



**Injectable Glucagon  
Skills Checklist 10/7/2020**

Medication administration to students is governed by Wis. Stat. sec. 118.29. The statute requires that unlicensed school staff receive DPI approved training and be authorized in writing by the district administrator. Annual skill verification is recommended by a registered nurse, medical provider, or a skilled and willing parent.

Skills	Initial Demonstration		Return Demonstration				
	Date	Date	Date	Date	Date	Date	Date
1. Identify that symptoms of a severe low blood sugar reaction are present and that based on the child's diabetes emergency plan, medication needs to be given							
2. Call for assistance							
3. Ask that another school staff person call 911 or emergency medical services							
4. If able, move the student to a lying position							
5. Explain the procedure to the child at his/her level of understanding							
6. Check the medication and the order to be sure it is:							
a. For the right child							
b. The right medication							
c. The right dose							
d. Being given at the right time							
e. Being given by the right route							
7. Be sure to check the medication to ensure that it has not expired							
8. Wash your hands, if possible							
9. Assemble supplies and place on a clean surface							
10. Quickly review the five rights once again while checking the glucagon to be sure it is:							
a. For the right child							



b. The right medication							
c. The right dose							
d. Being given at the right time							
e. Being given by the right route							
11. Be sure to check the medication to ensure that it is not expired							
12. Put on gloves							
13. Remove the glucagon vial and syringe containing the liquid or diluent from the case							
14. Remove the gray cap from the vial							
15. Remove the cap from the syringe							
16. Do not remove the plastic clip from the syringe, as this may allow the push rod to come out of the syringe							
17. Insert the needle tip in the center top of the rubber stopper on the vial and slowly push the diluent from the syringe into the vial							
18. Gently swirl the vial with the syringe still in the vial until the solution is clear (this takes about 10-15 seconds)							
a. Glucagon should not be used unless the solution is clear and of a water-like consistency							
19. Turn the vial upside down, being sure that the needle does not fall out of the vial							
20. Pull the solution into the syringe, by pulling back on the plunger, as you withdraw the ordered amount of glucagon solution							
21. If present, remove air bubbles by tapping on the outside of the syringe and expelling the air or by pushing the dose back							



into the vial and pulling back on the plunger again							
22. Identify the location (buttock, thigh, or arm) for the injection							
23. Cleanse the injection site with an alcohol wipe							
24. Insert the needle into the skin at a 90-degree angle							
25. Slowly inject the solution							
26. Remove syringe							
27. Put the used syringe in the carrying case							
28. Close the carrying case to avoid a possible needle stick injury							
29. Apply pressure using the alcohol wipe and gently massage injection site							
30. If the student is not lying on their side, move the student to a side-lying position because vomiting often follows the injection of glucagon							
31. If needed, ask another person for assistance							
32. If alone with student, and you have not already called 911 or emergency medical service, do so now							
33. Monitor the student's arousal, pulse and respirations							
34. If breathing stops, move the student onto their back							
35. Begin rescue breaths							
36. If breathing and heartbeat stop, begin CPR							
37. As soon as the individual is awake and able to swallow, give the individual a fast-acting source of sugar (such as fruit juice)							
38. Once rescue squad arrives, inform them of medication administered, including type of medication, dose and time							



39. Send along glucagon kit along with used dose							
40. Dispose of all used materials in proper receptacles							
41. Remove gloves and wash hands							
42. Follow up with the parent or guardian and healthcare provider, as needed							
43. Document medication administration in the student's medication administration log							

**Plan for monitoring medication administration:**

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\_\_\_\_\_ **School Nurse Name:**

\_\_\_\_\_ **Phone Number:** \_\_\_\_\_