Job Aid—Checklist For Administering a Single Type of Insulin in a Syringe

Step 1: Evaluate the Client

Step 2: Set up the Medication

1. Check the 5 Rights of Medication Administration.
2. Gather your supplies on a clean surface near your client.
3. Inform your client of what you are doing.
4. Wash your hands.
5. Inspect the insulin vial and re-check the 5 Rights of Medication Administration.
6. Clean the top of the vial with a sterile alcohol wipe.
7. If the insulin is the cloudy type, mix by rolling the vial gently between the palms of your hands.
8. Uncap the needle of the syringe.
9. Pull the syringe plunger back to the # of units of insulin that you need to administer.
10. Inject the drawn-up air into the vial.
11. With the needle of the syringe still in the vial, turn the insulin vial and syringe upside-down.
12. Pull the plunger back to the correct # of insulin units.
13. Check the syringe for air bubbles and remove them.
14. Remove the needle from the vial and put the syringe down.
Inform the client about what you are doing.

Re-check the 5 Rights of Medication Administration.

Put on your gloves.

Clean the skin of the injection site with a sterile alcohol wipe.

Hold a fold of skin between your fingers.

Give the insulin injection.

Hold the syringe like a pencil and quickly poke the needle straight into the fold of skin at a 90° angle.

While holding the syringe in place, release the fold of skin.

While still holding the syringe in place, push the syringe plunger all the way down using a firm and smooth motion.

Pull the needle straight out at the same angle that it was inserted.

Drop the used syringe into the sharps container.

If bleeding occurs, gently press the site with a cotton ball or gauze.

Inform the client the injection is complete.

Remove gloves.

Wash your hands.

Put supplies away and clean your work area.

Step 4: Document the Medication Administration

Step 5: Observe Client for Side Effects