I have received sufficient in-service instruction to prepare me to administer insulin to my client. I understand and agree that it is my responsibility to let my supervisor know if I have questions or feel I need further information or in-service now or in the future.

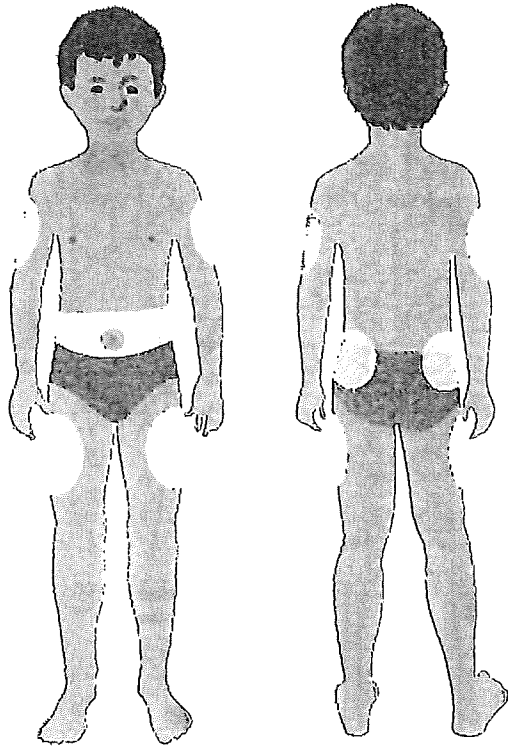
Signed Name

Printed Name & Date

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