

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.

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Step 3: Administer the Medication



- 1 Inform the client about what you are doing.
- 2 Re-check the 5 Rights of Medication Administration.
- 3 Put on your gloves.
- 4 Clean the skin of the injection site with a sterile alcohol wipe.
- 5 Hold a fold of skin between your fingers.
- 6 Give the insulin injection.
 - 6a Hold the syringe like a pencil and quickly poke the needle straight into the fold of skin at a 90° angle.
 - 6b While holding the syringe in place, release the fold of skin.
 - 6c While still holding the syringe in place, push the syringe plunger all the way down using a firm and smooth motion.
 - 6d Pull the needle straight out at the same angle that it was inserted.
- 7 Drop the used syringe into the sharps container.
- 8 If bleeding occurs, gently press the site with a cotton ball or gauze.
- 9 Inform the client the injection is complete.
- 10 Remove gloves.
- 11 Wash your hands.
- 12 Put supplies away and clean your work area.

Step 4: Document the Medication Administration

Step 5: Observe Client for Side Effects