

## Cache County School District Insulin Syringe 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 to be 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 - verified with MD orders
- \* Insulin syringe, Vial of insulin, Alcohol wipe, Sharps container

#### **C. Procedure**

1. Wash hands
2. Properly position student
3. Check opened insulin to verify insulin has not expired
4. Clean top of insulin bottle with alcohol wipe
5. Inject appropriate amount of air into the insulin bottle
6. Turn the bottle upside down and draw the appropriate amount of insulin, no air bubbles should be in syringe
7. Have a second trained staff member verify Insulin dose drawn
8. Put on gloves
9. Locate site for injection, Loosen any restrictive clothing, clean site with alcohol wipe
10. 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.
11. Inject insulin, leave needle in skin and count to 5
12. Withdraw needle. To avoid needle sticks, **DO NOT RECAP THE NEEDLE** put in sharps container immediately
13. Apply bandage to site if needed
14. Notify parents of any concerns
15. Keep insulin and sharps secure and away from other students
16. Document the procedure in the approved CCSD documentation system
17. Notify parent with any concerns
18. Keep insulin and sharps in a secure area