3.1.18 INSULIN PEN DEVICES

AIM

- Women with diabetes commencing an insulin delivery system shall receive comprehensive education, follow up and support to enable self management of their diabetes.

KEY POINTS

- Women with diabetes are encouraged to be self managing and continue to use their own insulin pen devices and needles.
- However, as there is real risk of needle stick injury, staff should not under any circumstances recap and/or remove a standard pen needle from an insulin pen.
- Where a patient is unable to complete the process of removing and disposing of the needle, staff should use a safety pen needle (BD AutoShield™ Duo) available in all areas and suitable for all insulin pens.
- Staff assisting women to give insulin shall attend in-service on insulin pen devices.
- Staff shall contact the Diabetes service (9340 2163) if unfamiliar with the insulin pen device in use.

INSTRUCTIONS FOR STAFF WHEN USING PATIENTS PEN DEVICES

USE OF BD AUTOSHIELD™ DUO SAFETY PEN NEEDLE (STAFF)

When a patient is unable to complete the process of removing and disposing of the pen needle staff should use the AUTOSHIELD™ DUO SAFETY PEN NEEDLE and administer the insulin.

- AUTOSHIELD™ DUO SAFETY PEN NEEDLE are not for patients use. They are for staff use only.
  - Take the Peel Tab off the pen needle. Holding the outer cover, push and twist the pen needle onto the pen in a clockwise direction until it meets resistance.
  - Pull ONLY the outer cover straight off.
  - Always check the flow in the pen needle before each injection by priming the device with an airshot (dial 2 units) repeat if needed.
  - Dial prescribed dose on the pen, place pen on skin at 90 degree angle and with slight pressure the needle will automatically be inserted into the skin.
  - Maintain this pressure on the skin as you deliver the dose (by pressing the button with your thumb) and continue the pressure on the skin for a further 6 seconds allowing the insulin dose to be fully administered.
  - Do not inject with the needle pointing at an angle toward your fingers. This may result in a needle stick injury.
• Once dose is fully delivered lift pen away from the skin. The Inner Shield will automatically deploy and lock in place.
• A Red Indicator Band will appear confirming Shield is locked in place and that the Pen Needle has been used.
• Always hold the Pen Needle by the White Sleeve when removing. Twist pen needle in an anticlockwise direction to remove needle from the pen.
• Pen Connection end is protected – confirmed when orange shield deploys and covers the needle.
• DO NOT PLACE YOUR FINGERS ON THE ACTIVATED SHIELDS.

INSTRUCTIONS FOR PATIENTS WHEN USING OWN DEVICES AND NEEDLES

USE OF A INSULIN PEN DEVICE

• Wash and dry hands.
• Remove the Pen cap.

ATTACHING THE NEEDLE

• Remove the protective tab from patients insulin pen needle and screw the needle securely onto the Pen.
• Pull off the clear outer and keep to remove needle after injection
• Pull off inner needle cap when ready to inject, and discard.
• Do not discard the clear outer needle cap.

INJECTING A DOSE

• Re suspend cloudy insulin by rocking / rolling the pen until the insulin is uniformly suspended.
• Prime pen prior to each injection as follows:
  o Dial 2 units by turning the dose selector forward.
  o Hold FlexPen with the needle pointing up. Tap the reservoir gently with your finger a few times to make sure any air bubbles collect at the top.
  o With the needle still pointing upwards, press the Push Button fully in until the dose selector returns to zero. A drop of insulin should appear at the needle tip.
  o If not, repeat the air shot up to 6 times until a drop of insulin does appear. If a drop still does not appear, do not use your FlexPen.

Dose selection:

• Ensure the Push Button is fully depressed and the dose selector is set at zero. Dial the number of units required by turning the dose selector in a clockwise direction.
• The dose can be corrected both up and downwards.
• You cannot set a dose larger than the number of units remaining in the reservoir. 60 units is the maximum dose.

Injection of insulin:

• Pinch your skin between two fingers, push the needle into the skin fold and then inject the insulin by pressing the Push Button down fully with your thumb.
  Be careful to only press the Push Button when injecting)
Leave the needle under the skin for at least 6 seconds. Keep the Push Button fully pushed in until you remove the needle from the skin this will ensure that the full dose is given..
REMOVING THE NEEDLE

• Replace the clear outer needle cap and unscrew the needle. Dispose of it into a sharps container.
• It is important that you use a new needle for each injection.
• Replace the Flexpen cap and store the FlexPen you are using in the refrigerator or below 25 degrees Celsius.
• Insulin can be kept at room temperature (less than 25 degrees Celsius) for 30 days from opening. After this time, the insulin pen should be discarded.
• Flexpen not in current use must be stored in the refrigerator between 2-8 degrees.

FUNCTION CHECK

If your pen is not working properly, follow this procedure.

• Screw on a new pen needle.
• Prime pen
• Dial 20 units and put the outer needle cap into the needle.
• Dispense 20 units into the needle cap holding the pen with the needle pointing downwards.
• The solution will fill the lower part of the cap to the top of the phalanges on the cap.
• If pen has released too much or too little, repeat the test. If it happens again do not use the pen.