

## EdHealth Australia Insulin Administration Audit Tool

Support worker training to support or administer an insulin injection to a client/customer needs to be comprehensive. To learn how to use the insulin pen, [click on the link](#) and watch the training video. Then read through the procedure below and use a practice pen to get used to using the device. This will help you to learn the technique for an accurate injection, and prepare for the evaluation component of Module 3. It is important to practice this technique before you attend the Online Skills Check session with **Jayne Lehmann RN CDE** when she will check your technique and explain the 'Follow the Rainbow' insulin site technique. Your organisation tells you the date, time and venue for the session.

**Procedure: How to use a disposable insulin pen** [ ] FlexPen [ ] Solostar Pen [ ] \_\_\_\_\_

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|----------------------------|------------|
| Name of your organisation: | Your name: |
|----------------------------|------------|

|   |               |
|---|---------------|
| Name of the house or service you work in: | Today's date: |
|---|---------------|

| Step  | Description   | Done <sup>√</sup> |
|---|---|-------------------|
| <b>1. Gather equipment</b>                                      | Hand washing facilities, gloves, insulin pen device, insulin pen needle (4-5mm), medication order/chart, sharps disposal unit, (+ injecting pad for practice/audit).  |                   |
| <b>2. Check insulin medication order and prepare insulin</b>    | Look at medication chart insulin order and check the following details:<br>a) The name of the person to whom the insulin is to be administered matches the medication chart photo.<br>b) The name of the insulin ordered matches that on the side of the disposable pen to be used.<br>c) The number of units<br>d) The time to be administered is correct<br>e) The route is for a subcutaneous injection<br>f) Look on the side of the insulin pen to check it has not expired.   |                   |
| <b>3. Prepare the needle and check the insulin device works</b> | Remove paper backing from the insulin pen needle. Twist or click the needle into place on the end of the insulin pen device (depending on needle type).<br><br>**Check the insulin through the clear window. If it is a cloudy insulin– roll the device firmly between your hands 10 times and check the insulin is re-suspended and evenly mixed. You do not need to do this step if the insulin is clear. <b>Do this before removing paper backing from insulin pen needle **</b><br><br>Dial a <b>2 unit air shot/test dose</b> and press down on the insulin administration button at the end of the pen to squirt insulin into the sharps container. If no insulin comes out repeat this step until it does. |                   |
| <b>4. Dial up the dose</b>                                      | Check insulin medication order again and turn dial on the pen to the matching number on the insulin device. Re-check dose on medication chart matches that in the dose window on the pen.   |                   |

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| <p><b>5. Re-check the client</b></p>  | <p>Check the client matches the photo on the medication chart; insulin type, dose and time to be administered are correct as per the medication order; If working with another person ask them to check this as well.</p>   |                    |
| <p><b>6. Choose the injection site</b></p>  | <p>Choose an injection site anywhere on the abdomen from under the breasts, down to the bottom of the abdomen and right out to the sides. Use the ‘follow the rainbow’ insulin injection site technique. Do not pinch-up the skin. Hold the insulin pen with thumb resting on the administration button so the needle can be inserted into the abdomen at 90 degrees.<br/>Press firmly down on the dose administration button to inject the dose and when fully administered continue to press down on the button while counting to 10.<br/>Then withdraw the needle.</p> |                    |
| <p><b>7. Safely dispose of used needle</b></p>  | <p>Remove the used insulin pen needle using a safe technique i.e. the client removes the used needle or appropriate equipment/procedure is in place for staff to safely remove. Dispose of the used needle in a sharps container.</p>   |                    |
| <p><b>8. Document and tidy-up</b></p>   | <p>Sign for the administration of the dose on the medication chart. Tidy up the equipment and put the insulin away. Check if insulin and equipment needs to be ordered.</p>   |                    |
| <p><b>Additional Questions</b></p>  |   |                    |
| <p><b>How do you prevent lumps forming from over injecting in the same place?</b></p> | <p>Change the site every injection to prevent over injecting a few sites on the abdomen to prevent lumps developing under the skin from repeated injections in the same place. Insulin injected into the lumps does not work like it should.</p>  |                    |
| <p><b>What is the Over the Rainbow insulin site rotation technique?</b></p>           | <p>To use the whole abdomen for ongoing insulin injections, imagine a big rainbow on the tummy. Then follow the lines of the rainbow to guide where to give the injection. This is explained further in the Online Skills Check session.</p>  |                    |
| <p><b>What do you do if you are pricked by a used needle?</b></p>                     | <p>Immediately wash the site thoroughly with soap and running water. Report incident to Manager. Document incident. Go and see the doctor for a medical review and blood tests which will be repeated in 3 months. Ideally the client/customer will agree to also having bloods reviewed in the same timeframe. N.B. Follow your organisation’s specific procedure.</p>   |                    |
| <p><b>Assessor:</b><br/>Name: _____<br/>Qualifications: _____</p>                     | <p><b>Signature:</b></p>  | <p><b>Date</b></p> |