

DIABETES SKILLS CHECKLIST- Insulin Syringe

Name of Staff Member (UAP): _____ 1

INSULIN ADMINISTRATION BY SYRINGE	Training Date/ RN Initials	Training Date/ UAP Initials	Return Demonstrations		
			Date/ RN + UAP Initials	Date/ RN + UAP Initials	Date/ RN + UAP Initials
A. States names, purpose of procedure, and location of current medical orders					
B. Identifies supplies					
1. Insulin(s), syringe, cotton ball, and alcohol wipe <ul style="list-style-type: none"> a. * Shorter acting insulin = Regular, Lispro, Aspart b. ** Longer acting insulin = Lantus, NPH, Lente c. Insulin cartridge from pump 					
2. Sharps disposal container					
3. Health Care plan					
4. Gloves					
C. Procedure:					
1. Wash hands and put on gloves					
2. Gather supplies.					
3. If longer acting insulin** is used, it will require mixing. Gently roll the bottle between the palms or turn the bottle over from end to end at least 20 times. Do not shake. If any clumps are visible do not use.					
4. Wipe top of bottle with alcohol wipe and let dry for 5 seconds.					
5. Pulls the plunger down to let air equal to the number of units of shorter acting insulin* into the syringe.					
6. Places the vial of insulin flat on table and pushes the needle through the center of the rubber top of the insulin.					
7. Pushes the air into the bottle and leaves the needle in the bottle.					
8. Turns the insulin bottle and syringe upside down.					
9. Pulls the plunger down slowly to the correct number of units					
10. Looks for air bubbles, taps the syringe to raise air bubbles to the top, pushes the air bubbles back in the bottle and repeats step '7'.					
11. Checks to make sure the correct number units in the syringe and removes the syringe from the bottle.					
12. Verify dosage with another trained staff person.					
13. Assist the child in choosing the injection site.					
a. Pinches skin and insert insulin syringe and needle					
b. Pushes plunger in to deliver insulin and counts to five with skin pinched and needle in place					
c. Lets go of pinched skin but keeps needle in place in skin and count to five.					
d. Removes insulin syringe and needle from skin. Dabs with cotton ball as needed					
14. Disposes of syringe with needle intact into a sharps container. Does not recap syringe					
15. Removes gloves. Washes hands					
16. Documents on appropriate log.					

Staff Member (UAP) Signature _____

Initials _____

Nurse Consultant Signature _____

Initials _____