The insulin pen in use should be stored at room temperature. Once the pen has been opened it expires in 28 days. Back-up (unopened) pens should be stored in the refrigerator until first use. Insulin pens come in both half unit and whole unit increments. Some insulin pens are disposable and some pens use a replaceable insulin cartridge.

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| **Explanation/Return Demonstration**A. States purpose of insulin pen injection procedure. |
| B. The Individualized Healthcare Plan (IHP) 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, IHP and Student  Daily Diabetes Monitoring Log. |
| D.  **Procedure:** |
| 1. **Wash hands**/**Have student wash hands**. Acquire CGM/BG reading, \**When recess is before lunch, insulin dosing should be based on the pre-lunch CGM/BG  reading, not a pre-recess CGM/BG reading\** |
|  2. Determine insulin dose based on IHP (*insulin to cover carbs, insulin to correct high blood sugar or both).* Call parent as indicated in IHP. |
|  3. Wipe insulin pen top with alcohol and let dry completely. |
|  4. Screw pen needle onto the end of the insulin pen. |
|  5. **Prime the pen/needle by dialing the pen to 2 units** Holding needle upright, push the plunger until you see a stream of insulin.   **If stream of insulin is not seen, repeat priming procedure.**  **\****A new pen or cartridge may need to be primed multiple time\*.* 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 2nd delegated staff member. **If student is self-dialing insulin dose, delegated school staff must confirm that it is correct.** |
|  7. Assist the student in choosing the injection site (encourage rotation of sites): a. When using 4mm (nano) or 5mm (mini) there is no need to pinch/lift the skin.  *(Some families request that a lift/pinch of the skin be done).* b. Insert needle at 90 degree angle. c. Push injection button down completely to deliver insulin, then make sure that “**0**” is displayed in dosing window,  **count to 10** (seconds) with needle in place*. \* If “lifting” skin, let go of lift while counting to 10\** d. Remove needle from skin. e. \*If leak back of insulin noted, document on Student Daily Diabetes Monitoring Log\* |
|  8. Whenever possible, have student remove needle from pen and dispose of it in sharps container. Otherwise, UAP to remove  Pen needle and dispose of in sharps container. **Pen needle is one time use only.**  **\*Never store pen with needle attached**\*  |
|  9. Wash hands. |
|  10. Document on Student Daily Diabetes Monitoring Log.  |

**Reminder:** Fast acting insulins are interchangeable - Humalog, Novolog and Apidra.No need for new orders.