

Safe Insulin Administration: What You Need to Know

1. If you are unsure of how to safely administer an insulin injection, notify your supervisor and review the Administration of Insulin steps and instructional video provided below **PRIOR** to beginning this task.
2. Standard insulin contains 100 units in 1 mL. Every small notch on a standard 1 mL insulin syringe equals 1 unit of insulin.
3. If you are having trouble seeing the markings on the syringe, talk to your supervisor.

4. Insulin should be given at room temperature. If you have stored it in the refrigerator or cooler bag, take it out 30 minutes before the injection. Once you have started using a vial of insulin, it can be kept at room temperature for 28 days.

(*When insulin bottle is opened for the first time make sure you write a date on the bottle.)

5. Intermediate-acting insulin (N or NPH) is cloudy and must be rolled between your hands to mix it. Do not shake the bottle. This can make the insulin clump.
6. Clear insulin does not need to be rolled (mixed).
7. Injections should be given 1 inch (2.5 centimeters, cm) away from scars and 2 inches (5 cm) away from the navel.
8. Insulin is administered into fatty tissue. Not muscle. You must pinch the skin up and away from the muscle to ensure proper absorption.
9. Do not administer an insulin injection in an area that is bruised, lumpy, firm, swollen, numb or tender to the touch, as this may interfere with absorption.
10. Do not clean or re-use needles. Always use a new sterile needle for each injection.
11. If a needlestick does occur, DO NOT administer Insulin to the client using the same needle. Use a new needle.

Informational video to watch prior to injection:

[insulin administration from vial teaching video va hospital - Google Search](#)

Administration of Insulin

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

1. Gather Supplies.
2. Wash hands and put on gloves.
3. Double check order to make sure correct insulin was chosen and verify dosing on order. If order is for NPH or cloudy colored insulin, you must roll bottle between hands for 10 seconds prior to use.
4. Check expiration date on label.
5. Visibly look over bottle for any issues, cracks or debris.
6. Wipe top of bottle for 15 seconds with alcohol swab.
7. Know the dose of insulin you are going to use. Take the cap off the needle, being careful not to touch the needle to keep it sterile. Pull back the plunger of the syringe to put as much air in the syringe as the dose of medicine you want.
8. Put the needle into and through the rubber top of the insulin bottle. Push the plunger so the air goes into the bottle.
9. Keep the needle in the bottle and turn the bottle upside down.
10. With the tip of the needle in the liquid, pull back on the plunger to get the right dose of insulin into the syringe.
11. Check the syringe for air bubbles. If there are bubbles, hold both the bottle and syringe in one hand, and tap the syringe with your other hand. The bubbles will float to the top. Push the bubbles back into the insulin bottle, then pull back to get the right dose.
12. When there are no bubbles, take the syringe out of the bottle. Put the syringe down carefully so the needle does not touch anything.
13. Prep the administration site with an alcohol pad and wait for the area to dry.
14. Pinch the skin of the injection site and push the needle in at a 90° angle.
15. Push the needle all the way in. Let go of the pinched skin and slowly push the plunger all the way down making sure to inject the entire dose.
16. Hold for 5-10 seconds after injecting to make sure all insulin is out of needle.
17. Pull the needle out at the same angle it went in-- making sure not to touch needle.
18. Discard syringe immediately into appropriate sharps container
19. If needed wipe the injection area with an alcohol swab. Do not rub.

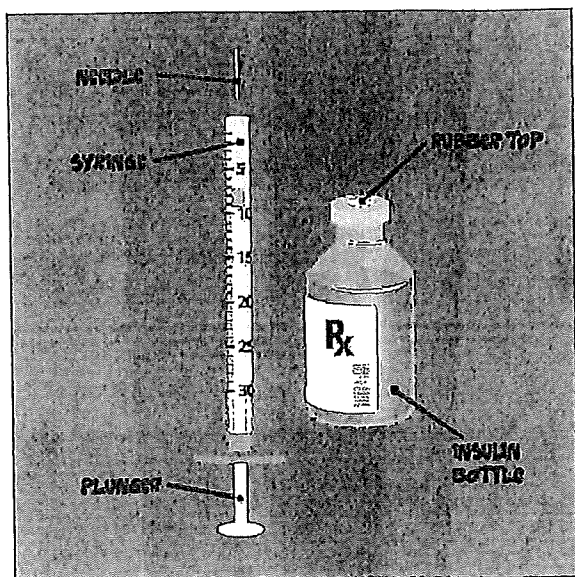
I understand that this Nursing Guideline serves as an instructional tool to guide staff in the safe administration of injectable insulin. It is a general guide and does not supersede a Primary Care Provider's (PCP) discretion. The PCP should review this guideline at yearly physicals to ensure appropriateness and agreement.

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

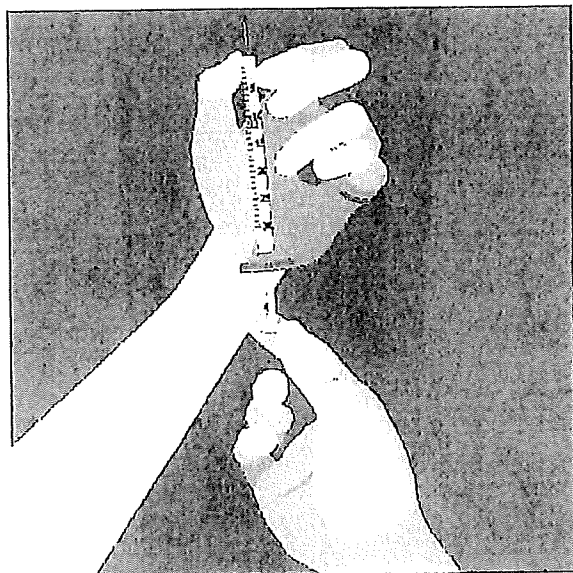
Signed Name

Printed Name & Date

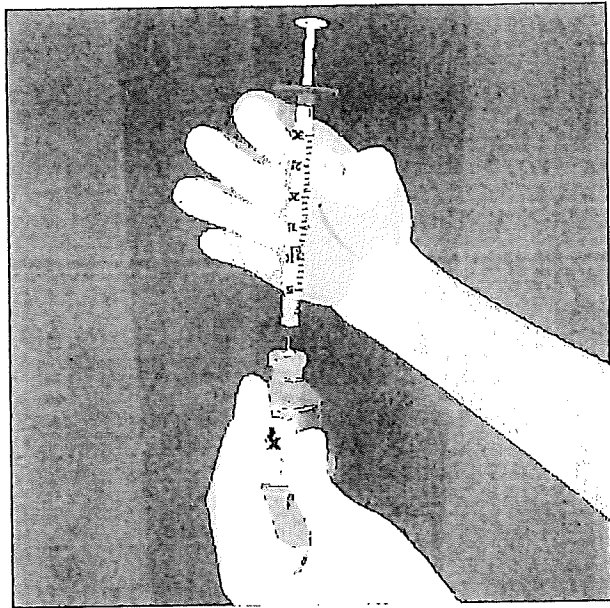
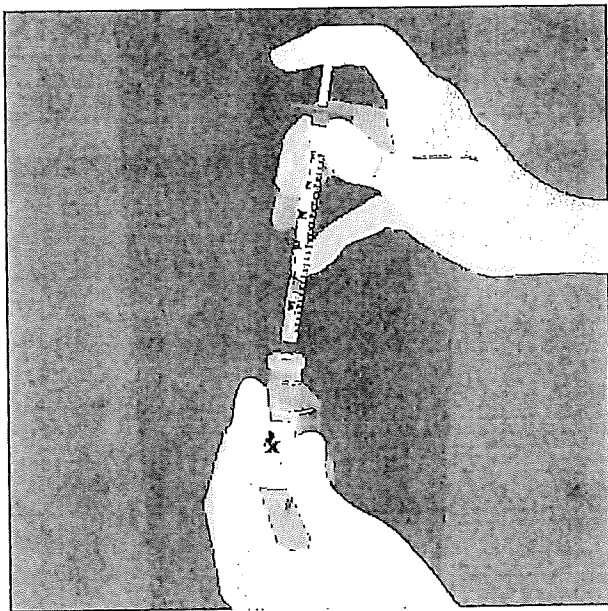
Insulin and Syringe



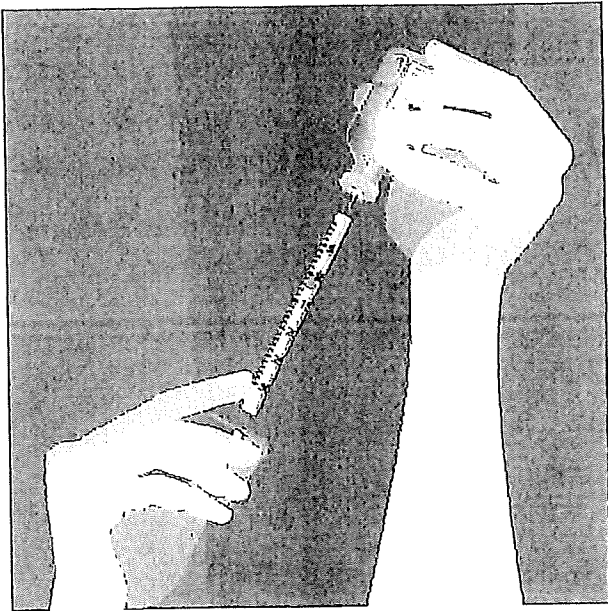
Step 7 below



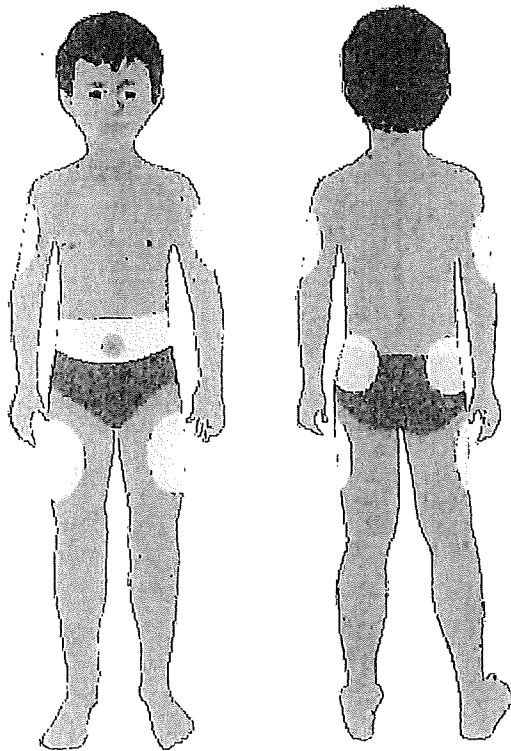
Step 8



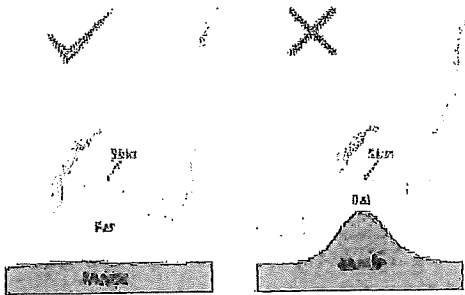
Step 9 & 10



Areas of administration:

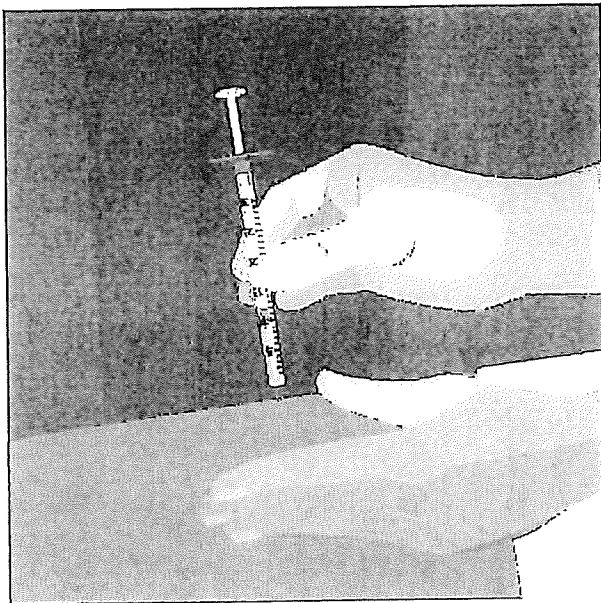


INSULIN INJECTION TECHNIQUE

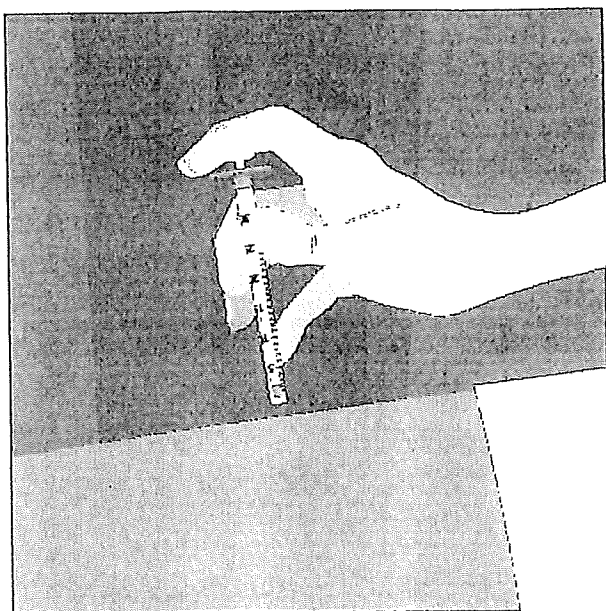


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Step 15,16



Step 17



Discard syringe into appropriate container.

