

Skills Checklist/Procedure for Insulin Injection – Filling the Syringe

- 1. Washes hands with soap and water.
- 2. Gathers equipment needed:
 - ◀ Vial of insulin
 - ◀ Sterile disposable syringe
 - ◀ Alcohol swab
 - ◀ Sharps (puncture proof) container
- 3. Identifies insulin by comparing MAR / Med Log to label on vial.
- 4. **Clear Insulin:** Check Insulin for floaters, discoloration, or cloudiness. Discards if any of these are observed
Cloudy Insulin: Checks insulin for floaters and white lumps. Discards if either of these is observed.
- 5. Checks expiration date on insulin vial.
- 6. If using cloudy insulin, gently rolls insulin between hands to mix well.
- 7. Removes cap from vial and cleans top of vial with alcohol swab.
- 8. Removes syringe from package. Removes cap from needle and checks needle for any bends or barbs. Checks syringe by pushing plunger back and forth to make sure it moves freely.
- 9. Pulls back plunger, drawing air into the syringe. The amount of air should be the same as the amount of insulin ordered by the physician.
- 10. Pushes the needle into the rubber stopper on the insulin vial, then injects the air into the vial.
- 11. Keeps the needle in the rubber stopper while turning the vial upside down, making sure the tip of the needle remains in the insulin.
- 12. Fills the syringe with the correct dose of insulin by drawing back on the plunger.
 - ◀ If too much insulin is drawn into the syringe, pushes the plunger in, returning insulin to the vial.
 - ◀ If too little insulin is drawn into the syringe, continues pulling on the plunger.
- 13. Checks the syringe for air bubbles.
 - ◀ If there are air bubbles, gently taps the syringe barrel while the needle remains in the rubber stopper of the vial. Air bubbles will move to the top of the syringe and back into the vial. Continues to tap until all air bubbles are gone.
- 14. Checks the syringe for the correct dose of insulin. Makes sure there are no air bubbles. If air bubbles persist, pushes all medication back into the vial and begins to redraw the correct dose of insulin.
- 15. Checks the syringe once more to ensure that the correct amount of insulin has been drawn up before pulling needle from vial.
- 16. Carefully recaps needle as taught.

Nurse's Signature: _____ Date: _____

Skills Checklist / Procedure for Insulin Injection – Giving the Insulin

- 1. Washes hands with soap and water and puts on gloves.
- 2. Chooses the injection site.
 - ◀ Makes sure the site is clean by using an alcohol swab or washing the area with soap and water
 - ◀ Dries the site
 - ◀ Avoids areas that are red, swollen, or bruised.
- 3. Informs the client that he will be given his / her insulin injection.
- 4. Checks to be sure the right insulin is being given in the right dose to the right person at the right time.
- 5. Places thumb and forefinger on either side of the injection site, about 2 inches apart, and pinches up the skin.
- 6. With a darting motion, inserts the needle into the pinched up skin between the thumb and forefinger. Makes sure the needle enters at a 45 or 90 degree angle.
- 7. Releases the skin, holding the syringe in place.
- 8. While holding the syringe in place, pushes down on the plunger, injecting the insulin at a slow, steady pace, until all insulin has been injected. This takes about 3-5 seconds.
 - ◀ The syringe can be held in place with one hand and the other hand used to inject, or a one handed technique may be used.
- 9. Places a cotton ball or clean gauze next to the needle where the needle has entered the skin and with a smooth motion, carefully removes the needle from the client's skin.
- 10. Holds the cotton ball or gauze over the injection site for a few seconds.
 - ◀ If bleeding occurs, holds the cotton ball or gauze over the injection site until bleeding stops
- 11. **DOES NOT RECAP THE NEEDLE.** Disposes of the syringe in the sharps container.
- 12. Removes gloves and washes hands.
- 13. Stays with the client, ensuring the client is safe and comfortable.
- 14. Secures the medication area making sure all equipment and medication is put away according to agency policy and procedure.
- 15. Documents per agency policy and procedure.

Nurse's Signature: _____ Date: _____

Skills Checklist for Insulin Injection per Insulin Pen

- 1. Wash hands with soap and water
- 2. Gather supplies
 - ♣ Alcohol swabs ♣ Insulin Pen ♣ Sharps Container
 - ♣ Gloves ♣ Needles
- 3. Compare label on Insulin container with MAR 3 times
 - ♣ Before assembling ♣ After assembling ♣ Before administering
- 4. Remove cap of pen. Check insulin in pen for floaters and / or discoloration
- 5. Wipe off area the needle is inserted (screwed in)
- 6. Screw needle into top of pen (Remove outer cap at this point, but leave second cap)
- 7. Turn dial at bottom of pen to "2." Remove needle protector. Push up on plunger to release air – several small drops will come out of needle.
- 8. Put on gloves
- 9. Turn dial to correct number for correct dosage
- 10. Place outer needle cap lightly over needle. Lay pen down without contaminating
- 11. Select appropriate injection site and wipe with alcohol
- 12. ¹Pick up pen. ⁵Inject pen into pinched up skin
²Remove cap. ⁶Push plunger with thumb until it stops
³Hold pen in fist leaving thumb loose. ⁷Release fold of skin.
⁴Pinch fold of skin. ⁸Count to five and remove needle from skin.
- 13. Clean area with alcohol.
- 14. Recap needle with outer cap. Unscrew needle from top. Put needle into sharps container.
- 15. Wash hand and replace insulin in locked storage container in refrigerator
- 16. Document according to agency procedure and policy

Nurse Signature: _____ Date: _____