

**Cache County School District**  
**Insulin Pen Administration Protocol**

**Only staff ANNUALLY trained by A CCSD Nurse can provide the following procedure**  
**ALWAYS FOLLOW THE STUDENT'S INDIVIDUALIZED HEALTH CARE PLAN**

**PROTOCOL**

**A. Preparation:**

- \* Identifies student's ability to participate in procedure
- \* Reviews Universal precautions, identifies where procedure is done
- \* Identifies possible problems and appropriate actions
- \* Calculate insulin dose to be delivered
- \* Have a second trained staff member verify insulin dose to be delivered

**B. Identifies supplies and gathers equipment**

- \* Insulin pen, Sharps container, Alcohol wipe

**C. Procedure**

1. Wash hands
2. Properly position student
3. Screw needle on pen, Tip and roll pen for proper mixing – **DO NOT SHAKE**
4. Priming pen: Dial up 2 units, holding the syringe with needle pointing up, push button as far as it will go and see if a drop of insulin appears at the needle tip. If not repeat the procedure until insulin appears
5. Setting the dose: Check that the dose selector is set at **0**. Dial the number of units needed to be injected. Have a second trained staff member check insulin pen dosage for accuracy
6. Put on gloves
7. Locate site for injection, loosen any restrictive clothing, clean site with alcohol wipe - if applicable
8. Pinch up a fold of skin and insert the needle straight in. Thin adults or children, may need to inject at a 45-degree angle.
9. Deliver the dose by pressing the push button all the way in. The needle should remain under the skin for at least 5 seconds. Keep the push button fully depressed until the needle is withdrawn from the skin
10. To avoid needle sticks, **DO NOT RECAP THE NEEDLE**, throw away the needle safely in a Sharps container after each injection
11. Apply bandage to site if needed
12. Document the procedure in the approved CCSD documentation system
13. Notify parent with any concerns
14. Keep insulin and sharps in a secure area