

## Diabetes Skills Standard Training Checklist Insulin Pen

The insulin pen in use should be stored at room temperature. Once the pen has been used it expires in 28 days. Back-up pens should be stored in the refrigerator until first use. There are two pens that dose ½ units of insulin:

**The Novo Pen Jr.** *smallest dose is 1.0 unit, then can dose 1.5, 2.0, 2.5, etc.*

**The Lilly Humapen Luxura HD** *smallest dose is 0.5 units.*

Explanation/Return Demonstration
A. States purpose of procedure
B. The Individualized Student Health Plan (ISHP) is referenced for proper timing and dosing of insulin with the insulin pen.
C. Identifies supplies - Insulin pen (possibly insulin cartridge), pen needles, alcohol wipes, sharps container, ISHP and Student Daily Diabetes Monitoring Log.
D. Procedure:
1. <b>Wash hands</b> , Acquire blood glucose reading, <i>When recess is before lunch, insulin dosing should be based on the pre-lunch blood glucose reading, not a pre-recess blood glucose reading.</i>
2. Determine insulin dose based on ISHP ( <b>insulin to cover carbs, insulin to correct high blood sugar or both</b> ). - Call parent as indicated in ISHP.
3. Wipe insulin pen top with alcohol and let dry. a. You may need to load insulin cartridge into pen first.
4. Screw pen needle onto the end of the insulin pen.
5. <b>Prime the pen/needle by dialing the pen to 2 units.</b> -Holding needle upright, push the plunger until you see a stream of insulin. <b>-If stream of insulin is not seen, repeat priming procedure.</b> <i>A new pen or cartridge may need to be primed multiple times.</i> - Gently shake off any insulin at end of needle.
6. Turn the dose knob to the desired number of insulin units. Verify correct dose with 2 <sup>nd</sup> delegated staff. <b>If student dialing dose, school staff to confirm that it is correct.</b>
7. Assist the student in choosing the injection site: a. Gently pinch/lift skin and insert needle at 90 degree angle. b. When using 4mm (nano) or 5mm (mini) there is no need to pinch/lift the skin. c. Push injection button down completely to deliver insulin, then make sure that "0" is displayed in dosing window, count 10 seconds with needle in place. <i>If "lifting" skin, let go of lift while counting to 10.</i> d. Remove needle from skin. e. Check skin for leak-back by gently touching skin with finger. If leak back noted, document on Student Daily Diabetes Monitoring Log.
8. If appropriate, have student remove needle from pen and dispose of in sharps container. Otherwise, UAP to remove pen needle and dispose of in sharps container. Pen needle is one time use. <b>Never store pen with needle attached.</b>
9. Wash hands.
10. Document on Student Daily Diabetes Monitoring Log.