

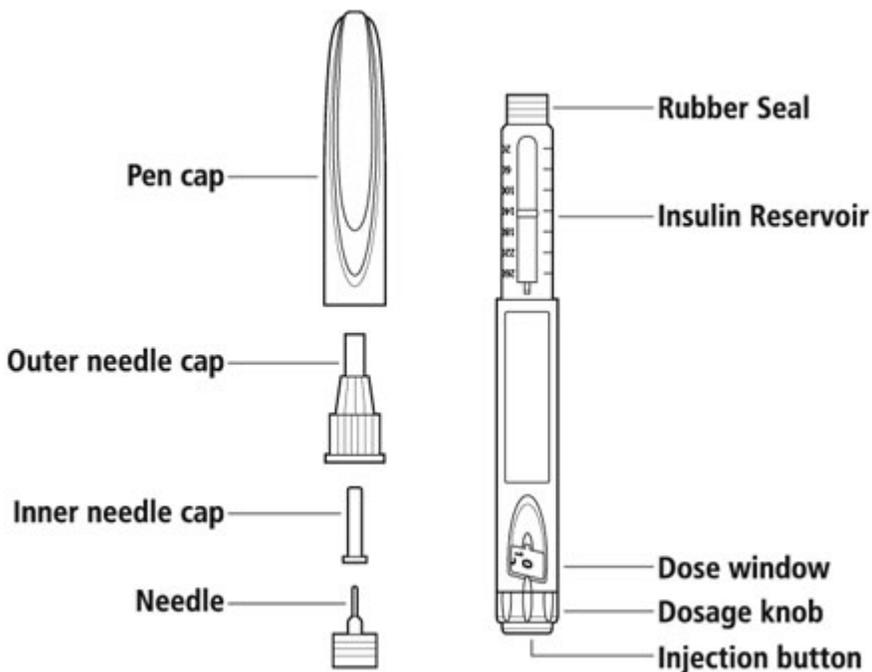
Insulin Administration Using an Insulin Pen

What You Will Need

Before you administer Insulin subcutaneously via an Insulin pen, you will need the following:

- Medication Administration Record
- Insulin pen
- Alcohol swab, or cotton ball moistened with alcohol
- Pen needle

Parts of an Insulin Pen



How to Use

1. Wash your hands.
2. Check the drug label to be sure it is what the doctor prescribed. Check the expiration date on the pen. Do not use a drug that is past the expiration date. Also, do not use if beyond number of days listed in table at end of this document once opened and in use.
3. Remove pen cap.
4. Look at the insulin.
5. Short or rapid-acting insulin (Regular, Humalog, NovoLog, and Apidra) and Lantus or Levemir should appear clear. Do not use it if the drug appears to have pieces in it or is discolored.
6. Intermediate or mixed insulin (NPH, 75/25, 70/30, or 50/50) will appear cloudy and white. This type of insulin should be gently mixed before use. To do this, roll the pen between your hands and turn the pen up and down a few times until it appears thoroughly mixed.
7. Wipe the tip of the pen where the needle will attach with an alcohol swab or a cotton ball moistened with alcohol.

8. Remove the protective pull tab from the needle and screw it onto the pen until snug (but not too tight).
9. Remove both the plastic outer cap and inner needle cap.
10. Look at the dose window and turn the dosage knob to '2' units.
11. Holding the pen with the needle pointing upwards, press the button until at least a drop of insulin appears. This will prime the needle and remove any air from the needle. Repeat this step if needed until a drop appears.
12. Dial the number of units ordered.
13. Be sure to rotate the administration sites. Try to stay at least 1 inch from the last shot, any scars, and the umbilicus.
14. To hold the pen, wrap your fingers around the pen with your thumb free to reach the dosing knob.
15. With the other hand, gently pinch up the skin around where you will administer the shot subcutaneously. Insert the needle at a 45 to 90-degree angle.
16. While keeping needle under skin, press the button all the way returning to zero, and keep pressing for six to ten seconds (larger doses may require the whole ten seconds). Withdraw from the skin.
17. Carefully retract and remove the needle and discard in the sharps container
18. Document dose administered and site.

Insulin Storage

Do not freeze insulin.

Insulin pens - Store unopened insulin pens in the refrigerator at a temperature of about 40 F (4.45 C). Insulin pens can be stored (if refrigerated) until the expiration date listed on the pen. Store opened pens at room temperature, but not above 86 F (30 C). Discard opened pens according to the following chart:

Regular	28 days
Humalog (lispro)	28 days
NovoLog (aspart)	28 days
Lantus (glargine)	28 days
Apidra (glulisine)	28 days
NPH	14 days
Humulin 70/30, Humalog Mix 75/25, Humalog 50/50	10 days
NovoLog Mix 70/30	14 days
Levemir (detemir)	42 days