

EMERGENCY GLUCAGON SKILLS CHECKSHEET



Student Name: _____ School: _____

Local Education Agency: _____ School Year: _____

Trained UDA: _____ Registered Nurse/Instructor: _____

Glucagon Delegation Training	Initial Annual Training Reviewer Signature	Quarterly Return Demonstration Reviews by Registered Nurse			
		Quarter 1 Review Date /Initial of Reviewer	Quarter 2 Review Date /Initial of Reviewer	Quarter 3 Review Date /Initial of Reviewer	Quarter 4 Review (If Applicable) Date /Initial of Reviewer
A. PREPARATION:					
1. Reviews standard precautions					
2. Identifies when Glucagon is to be administered for severe hypoglycemia. (Student is unconscious/unable to eat or drink fluids/Seizure or jerking movements).					
3. Identifies expiration date of Glucagon					
4. Identifies accompanying steps:					
a. Sends someone to call EMS/911, notify school nurse & parent/guardian					
b. Maintain open airway and injects Glucagon					
c. Give fast acting glucose (cake icing) when student is awake and able to swallow. (Fast acting glucose as directed by IHP, Diabetic Management Plan and/or Provider order).					

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d. Remain with student until EMS arrives					
B. IDENTIFIES SUPPLIES:					
1. Glucagon Kit					
2. Alcohol wipes					
3. Sharps container					
4. Gloves					
C. PROCEDURE:					
1. Washes hands or use hand sanitizer to clean hands, if possible					
2. Suspends or disconnects pump if applicable (according to IHP, Diabetic Management Plan and/or Provider Order)					
3. Gathers supplies (gloves, Glucagon kit, alcohol wipe)					
4. Puts on gloves					

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5. Removes flip-off seal from vial of Glucagon powder.					
6. Remove needle cover from syringe					
7. Injects entire content of syringe into vial of Glucagon powder (held upright)					
8. Swirls vial gently until dissolved/clear					
9. Holds vial upside down, and withdraw proper dose from the vial into syringe					
10. Withdraws needle from vial, hold syringe upright, and remove air/bubbles from syringe					
11. Exposes injection site (upper, outer area of thigh or arm, may inject through clothes only if necessary).					
12. Holds syringe safely; use other hand to clean injection site with alcohol wipe					

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13. Inserts needle straight into the tissue of injection site and inject Glucagon					
14. Withdraws needle and press gently with alcohol wipe at injection site					
15. Turns child on side as vomiting may occur. Stay with student until 911/EMS arrives					
16. Puts used syringe and vial in sharps container					
17. Documents events and completes unusual occurrence report					

Trained Unlicensed Diabetic Assistant Signature: _____ Date: _____

Registered Nurse Signature: _____ Date: _____