

Directions for Insulin Administration Using Insulin Pen (Lilly)

Preparation

1. Wash hands
2. Use an alcohol swab to wipe the rubber seal on the end of the pen.
3. Remove paper tab from the outer pen needle shield.
4. Screw the capped needle clockwise onto the end of the Pen until tight.
5. Remove the inner pen needle shield and discard.

Priming the Pen

1. Turn the dose knob clockwise until the arrow appears in the magnifying dose window.
2. Pull out the dose knob. A “0” will appear in the magnifying dose window.
3. Turn the dose knob clockwise until a “2” appears.
4. Remove the cover from the needle and point the pen up.
5. Tap the clear plastic barrel lightly, then press the injection button down all the way until you see a drop or small stream of insulin. If you do not see this, repeat the priming steps until you do.

Dial the Dose*

1. Turn the dose knob clockwise until the arrow appears in the magnifying dose window.
2. Pull out the dose knob. A “0” will appear in the magnifying dose window.
3. Dial the number of units of insulin in your dose.
4. If the dose you dial is too high, turn the knob backward until the correct dose appears in the magnifying dose window.

Deliver the Dose

1. Choose the injection site.
2. Insert the needle straight into the skin and press the injection button down completely.
3. Once you have pushed the button down all the way, count slowly to five.
4. Remove the needle when you have finished counting.

Store the Pen

1. Replace the outer needle shield.
2. Unscrew the capped needle and dispose of the needle in sharps container.
3. Place the cap back on the pen for storage.

Tips

- Prime pen before injection. Otherwise, the dose may not be accurate.
- If properly primed, a small air bubble may remain within the pen’s clear plastic barrel. This will not affect the dose.
- Use a new needle for every dose.

* **Dose** is generally determined by sliding scale taking into account the present blood sugar and the number of grams of carbohydrates to be consumed with the meal as described in the student’s care plan.

ALBEMARLE COUNTY PUBLIC SCHOOLS
Insulin Injection Training

Employee Name:

School:

Position:

PERFORMANCE CRITERIA

EVALUATOR'S INITIALS

1. Describes situations when Insulin is necessary.
2. States appropriate storage & security of Insulin, syringes, & medical supplies.
3. States where student's care plan is located.
4. States the "5 rights" of medication administration (student, medication, dose, time, and route).
5. Accurately measures insulin dose. Practice with 2 units, 5 units, & 10 units.
6. Locates appropriate sites for insulin injection.
7. Demonstrates accurate injection technique.
8. States possible side effects of insulin.
9. States appropriate disposal of syringes and medical supplies.

Evaluator's signature: _____

Employee signature: _____

Adapted from Loudin County Public Schools, August 2002.

