

## Steps For Administering Insulin

1. Insulin should be administered only on the orders of a licensed prescriber. Specific guidelines should be provided by the primary health care provider for the conditions (blood glucose levels) under which insulin is to be administered.
2. Assemble equipment:
  - Insulin (as ordered by licensed prescriber)
  - Insulin pen if ordered by prescriber
  - Appropriate gauge needle (provided by parents)
  - Insulin syringe (attached to needle as one unit)
  - Alcohol wipe
  - Insulin pen if prescribed and provided by parent
3. Obtain prescribed insulin and check it against the licensed prescriber's order. Inspect insulin. Do not use if cloudy, discolored or clumped. (Although rarely used in the school setting, NPH and Lente (longer acting) are cloudy and white after mixing. If they appear discolored or clumped, do not use.) Short acting insulin (Regular, Humalog, and Novalog) should be as clear as water.
4. Draw up the Insulin as ordered. Double check that you are administering the right insulin, the right dosage, to the right person, and at the right time.
5. If using an insulin pen, dial the number of units prescribed then inject as described below.
6. Select an appropriate injection site. Remember to rotate sites as ordered by the primary health care provider (the child will usually be able to tell you where the last shot was administered – use another site.)
7. Put on gloves. Clean site with antiseptic wipe, beginning at center of site and moving outward in a circular motion. Allow skin to dry.
8. Grasp/pinch skin up.
9. Position needle with bevel facing up, at an appropriate angle (90 degrees). Insert needle with one quick motion, release patient's skin, and inject insulin (Do not aspirate or pull back on plunger).
10. Remove needle gently but quickly at the same angle used for insertion. Cover site with antiseptic wipe. Do not rub or massage site.
11. Dispose of used equipment according to universal precautions policy. Do not recap needle but place entire syringe with needle in red "sharps" container.
12. Document dose of insulin given; time given, site, and any reactions or problems noted.

**Manual for Training Public School Employees in the Administration of Insulin and Glucagon.** Office of Special Education and Student Services, Division of Instruction, Virginia Department of Education. September, 1999.

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